



**Executive Council
11:10am February 2, 2022
BoR Conference Room**

MINUTES

Present

Dr. Irene J. Taafaki

Chairperson/President

Members

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

Ruthy Maun

Staff Senate President

Alvin Page

Faculty Senate President

Rebecca Raab

Faculty Senate Representative

Christian Nipp (*Not Present*)

SGA President

The meeting was called to order by the Chairperson/Madam President Dr. Taafaki at approximately 11:09 a.m.

The recitation of the mission was read by the Faculty Senate President, followed by an opening prayer by the VPLG.

I. REVIEW OF THE PREVIOUS MEETING MINUTES

A. January 19, 2022

1. After reviewing the MINUTES of January 19, 2022, the VPASA made a motion to approve, seconded by the VPBAA. The motion was successfully passed with no abstentions by the Executive Council.

DECISION

The minutes of the meeting held January 19, 2022, were approved, as read.

II. MATTERS ARISING FROM THE PREVIOUS MEETING

A. 5.0 The Faculty of the College Policy



1. **5.8.B (A) Adjunct Faculty Self Evaluation**
2. **5.8.B (B) Adjunct Faculty Evaluation form**
 - a) The President shared with the Council members the results of the electronic voting of the policy and the two forms from the previous EC meeting. (The results were 6 AYES and 1 ABSTENTION)
 - (1) **DECISION**
 - (a) **With the recommendations, the 5.0 Faculty of the College Policy, along with forms 5.8.B (A) Adjunct Faculty Self Evaluation and 5.8.B (B) Adjunct Faculty Evaluation, were approved electronically.**
 - b) The President has tasked the HR Director to work on a comprehensive revision of Policy 5.0.
 - (1) The revision will be shared with the participatory governance senates for their feedback.

B. Faculty Finance SWOT Analysis Survey

1. EVP informed EC that a survey circulated to the Faculty had been designed to inform the development of the Finance Wapepe. The survey asked questions to ascertain awareness, understanding and views of CMI's financial processes. However, only 5 faculty members had responded to the survey to date.
2. The Faculty Senate President had responded to the shared survey and also stated that the Faculty Senate needed further clarification in regards to the terminologies used in the survey.
3. As per the EVP, there had not been a deadline for the survey, however, the EVP mentioned a deadline target date to be on Friday, February 4, 2022.
4. The Faculty Senate Representative stated the view that the Faculty Senate did not have sufficient information about CMI's financial processes or business operations in order for them to respond.
 - a) The Faculty Senate Representative requested if the EVP and the VPBAA would meet with the Faculty Senate to clarify the inquiries in regards to the survey.
 - b) The Faculty Senate President will coordinate to meet on Thursday, February 3, 2022, and Friday, February 4, 2022, with faculty members that needed further clarification in regards to the survey.
 - c) The President noted that responses indicating a lack of Faculty awareness of how business and finances as managed at CMI should be information to be taken into consideration in the development of the medium term goals for improvement in the Finance Wapepe



C. Student Bus Passes

- a) As per the VPBAA, the student's issue in regards to their bus passes, had been resolved.
- b) Students that had resided at the Arrak Campus, were also to purchase bus passes to and from CMI Uliga Campus.
- c) The Assistant Director of Physical Plant for Electrical & Equipment and the Media Director were to send an email communication to the students in regards to the bus pass issue.
- d) As per the VPBAA, the new bus schedule was to be shared with the SLT.

III. UPDATE FROM THE PRESIDENT

A. FEDERAL

1. The President shared with the Council members the new HEERF Guidelines that were released on January 21, 2022.
2. The President informed the Council of the recruitment of an Assistant to the Grant Coordinator, particularly to assist in the Higher Education Emergency Relief Fund (HEERF).
3. The President also shared with the Council members of the EVP assisting with managing some of the expenditures in the HEERF.

B. REGIONAL

1. PPEC

- a) Regionally, the President informed the Executive Council of the American Samoa Community College's (ASCC) reaffirmation for seven years by the ACCJC.
- b) The President sent CMI's congratulatory message to ASCC's President on February 1, 2022.
 - (1) The President mentioned the CMI IRA Director being part of the ACCJC's Peer Review Team for the ASCC.

2. REL

- a) According to the President, the PPEC has agreed to identify the representative nominees for the Institution for Higher Education in the Pacific Region.
 - (1) The new representatives are to attend the REL Pacific Governing Board meeting that's scheduled for March 8, 2022.
 - (a) The VPASA has submitted 2 nominees to the President.

3. Land Grant Board



a) The President informed the Council members of the Land Grant's meeting that was held on January 31, 2022.

(1) During the meeting, the Land Grant Treaty was extended for another 10 years, with an agreement to reconsider the treaty arrangements at any time.

4. The Islands of Opportunity-Louis Stokes Alliances for Minority Participation (IOA-LSAMP)

- a) The President shared that the IOA-LSAMP's governing board is scheduled to meet on Tuesday, March 1, 2022.
- b) The IOA-LSAMP is relevant to the Marine Studies' grant that CMI is part of.
- c) The President also shared that the University of Hawaii has submitted an NSF proposal for marine science students.

C. NATIONAL

1. Arrak

- a) The President updated the Executive Council of the Arrak Campus' LUA/FUA in regards to the 'wet and dry lab' area.
- b) The agreements have extended to December 31, 2022.
- c) On January 28, 2022, a meeting was held, resulting in CMI to draft an agreement to include the temporary houses proposed by MEC.

2. UNESCO Participation Project

- a) The President shared that there will be 4 or 5 individuals from the outer islands fully paid by UNESCO to participate in the project.
- b) As of February 1, 2022, the President announced that she had offered to fund an additional participant to participate in the project, from the CMI President's budget.

3. Education Sector Collaboration

- a) SPED Professional Development Project
 - (1) On January 19-21, 2022, the Chairperson for the Education Department attended the Teacher Retention Stakeholders' meeting.
- b) IQBE
 - (1) An IQBE meeting was held on January 27, 2022.
 - (2) The President shared that the Annual Plan and the Budget will be completed by the end of the week.
- c) Education Week
 - (1) The President also informed the Council members that the Student Advocate/P2P Advisor for TRACC and the Dean of WAVES were representing CMI in the coordination of



the upcoming Career Day preparations scheduled for February 21, 2022.

4. MCST

- a) The President shared with the Executive Council of a possible upcoming MCST Board meeting.

5. National Cybersecurity Task Force

- a) The President informed the Council members that the National Cybersecurity Task Force meetings had begun.
 - (1) The VPBAA and the Director of IT had also started meeting with consulting firms.

6. Research into Medicinal Plants

- a) As per the President, donors have been identified by RMI's Ambassador in Geneva.
 - (1) The President was to meet today, February 2, 2022, with MOHHS officials in regards to the development of the proposal.
 - (2) The proposal will be in regards to a research lab for CMI.

D. INTERNAL

1. Closure of the Dormitories

- a) The President informed the Executive Council members of the closure of the dormitories as of today, February 2, 2022.
 - (1) Students have been placed at the MIR and the RRE Hotel.
 - (2) The President and the VPBAA met with the students on February 1, 2022.

2. Audit Update

- a) The President informed the Council of the VPBAA updating the BoR in regards to the audit on January 31, 2022 and the Budget Committee on February 1, 2022.
- b) The status of the Trial Balance 2021 was also shared by the President.
- c) The Finance Wapepe is awaiting feedback from the Faculty Senate, for it to move forward for the BoR meeting in March 2022.

3. Grants

- a) Pacific American Fund
 - (1) The President shared that the BEU had submitted a proposal.
 - (a) The US Embassy wanted CMI to manage the funding.
 - (b) Due to implementation concerns, CMI withdrew, however, after the meeting with Social Solutions



International, Inc., on January 28, 2022, CMI reconsidered.

4. Professional Development

- a) The President shared with the Executive Council members the training sessions that were scheduled for February 8-9, 2022, by the HR department.

(1) The training sessions were in regards to job evaluations.

5. Campus Land Leases Update

- a) The President updated the Council members on the status of the campus land leases.

6. Memorandum of Agreement/Facilities Under Agreement (MOA/FUA)

- a) As per the President, the following MOA/FUA have been signed:

(1) CMI-TTM

7. Pending Memorandum of Agreements

- a) The President also shared the following pending MOAs:

(1) CMI-A.Irvin

8. CMI Maritime

- a) As per the President, the contract for the consultant had been signed, however still awaiting the RMI Government's processes to be completed.

9. Board of Regents

- a) The President informed the Executive Council of the Board of Regents meeting on January 31, 2022.

10. Recruitment, New Employees, and Repatriation

- a) The President shared with the Council members the 16 personal actions that were, currently, in process.

(1) The President recommended that a training on DocuSign users be conducted.

(a) The VPBAA will coordinate with the IT Director in regards to the President's recommendation.

11. 2021 Annual Report

- a) The President updated the EC members of the status of the 2021 Annual Report.

12. February - All Cancer Month

- a) The President informed the Council members of CMI's Cancer Awareness Day, which has been scheduled for February 11, 2022.

13. Opening of Santo and Consultation on Kwajalein

- a) The President and delegation are scheduled to depart for Kwajalein on February 25th, and are to return to Majuro on March 1, 2022.

14. CMI Vaccination Drive Update



- a) The President shared that an incentive for the booster shot had been approved for the students.

15. Spring Enrollment

- a) The President shared with the Executive Council members the IRA Departments findings in regards to the Spring 2022 Enrollment.

16. For more of the President's Report:

<https://docs.google.com/document/d/1WdprK-2IGbdKziodCWoPQ6gzNyI>

IV. NEW MATTERS ARISING

A. Email Bulk Procedure/Policy

1. The VPBAA presented the *Email Bulk Procedure/Policy* for the Executive Council.
 - a) VPASA inquired if a Student Service Representative was present when the document was approved by the ITC.
 - (1) The VPBAA was to contact the IT Director/ITC Chairperson, in regards to the VPASA's question.
 - b) VPBAA further clarified to the VPASA's inquiry that the document was an "executive" policy, and did not require the BoR's review and approval.
 - c) The President recommended that criterias and sensitive guidelines be included to determine No. 1 through No. 7 of the document.
 - d) The Staff Senate President recommended that the document be translated.
 - e) The President reminded each member that submitted documents for EC's review, needed to be put in the correct template.
 - (1) The Email Bulk Procedure/Policy needed to be put in the correct format and template.
 - f) The President/Chairperson allowed the EC's "first reading" and requested the respective senates to review and provide their feedback.

Adjournment

The Executive Council's *first* meeting for February 2022, was adjourned at 12:17 p.m.



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President Dr. Irene J. Taafaki
Chairperson, Executive Council

Approval Date:

February 16, 2022