



**Executive Council  
11:10am February 16, 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 (Not Present)**

**Staff Senate President**

**Alvin Page**

**Faculty Senate President**

**Rebecca Raab**

**Faculty Senate Representative**

**Christian Nipp**

**SGA President**

The meeting was called to order by the Chairperson/Madam President Dr. Taafaki at approximately 11:10 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. February 2, 2022**

1. After reviewing the MINUTES of February 2, 2022, the VPASA made a motion to approve, seconded by the VPLG. The motion was successfully passed with one abstention by the Executive Council.

**DECISION**

**The minutes of the meeting held, on February 2, 2022, was approved, as read**

**II. MATTERS ARISING FROM THE PREVIOUS MEETING**

- A.** The VPASA followed up on the Faculty feedback on the Financial Wapepe.



1. As per the EVP, although the Financial SWOT Analysis had been disseminated to the Faculty Senate, further clarification in regards to the survey questions and terminologies in the survey was requested.
  - a) In response, the EVP had sent a link attached to the Faculty Senate.
  - b) There were 5 Faculty Senate members that had responded to the survey.
    - (1) As per the EVP, the survey will be available until Friday, February 18, 2022.
2. The Faculty Senate Representative indicated that the majority of the Faculty Senate was unable to complete the survey due to the lack of awareness in regards to the College's processes.
  - a) Among the discussions, the VPBAA recommended that the Faculty Senate schedule a meeting within the week, in which the VPBAA and the EVP will attend to clarify the Faculty Senate's queries.
    - (1) After careful consideration, it was decided by the EC that the Faculty Senate President will call on a Special Meeting with the Faculty Senate on Friday, February 18, 2022, and on Monday, February 21, 2022, in regards to completing the SWOT Analysis Survey.

#### **B. Email Bulk Procedures**

1. The *Email Bulk Procedures* will be tabled on March 2, 2022.

### **III. UPDATE FROM THE PRESIDENT**

#### **A. Federal**

1. HEERF
  - a) The President shared that on January 21, 2022, CMI received the new HEERF guidelines.
  - b) The President also mentioned the new recruitment of the Assistant to the Grant Coordinator, specifically in monitoring the HEERF.
  - c) The EVP is assisting with managing the HEERF expenditures.

#### **B. Regional**

1. PPEC
  - a) The President shared the enrollment updates from the PPEC meeting that was held on February 9, 2022.
    - (1) While CMI had an 8% increase with their enrollment rate.
      - (a) FSM increased with 2 more students.
      - (b) Palau increased with 4 more students.
      - (c) UoG decreased its enrollment by 7%.
2. REL



- a) The President informed the EC members of the upcoming launching of the Marshallese translation of the weaving book, *Clothing Mats*, in March 2022.
  - (1) 10 weavers will be brought in from the outer islands, along with interested CMI students, which will formulate a Weaving Circle in early March.
  - (2) The President shared the upcoming virtual event with museums from Germany, which has been scheduled for the last week of March 2022.
    - (a) This virtual event has been coordinated by CMI's Ms. Meitaka Kendall.

### C. National

#### 1. Embassy of Japan

- a) The new Ambassador of Japan, His Excellency Tanaka Kazunari, met with the Ministry of Education, Sports, and Training and its institutions and agencies.
  - (1) During this meeting, the President mentioned the development of the Maritime Center at the Arrak campus and conveyed an invitation for the Ambassador to visit the campus.

#### 2. MIMRA

- (1) On February 10, 2022, a meeting was held between CMI and MIMRA.
  - (a) An MOU will be developed and led by the EVP.
    - (i) The MOU will include the following:
      - (a) The continuation of the arrangements to support the Observer Training services.
      - (b) Internships
      - (c) The continuation of the joint efforts in regards to the Marine Studies.
      - (d) The funding proposal with the Embassy of Japan in regards to the development of the Maritime Training Center at the Arrak campus.

#### 3. Research into the Chemical Composition of Medicinal Plants

- a) The President updated the EC members on the status of the Republic of the Marshall Islands Traditional Medicine Concept Paper, which had been submitted for the MoHHS Minister's review, along with members of the Task Force.



#### D. Internal

1. Grant Submissions
  - a) American Pacific Fund
    - (1) Sustainability Readers for PSS is in process.
      - (a) The proposal will allow the publication of 24-26 books, translated in Marshallese, for the Early Childhood Education to the 8th grade level.
2. CMI Vaccination Drive: Incentives for Boosters
  - a) An announcement was to be sent out by the end of today, February 16, 2022, in regards to the incentives for the booster shots for the CMI Community.
3. The President also informed the EC members of the upcoming funerals that CMI will attend:
  - a) The funeral for Risi Karben's husband, Mr. Danny Matthew,
  - b) The funeral for former ABE Instructor, Mrs. Tone Herkinos.
4. For more of the President's Report:
 

[https://docs.google.com/document/d/1ELJJvdM-l8-ntdMQrN\\_5FT5WLxZ](https://docs.google.com/document/d/1ELJJvdM-l8-ntdMQrN_5FT5WLxZ)

#### IV. ACCREDITATION

- A. The ALO shared and reiterated the approval of the Adjunct Policy and its forms.
- B. The ALO informed the EC members of the ACCJC updates, which included the following:
  1. The revised Policy Regarding the Matter on Litigation.
  2. The Commission's newly elected officers:
    - a) Kathleen Burke, Vice Chair
    - b) Michael Claire, Secretary/Treasurer
  3. The U.S. Department of Education Negotiated Rulemaking on Institutional and Programmatic Eligibility
- C. The Standard IV.A. 3 was reviewed and discussed by the EC members.
  1. Administrators and faculty, through policy and procedures, have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise.
    - a) The EC discussed thoroughly if this was practiced at CMI and ways to improve in ensuring that "administrators and faculty, through policy and procedures, have a substantive and clearly defined role in institutional governance and exercise a substantial voice..."



- (1) The EC recommended that the Participatory Governance Task Force convene to conduct training on how “substantial voice” can be exercised at CMI.
  - (2) The ALO/VPASA recommended that training on conducting meetings that will involve participants to voice their opinions should also be another consideration.
  - (3) The President shared that consultation was another important tool used after an idea was presented.
  - (4) The EC members also discussed the responsibilities in regards to having a “substantial voice.”
- b) For more of the ALO’s Report:  
<https://docs.google.com/document/d/1ELJJvdM-l8-ntdMQr>

## **V. REPORTS, UPDATES, AND ISSUES**

### **A. SGA**

1. Although the SGA President reported that the SGA did not have issues, a follow-up on the student laptops was brought up.
  - a) The President and the VPASA reassured the SGA President that laptops would be released in a few days time and a recognition ceremony would be conducted for students to receive their laptops individually.
  - b) The President shared that the target date to hand over the laptops to the students will take place during the Education’s Week.
  - c) The EC members discussed if the laptops were enough for the Spring Semester 2022 students.
    - (1) The President asked if the number of new students and continuing students could be provided to ensure that there were enough laptops for the last semester and this semester, Spring 2022.
      - (a) The cellphones also needed to be ordered as soon as possible.

### **B. Executive Vice President**

1. EDA Grants
  - a) A new consultant has been contracted to write the grant following the inability of the previous Grant Writer to complete the assignment.
  - b) As there is no published deadline for the the EDA Grants, this should not adversely affect submission, only delay it.
2. FACETS Update



- a) The Cycle 1 for the Program Reviews has been completed and are in the prioritization phase.
    - (1) Some of the Program Reviews did not have any budget submissions to their new program initiatives.
      - (a) The IEC has decided to proceed with the Program Reviews that had budget submissions.
      - (b) The remaining Program Reviews, without their budget submissions, will carry out initiatives with their department's existing budget allocations.
  3. Financial Wapepe
    - a) The draft will be reviewed in the Special SLT meeting this week.
      - (1) There was a 50% response rate from the Faculty Senate.
  4. CMI Values
    - a) The CMI Values are in the process of being reviewed through the Participatory Governance process.
  5. MOAs with MIMRA
    - a) There are 2 MOAs that are in the process of being developed.
      - (1) An MOA specifying the CMI-MIMRA relationship.
      - (2) An MOA explaining the collaboration on the integration of the Maritime Training Center at the Arrak Campus.
- C. Vice President for Academic and Student Affairs**
1. The Career Fair is scheduled for February 21, 2022, to be held at CMI campus.
  2. The VPASA shared the introduction of a new program that's to be implemented in the upcoming months: MyMajors.
  3. For more of the VPASA's Report:  
<https://docs.google.com/document/d/1a3eOE6QfjIVYqb-JxxHsE0RrQY17>
- D. Vice President for Business and Administrative Affairs**
1. The Audit 2020 is being finalized with the necessary corrective action plans.
  2. The VPBAA clarified the auditor's queries with the Adjuncts' salaries, in regards to the CARES Act funding.
  3. After the audit, a CMI Community Audit Session Information will be scheduled.
  4. The VPBAA mentioned the Add/Drop issue reported by the Financial Aid Office.
    - a) Add/Drop should not be processed without the VPASA's approval.



- (1) The EC discussed possible solutions to the issue, which included the approval of the President in regards to the Jenzabar.
5. As far as campus renovations, the Land Grant will start next week.
  - a) The Physical Plant team will meet with the VPLG and the Land Grant team on Friday, February 18, 2022.
  - b) The CMI basketball court's roofing should be completed by the end of this month.
    - (1) The seating and stage area will be completed by May 2022.
      - (a) Starting next week, the bidding advertisement will be placed in the Marshall Islands Journal.
      - (b) The revised basketball court plan will be reviewed in the next SLT meeting.
    - c) As per the VPBAA, the front parking lot is in the process of being paved.
  6. The VPBAA shared with the EC members that CMI had released \$1.2M in support towards the local economy.

#### **E. Vice President for Land Grant**

1. In the interest of time, the VPLG referred the EC members to his written report: [https://drive.google.com/file/d/1\\_HQuxSftxcUrC-hx3Z0qglBTxRQrZLB](https://drive.google.com/file/d/1_HQuxSftxcUrC-hx3Z0qglBTxRQrZLB)

#### **F. Faculty Senate**

1. The Faculty Senate President brought up an issue with the bus schedules for the students at MIR and RRE.
  - a) Students raised a concern that while residing at the MIR/RRE, without wifi connection, they're unable to do their assignments on Moodle.
    - (1) CMI requested a possible solution by increasing the bandwidth at the MIR.
      - (a) By Friday, February 18, 2022, the MIR will confirm if CMI's request will be accommodated.
  - b) A request for an evening bus was discussed by the Executive Council.
    - (1) As per the VPBAA, there have been adjustments in the bus schedules, however, not many students get on the buses.
  - c) The EC members thoroughly discussed financial and time management issues the students have shared with the Faculty.
    - (1) Possible strategies to help the students were among the discussions.

#### **G. Staff Senate**



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- 1. The Staff Senate President was not present.

**VI. ADJOURNMENT**

**Adjournment**

The Executive Council's *second* meeting for February 2022, was adjourned at 12:30 p.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

DocuSigned by:

March 2, 2022

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Meria N. Bollong  
Secretariat Officer, EC

President Dr. Irene J. Taafaki  
Chairperson, Executive Council