



P.O. box 1258  
Majuro, Marshall Islands, MH 96960

Accredited by the Western Association of Schools and Colleges

Tel: (692) 625-3291/3843  
Fax: (692) 625-7203  
Website: ec@cmi.edu

Executive Council  
11:10 a.m. May 12, 2021  
Board Conference Room

## MINUTES

Present:

Dr. Irene J. Taafaki

Chairperson/President

William Reiher  
Dr. Elizabeth Switaj  
Stevenson Kotton  
Adedayo Ogunmokun  
Desmond Doulatram  
Ruthy Maun  
Melina Riklon

Executive Vice President  
Vice President for Academic and Student Affairs  
Vice President for Business and Administration Affairs  
Faculty Senate President  
Faculty Representative  
Staff Senate President  
SBA

---

The Executive Council's *first* meeting for the month of May 2021, was called to order by the Chairperson/President Dr. Taafaki at approximately 11:20 a.m., followed by an opening prayer from the Faculty Senate President.

### **Approval of the Previous Minutes**

The minutes from the previous meeting on April 21, 2021 were reviewed.

### **APPROVAL:**

**With the minor corrections to the minutes, the VPBAA made a motion to approve the meeting minutes from April 21, 2021, seconded by the EVP. The motion was carried successfully by the majority with no abstention.**

### ***FOLLOW-UP from the APPROVED MINUTES***

The VPASA followed up on the approved minutes' page 4, INFORMATION & ISSUES (1) (a) and (1) (b):

*(1) (a): Safety and Security*



P.O. box 1258  
Majuro, Marshall Islands, MH 96960

Accredited by the Western Association of Schools and Colleges

Tel: (692) 625-3291/3843  
Fax: (692) 625-7203  
Website: ec@cmi.edu

1. The VPBAA informed the Council that the incident's report is to be submitted to his office in the afternoon, May 12, 2021 by the Director of Safety and Security.
2. The President is to meet with the students and will further discuss this issue on Monday, May 10, 2021.
3. The Council discussed possible solutions in regards to trespassers.
  - a. The President asked the VPBAA to update the Council on the Fencing Project.
  - b. An email with a photo should be disseminated to notify the CMI Community of unwanted individuals on campus.
  - c. Gates will be put up around the campus, having 3 entrance gates with security guards at each entrance and 2 with security cameras.
  - d. More cameras will also be installed.
  - e. Student's will be required to have their Student IDs present when they're on campus or will be asked to leave the campus.
  - f. In case of community transmission of COVID, only the individuals that have been vaccinated will be allowed on campus.

*(1) (b): Dormitories*

1. The VPBAA shared with the Council that the dormitories' furnitures will be replaced or fixed at the end of the semester.

**Update from the President**

**1. FEDERAL**

- a. American Rescue
  - i. The VPBAA received award notification of \$6.4MM this morning, May 12, 2021.
    1. Half of the amount will be allocated for the students, however, the terms and guidelines have yet been confirmed.
    2. \$3.2MM will be allocated for Institutional Funding.
- b. PPEC
  - i. The President shared with the Council the two grants that have been awarded to CMI. The two grants are:
    1. Planning for a business Incubator Café at the College of the Marshall Islands - \$30K (Thirty thousand dollars)
    2. Agricultural Education for Health and Sustainable Livelihoods - \$149,292 (One hundred forty-nine thousand, two hundred ninety-two dollars).

**2. REGIONAL**

- a. ACCJC



P.O. box 1258  
Majuro, Marshall Islands, MH 96960

Accredited by the Western Association of Schools and Colleges

Tel: (692) 625-3291/3843  
Fax: (692) 625-7203  
Website: ec@cmi.edu

- i. An invitation to attend the Commission's meeting on June 9-10, 2021, was received on April 21, 2021.
    - ii. The Final Report was also received on April 21, 2021.
    - iii. The Equity, Quality and Innovation Seminars took place on April 21-23, 2021.
  - b. PPEC
    - i. The Bi-Annual Report to ACCJC was submitted on May 10, 2021.
    - ii. The Fiscal Report to ACCJC is due on June 30, 2021.
    - iii. The President shared with the Council members UG's innovative programs such as, UG's Drone Corps Training and PCC's General Electric Program.
      1. The President also shared information with the Council of UG having 85% of its students and 90% of its faculty members and staff that have been vaccinated.
    - iv. The Oceans Conference is scheduled for December 8, 2021 in Palau.
  - c. REL
    - i. On May 26th & May 27th, from 8:30 a.m. to 4:00 p.m., the Math Transitioning Coaching will occur, having its participants discussing the five improvement priorities in:
      1. Attendance
      2. Supporting absent students
      3. Collaborative Learning Strategies
      4. Productive Persistence Strategies
      5. Rich Tasks
    - ii. Demographic and College Readiness
      1. REL is planning to invite 10 individuals from PSS and CMI who will meet and discuss the data findings and identify and develop policies and practices based on the findings,
      2. The meeting is predicted to be held in mid-June, and is planned to last for 3 hours.
- 3. NATIONAL**
  - a. MIMA 2021 Conference
    - i. The President, EVP, and the VPs attended and presented at the MIMA Conference on May 4, 2021.
    - ii. A followup visit was hosted by CMI for MIMA, in which Land Grant did a presentation on May 7, 2021.
  - b. TM Task Force
    - i. It's been assigned by the Cabinet for CMI to manage a \$200K budget for the TM Task Force.
  - c. Education and Skills Project
    - i. The Education and Skills Project staff is in the process of being hired.



P.O. box 1258  
Majuro, Marshall Islands, MH 96960

Accredited by the Western Association of Schools and Colleges

Tel: (692) 625-3291/3843  
Fax: (692) 625-7203  
Website: ec@cmi.edu

- d. Improving the Quality of Basic Education (IQBE):
  - i. The site will be at the RH119 for the Hands on Math Lab.
  - ii. The Hands on Math Lab budget has increased.
- e. Arrak
  - i. A sub-lease agreement is being worked on by CMI and David Strauss for the MOHHS.
  - ii. MICRO GAMES COMMITTEE
    - 1. A meeting was held on May 6, 2021.
      - a. A Sports Management and Entrepreneurship certificate was discussed in the meeting.
- f. WAM
  - i. The closing ceremony for the second canoe builder's workshop was attended by the President and the Dean of WAVES on May 7, 2021.
- g. USG and GRMI Budget
  - i. On April 29, 2021, a preliminary meeting was held with the Education Sector.
- h. IOM: Gender-based Violence Project Award of \$34,836.89
  - i. The President commended the VPASA, the Director of Counseling and TRACC and Student Counselor Risi Karben for taking the lead.

## INTERNAL

- a. Board of Regents
  - i. The 2nd Qtr Meeting will be held on May 25, 2021.
- b. Graduation and Awards
  - i. The President shared with the Council members an issue, brought up by one of the graduating students, asking if the graduation day can be changed, due to religious reasons.
    - 1. Graduates, who aren't able to attend graduation on Majuro, due to religious reasons, will be given an option of joining the Ebeye graduates.
      - a. If this option is chosen by the graduate, CMI will fund the graduate plus one parent to Ebeye and back to Majuro.
  - ii. Ebeye Graduation
    - 1. The CMI Graduation will be June 2, 2021 at 3:00pm at the Jabro Sports Complex.
  - iii. Navigating Student Success in the Pacific (NSSP)
    - 1. A virtual graduation and celebration will take place on June 25, 2021.
  - iv. Ebeye STCW aka Sea Safety Training's Closing Ceremony
    - 1. The closing ceremony will be on May 21, 2021 at 6:00pm at the CMI Ebeye DE Center.
  - v. Pre-Engineering Short Course



P.O. box 1258  
Majuro, Marshall Islands, MH 96960

Accredited by the Western Association of Schools and Colleges

Tel: (692) 625-3291/3843  
Fax: (692) 625-7203  
Website: ec@cmi.edu

1. The Pre-Engineering short course concluded on Friday, May 7, 2021.
- vi. The President shared with the Council a Webinar session with the American University of Antigua and the American International College of Arts and Sciences that was held on May 6, 2021.
- vii. An update of the STCW's MOU was also shared with the Council. The STCW MOU is currently with MIMRA.
- viii. Kwajalein's new Colonel Thomas S. Pugsley is planning on visiting the CMI campus on Majuro on May 17, 2021.

#### **Accreditation Update from ALO/VPASA**

1. The reaffirmation of accreditation will be during the commission's meeting on June 9-11, 2021.
2. The ALO included in her written report the re-formed Accreditation Steering Committee.
  - a. The ASC have met mostly to discuss the logistics of the committee.
  - b. The ASC will meet on the second Monday of each month, starting next week. The members consist of:
    - i. Standard I Representative - Director of IRA
    - ii. Standard II Representative - Dean of WAVES
    - iii. Standard III Representative - Director of Plant & Facilities
    - iv. Standard IV Representative - Grant Coordinator
    - v. Quality Focus Essay Representative - Associate Dean of Student Equity & Engagement
    - vi. Staff Senate Representative
    - vii. Faculty Senate Representative
    - viii. SBA Representative - TBC
3. As per ALO's Submitted Written Report
  - a. Implementation Plan

**i. We now have 2 parts of our Implementation Plan that are fully on track and 5 that are still encountering difficulties but are still moving forward.**

(Please refer to Strat. Plan 3.1.2 or ALO's Report to EC for May 5, 2021)

4. Review Standard IV.A.1:
  - a. "Institutional leaders create and encourage innovation leading to institutional excellence. They support administrators, faculty, staff, and students, no matter what their official titles, in taking initiative for improving the practices, programs, and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective planning and implementation.
    - i. The Council reviewed the standard and discussed what defines a "champion innovator."



P.O. box 1258  
Majuro, Marshall Islands, MH 96960

Accredited by the Western Association of Schools and Colleges

Tel: (692) 625-3291/3843  
Fax: (692) 625-7203  
Website: ec@cmi.edu

## **INFORMATIONS & ISSUES**

### **1. Student Representative**

- a. Not Present

### **2. Executive Vice President**

- a. No Issue

### **3. Vice President for Academic & Student Affairs**

- a. As per the VPASA's Written Report
  - i. Through the Curriculum Committee, the degree programs are still submitting their curricular documents.
  - ii. All PRs from groups 1-2 have been submitted and approved by the supervisors except, the Nuclear Institute, ASP, and the Business Studies.
  - iii. The VPASA reports on EMC's findings after reviewing the executive summary of the SENSE. Two issues brought up by EMC are:
    1. Student's understanding their Advisor's role
    2. Student's feel that faculties aren't learning their names.
      - a. The President wanted confirmation if student's advisor's are included in the student's portal once Jenzabar's installed.
      - b. A suggestion was made by one of the Faculty Staff Representatives wanting to know if a student's id with their photo could be included in the student's portal with Jenzabar?
      - c. It was recommended by the President to have the Associate Dean of Learning Support work with the Communications Officer in regards to student advisor's roles being shared and published on the Jilel newsletter.
  - iv. The VPASA notified the Council members of the Associate Dean of Learning Support promotion that's already been accepted by Ms. Jemimah Razalan.
  - v. The IEC will discuss the ISLO Assessment plan in its next meeting.
  - vi. The VPASA included in her report the STEM Department's developments in regards to alternative pathways for students to complete their developmental math requirements a semester earlier than anticipated.
  - vii. Recognition of Prior Learning Policy
    1. As a result of being approved by the Board of Regents, the EMC has developed procedures and forms to be reviewed by EC.
  - viii. 6 of the 13 Pre-Engineering Physics students completed their short course on Friday, May 7, 2021.
    1. There wasn't a female enrolled in the short course. More females should be recruited for future courses.



P.O. box 1258  
Majuro, Marshall Islands, MH 96960

Accredited by the Western Association of Schools and Colleges

Tel: (692) 625-3291/3843  
Fax: (692) 625-7203  
Website: ec@cmi.edu

- ix. There have been 264 applicants for the Summer Semester.
- x. Until May 28, 2021, the Associate Dean of Instructional Quality and Innovation position is open.
- xi. Next week, May 13, 2021, the Learning Support Committee will have its first meeting.

#### 4. Faculty Senate

##### a. PMS Survey

- i. The Faculty Senate President informed the Council of faculty members not submitting their PMS surveys after being asked to provide their emails.
  - 1. The President suggested that the PMS surveys be sent out again to faculty members and remain anonymous.

#### 5. Staff Senate

##### a. The Staff Senate President reported to the Council of Staff Senate's meeting on Monday, May 10, 2010.

- i. The Staff Senate's By-Laws are being worked on and are seeking assistance in translating the By-Laws to Marshallese.
  - 1. It was suggested by the Council members for Staff Senate to use their budget to fund a translator, preferably Mr. Nick Wilson.
- ii. The Staff Senate body wanted an update on the 401K Retirement Plan, in which the President stated that it will be on the next Board of Regents' agenda for May 25, 2021.
- iii. PMS (Results of the job evaluation for non faculty members)
  - 1. The Staff Senate President followed up on the PMS feedback for staff members.
    - a. The EVP and HR Department are working on this.
- iv. Retreat
  - 1. The Staff Senate body is planning a retreat in the coming months. The Retreat date hasn't been confirmed.
- v. Representative in the Standing Committees
  - 1. The Staff Senate wanted confirmation from the Council if there could be 2 Staff Senate representatives in each standing committee?
    - a. In response, the Chairperson/President stated that 2 members may attend meetings, but only one person will be appointed as a voting member.

### ADJOURNMENT

The Executive Council's *first* meeting for the month of May 2021, was adjourned at 12:45 p.m.



P.O. box 1258  
Majuro, Marshall Islands, MH 96960

Accredited by the Western Association of Schools and Colleges

Tel: (692) 625-3291/3843  
Fax: (692) 625-7203  
Website: ec@cmi.edu

Submitted By:

DocuSigned by:

D04E36E82B468...

Meria N. Bollong  
Secretariat Officer, EC

Concurred By:

DocuSigned by:

C3ED234EA9AD4E1...

President Dr. Irene J. Taafaki  
Chairperson, Executive Council

Approval Date:

May 19, 2021



**Certificate Of Completion**

Envelope Id: 616CFEE6397542998C5E23DF1955F46F	Status: Completed
Subject: Please DocuSign: Approved Minutes for 051221	
Source Envelope:	
Document Pages: 8	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Meria Bollong
Time Zone: (UTC+12:00) Fiji	PO Box 1258
	Majuro, MH-MAJ 96960
	mbollong@cmi.edu
	IP Address: 117.103.90.108

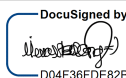
**Record Tracking**

Status: Original	Holder: Meria Bollong	Location: DocuSign
5/24/2021 11:47:50 AM	mbollong@cmi.edu	

**Signer Events**

Meria Bollong  
 mbollong@cmi.edu  
 Secretariat Officer - Executive Council  
 College of the Marshall Islands  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 D04F36FDE82B468...  
 Signature Adoption: Uploaded Signature Image  
 Using IP Address: 117.103.90.108

**Timestamp**

Sent: 5/24/2021 11:52:03 AM  
 Viewed: 5/24/2021 11:57:06 AM  
 Signed: 5/24/2021 11:57:13 AM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Irene Taafaki  
 itaafaki@cmi.edu  
 President  
 College of the Marshall Islands  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 C3FD234EA9AD4E1...  
 Signature Adoption: Uploaded Signature Image  
 Using IP Address: 64.86.23.30

Sent: 5/24/2021 11:57:14 AM  
 Viewed: 5/24/2021 4:04:03 PM  
 Signed: 5/24/2021 4:04:20 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 4/6/2021 10:35:12 AM  
 ID: 175a7104-6070-499b-8977-73ea13da776e

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/24/2021 11:52:03 AM
Certified Delivered	Security Checked	5/24/2021 4:04:03 PM
Signing Complete	Security Checked	5/24/2021 4:04:20 PM

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Completed	Security Checked	5/24/2021 4:04:20 PM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, College of the Marshall Islands (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact College of the Marshall Islands:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [ksebastian@cmi.edu](mailto:ksebastian@cmi.edu)

### **To advise College of the Marshall Islands of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [ksebastian@cmi.edu](mailto:ksebastian@cmi.edu) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from College of the Marshall Islands**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [ksebastian@cmi.edu](mailto:ksebastian@cmi.edu) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with College of the Marshall Islands**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [ksebastian@cmi.edu](mailto:ksebastian@cmi.edu) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify College of the Marshall Islands as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by College of the Marshall Islands during the course of your relationship with College of the Marshall Islands.