



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

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

Executive Council  
11:10am April 7, 2021  
Board Conference Room

MINUTES

Present:

Dr. Irene J. Taafaki

Chairperson/President

William Reiher

Executive Vice President

Dr. Elizabeth Switaj

Vice President for Academic and Student Affairs

Stevenson Kotton

Vice President for Business and Administration Affairs

Stanley Lorennij

Vice President of the Land Grant

Alvin Page

for Faculty Senate President

Desmond Doulatram

Faculty Representative

Ruthy Maun

Management Group President

Balos Balos (Not Present)

Staff Senate President

Christian Nipp

for SBA Representative

The Executive Council's meeting for the month of April 2021, was called to order by the Chairperson/President Dr. Taafaki at approximately 11:15 a.m., followed by an opening prayer from the Vice President of the Land Grant.

**APPROVAL OF THE AGENDA**

The agenda was reviewed by the Council.

**Approval**

**The VPASA made a motion to approve the agenda, seconded by the VPBAA. The motion was carried by the majority with no abstentions.**

**APPROVAL OF THE MINUTES**

The minutes from the previous meeting on March 24, 2021 were reviewed.

**Approval**

**There being no corrections, a motion was made by the VPASA to approve, seconded by the VPLG. The motion was carried by the majority with no abstentions.**



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## **UPDATE FROM THE PRESIDENT**

### **1. REGIONAL**

- a. The President reported to the Council of the submission of the Annual Data Report to the ACCJC. The President also commended the ALO for submitting the report before the deadline.
- b. The PPEC's meeting will be held in the afternoon, April 7, 2021. The President informed the Council she would verify the date for the submission of the Annual Financial Report required by ACCJC this meeting.
- c. REL Math Transition program will meet on Thursday, April 8, 2021 to decide on the future of this program. The STEM Department is expected to attend this meeting.
- d. The MCST meeting will be held on Friday, April 9, 2021.
- e. NASA Includes Project Proposal Development: CMI has proposed a sum of \$211,232.00 PA (two hundred eleven thousand two hundred thirty-two dollars) in support of CMI's pre-engineering courses and faculty.

### **2. NATIONAL**

- a. Meeting with the Minister of Foreign Affairs and Trade
  - i. The President reported to the Council of her meeting, along with the VPBAA, with the MoFAT Minister.
    1. Two of the main issues discussed during this meeting were:
      - a. The reinstatement of the Federal Supplemental Education Opportunity Grant - FSEOG.
      - b. The reinstatement of the Student Federal Work-Study Program.
    2. The other issues discussed during the meeting were the facilities development on Kwajalein and the Uliga campus.
    3. The Minister also agreed to be an advocate, on CMI's behalf, with the US Graduate School.
    4. The other issue discussed was water transportation for the students on Jaluit.
- b. Meeting with the Minister of Education
  - i. The President also met with the Minister of Education on March 29, 2021.
    1. Some of the discussions in this meeting were the National Adaptation Plan Strategy. (NAP Strategy)



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- a. This has been assigned to the EVP.
2. The upcoming Forum Education Minister's Meeting (FEMM) was also discussed. In result, the President has submitted comments on five of the papers given by the Minister of Education on:
  - a. Higher Education
  - b. Special and Inclusive Education and the Endorsement of Pacific Regional Inclusive Education Framework (PRIEF)
  - c. Early Childhood Education
  - d. Pacific Regional Education Framework
  - e. Innovations in Teacher Professional Development
- ii. The President had a second meeting with the Minister of Education on March 31, 2021.
  1. CMI's progress report has been submitted to the Minister of Education for her report to the Nitijela.
  2. The President and the Minister also discussed the following:
    - a. The Kwajalein campus lease update and confirmation.
    - b. The relocation of CLLC/BEU to be in closer proximity to PSS and the relocation of NTC to the CMI Uliga Campus.
    - c. CMI's transition to the Arrak campus and the proposal made to the NDC.
    - d. The proposed back road landfill and the danger it will have on the students of CMI and Assumption.
- iii. Meeting with the NTC, the GIZ, and the Minister of Transportation and Communications
  1. Meeting with the NTC, the GIZ, and the Ministry of Transportation and Communications on March 26, 2021.
    - a. The issue discussed in the meeting was the technical assistance opportunity from the Hochschule Emden Leer in Germany for Maritime Center curriculum content for:
      - i. Maritime Deck Technology and
      - ii. Maritime Engineering.
- c. WB RMI Education and Skills Strengthening Project
  - i. The President reported to the Council of the on-going consultation with the World Bank team. The last consultation was held on March 26, 2021.
- d. Improving the Quality of Basic Education (IQBE)



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- i. Meeting of the Project Implementation Unit (PIU) was on March 31, 2021.
- ii. CMI has now reduced its budget to \$149,000.00 (one hundred forty-nine thousand dollars) to stay within the Yr.3. Estimate
  - 1. The Hands On Math Lab plan is still moving forward but with a reduced budget.
- e. Arrak Campus
  - i. The MOA has been signed with nearly all parties. Only that of the Majuro Mayor is pending. Once signed, CMI should be able to be reimbursed for the invoices submitted since October 1, 2020.

### 3. INTERNAL

- a. Accreditation Draft Exit Report
  - i. The Exit Report from the ACCJC Peer Review Team has been received. CMI has submitted its corrections in response to the draft Exit Report, and will wait for the Commission's final decision to be decided upon during their meeting in June 2021.
- b. The Board of Regent's First Quarter Meeting
  - i. The BoR's first quarter meeting was held on March 30, 2021.
  - ii. The President informed the Council of the specific agenda items approved by the BoR:
    - 1. The Participatory Governance Structure
    - 2. The Resolution in adding the two new committees to Section 620.01 of the College General Administrative Policies (EC)
      - a. Learning Support Committee
      - b. Learning Environment and Academic Policy Committee
    - 3. The Proposal for Facilities and Fee Increase
    - 4. The Governmental Accounting Program Courses
    - 5. The Recognition of Prior Learning Policy
  - iii. The President also informed the Council of the deferment of the Course Waiver and Substitution Policy. The BoR needs more information in support of the proposed policy.

### ACCREDITATION UPDATE FROM THE ALO/VPASA

- 1. The ALO reminded the Council that the Reformed Accreditation Steering Committee is moving forward and will need representatives from each of the constituent bodies:



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- a. Faculty Senate
  - b. Staff Senate
  - c. SBA
    - i. *It was decided upon by the Executive Council, that EC members are to share with their respective constituent members the matter and select their nominee for the re-formed Accreditation Steering Committee. Nominees should be selected by the next EC meeting, scheduled for April 21, 2021.*
2. The 2021 Partners in Excellence Virtual Symposium registration is now opened. For more information: <https://accjc.org/partners-in-excellence-2021-vs/>
  3. The ACCJC Commission announcements and updates can be found at: <https://accjc.org/forms/news-signup/>
  4. The ALO also reminded the Council of the re-development of the Accreditation Steering Committee in carrying out the next phase of the accreditation cycle.

## **INFORMATIONS AND ISSUES**

### **1. SBA**

- a. No Issue

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

- a. Participatory Governance Recommendations
  - i. The EVP informed the Council of the official merging of the two senate bodies, the Staff Senate and the Management Group, which will occur on Monday, April 12, 2021.
    1. The new Staff Senate will start working on their By-Laws next week.
  - ii. The EVP also reported that SBA has completed the first draft of their By-Laws.
  - iii. The Faculty Senate has started discussing the revision of their By-Laws. However, as per the Faculty Representative, the Faculty Senate will be moving forward with their By-Law revisions.
- b. Prioritization Form
  - i. The EVP briefly went through the Scoring of the Costed Strategic Initiatives survey form with the EC members as part of the Institutional Planning process.
    1. Since the original due date for the survey was March 31, 2021, the EVP reminded the Council that the survey's final deadline is on Friday, April 9, 2021.



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**3. Vice President for Academic and Student Affairs** (As per VPASA's written report)

- a. The Curricular Committee's been accepting the curricular documents from the degree programs.
- b. In exception to the ASP, the Business Studies, and the Nuclear Institute, all the Program Reviews from groups 1 and 2 have been approved by their supervisors and submitted.
- c. The VPASA also reported that during the next EMC meeting, the Committee will be reviewing the SENSE results and making their necessary recommendations. An institutional survey will also be developed to gain a better understanding of the SENSE and the Community College Survey of Student Engagement (CCSSE) results.
- d. The development of rubrics is moving forward by the department chairs for the Institutional Student Learning Outcomes (ISLOs), and will be submitted to the IEC for their review.
- e. The VPASA included in her written report of the STEM Department's development of a new course, which will give students a chance to complete their developmental level math one semester prior than was anticipated.
- f. As the Recognition of Prior Learning Policy has been approved by the BoR, procedures and forms will be developed by the EMC.
- g. The VPASA included in her written report that old student files are still being scanned.
- h. The VPASA reported to the Council that the CMI Graduation will be held on Saturday, May 29, 2021, at the ICC, due to weather conditions and concerns.
- i. The VPASA reiterated the urgency of the needed nominees for the Student Disciplinary Panels.

*i. The EC noted the Chair's request that the constituent bodies submit their nominees by Friday, April 9, 2021. If not, the VPASA will appoint and select the Student Disciplinary Panel members.*

**4. Vice President for Business Administration Affairs**

- a. The VPBAA brought to the Council's attention the 3 policies that are urgently needed and are in process for approval before the next BoR's meeting. The policies are:
  - i. Travel Policy
  - ii. Budget Manual
  - iii. Accounting and Procurement Policy
- b. The VPBAA reported on his meeting with Deloitte and Touche on Tuesday, April 6, 2021.



- i. A delay is to occur in the auditing process due to the Lead Auditor being on maternity leave and the auditing team being understaffed. The delay will be until further notice.
    1. As a result, the submission deadline has been moved back to September 30, 2021.
  - ii. It was brought to the Council's concern of CMI's June 30th Annual Financial Report deadline with ACCJC.
    1. As a result, the VPBAA is to obtain an official, signed communication memo from Deloitte and Touche in explanation of the delay. The official memo will be sent to ACCJC as soon as possible.
  - c. The VPBAA brought to the Council's attention of CMI's R.O. System has been broken and unavailable for public services for the past three weeks.
    1. The replacement part for the R.O. System has been ordered.
    2. CMI's in communication with an individual, on island, that's able to fix the R.O. System.
    3. The VPBAA will disseminate an email to the CMI Community after further discussion with the SLT in regards to this matter.
- 5. Vice President for Land Grant**
- a. The VPLG reported to the Council of the aquaculture hatcheries as the researchers are in the process of recovering the broken pipes, pumps, etc., to carry on with the Grouper Research Project and the other projects in line.
  - b. The occurrence of the weak internet connection at the Arrak Campus was also brought up by the VPLG. However, the Land Grant's team is working closely with the IT Department.
  - c. The VPLG also brought to the attention of the Council the dangerous high coconut trees near the entrance gate.
- 6. Faculty Senate**
- a. No Issue
- 7. Staff Senate**
- a. Not Present
- 8. Management Group**
- a. No Issue

## **MATTERS FROM THE PREVIOUS MEETING**

### **1. EC RSA 2020-2021**

- a. The EVP brought to the Executive Council's attention one of the Participatory Governance recommendations in splitting EC's monthly meeting agendas into two segments:



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- i. The first monthly meeting would focus on the constituent senate body reports.
- ii. The second monthly meeting would focus on the Participatory Governance matters/issues.
  1. During this meeting, the EC members would have discussions on policies, procedures, etc.
- b. After a final review, with minor modifications, the VPASA made a motion to approve the EC RSA 2020-2021. The EVP seconded the motion and the motion was carried unanimously by the majority with no abstentions.

#### **DECISION**

**The EC RSA 2020-2021 was approved, with the minor modifications, as presented.**

#### **MATTERS FOR DISCUSSION**

##### **1. The Learning Environment and Academic Policy Committee RSA for 2021**

- a. After deliberation was made by the Executive Council on the matter, and there being no corrections, the VPASA made a motion to approve. The motion was seconded by the VPLG and was successfully carried unanimously by the majority with 1 abstention.

#### **DECISION**

**The Learning Environment and Academic Policy Committee RSA 2021, was approved as presented. However, the Committee's effectiveness shall be reviewed by the Executive Council, within 12 months or a one-year time span.**

##### **2. Learning Support Committee RSA 2021**

- a. The matter was deferred by the Chairperson for the next Executive Council's meeting, scheduled for April 21, 2021.

#### **ADJOURNMENT**

The Executive Council's *first* meeting for the month of April 2021 was adjourned at 12:40 p.m.






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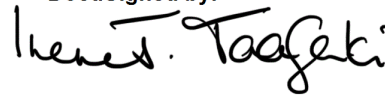
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Submitted By:

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Meria N. Bollong  
Secretariat Officer, EC

Concurred By:

DocuSigned by:  
  
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President Dr. Irene J. Taafaki  
Chairperson, Executive Council

Approval Date:

April 21, 2021

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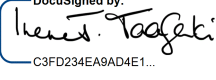
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