



**Executive Council
11:10am January 19, 2022
BoR Conference Room**

MINUTES

Present

Dr. Irene J. Taafaki

Chairperson/President

Members

**William Reiher
Dr. Elizabeth Switaj
Stevenson Kotton
Stanley Lorennij
Ruthy Maun
Alvin Page
Rebecca Raab
Christian Nipp**

**Executive Vice President
Vice President for Academic and Student Affairs
Vice President for Business and Administration Affairs
Vice President of the Land Grant
Staff Senate President
Faculty Senate President
Faculty Senate Representative
SGA President**

The meeting was called to order by the Chairperson/Madam President Dr. Taafaki at approximately 11:10 a.m.

Before proceeding, the Chairperson conveyed her best wishes for the new year to the Executive Council members. An opening prayer was given by the VPLG, followed by the recitation of the mission by the Faculty Senate Representative.

I. REVIEW OF THE PREVIOUS MEETING MINUTES

A. November 29, 2021

1. After reviewing the MINUTES of November 29, 2021, the VPBAA made a motion to approve, seconded by the Faculty Senate President. The motion was successfully passed with no abstentions by the Executive Council.

DECISION



The minutes of the meeting held November 29, 2022, were approved, as read.

II. UPDATE FROM THE PRESIDENT

A. REGIONAL

1. PPEC

- a) The President shared with the Council members of the PPEC's meeting that occurred on January 12, 2022.
 - (1) The main issues shared in this meeting were in regards to the decrease in each institution's enrollment rates.
 - (a) The University of Guam's decrease in their enrollment rate was also shared in the PPEC meeting, declining by 20%.
 - (b) The COM's enrollment had also declined by 4%.
 - (c) The PCC shared with the PPEC of Palau's situation in regards to the Covid-19.
 - (2) The President also shared with the Council members the PPEC's consideration of having a Governance Leadership Institute, that's been scheduled for June 15-22, 2022.

2. REL

- a) The President informed the Council that **the Institute of Education Sciences has awarded** new contracts for Regional Educational Laboratories (RELs), which work in partnership with educators and education stakeholders to bridge research, policy, and practice in education. McREL International received the award on behalf of the Pacific.
 - (a) The President explained the structure of this research organization and informed the Executive Council members that a special meeting of the REL Board has been called for Thursday, January 20, 2022, to discuss the changes newly required to governing board members.

B. NATIONAL

1. Arrak

- a) The President shared with the Executive Council members the information on an extension of the temporary, signed LUA in regards to the Arrak Campus.
 - (1) A new MOA was in process in regards to extending NDC's use of the 'wet and dry lab' area and the dormitories at the Arrak Campus. CMI had originally agreed to extend the use of the area and both dormitories



for 6 months, or until July 31, 2022, but CMI had now received a request for a further six-month extension until 31 December.

- b) The President also shared that the students that resided at the Arrak dormitories, were accommodated at the Marshall Islands Resort and the Robert Reimers Enterprises Hotel.
- c) As per the Carpentry Programs, a possible space at the G&L buildings had been identified and was in the process of being accessed by the VCARP, Physical Plant, and the IT department workers.

2. UNESCO

- a) The President informed the Council on UNESCO's participation project, which had been extended to March 31, 2022.
- b) The project involved the translation of the book *Clothing Mats of the Marshall Islands* into Marshallese by CMI faculty and staff.
- c) 80 copies of the book, *Clothing Mats*, will be given to the PSS to be distributed to schools in the RMI.
- d) The Marshallese Studies' Chairperson and CMI's Weaver in Residence were in the process of coordinating a Weaving Circle to support the launch of the book in early March 2022.

3. Education Sector Collaboration

- a) SPED Professional Development Project
 - (1) On January 18, 2022, a meeting for the stakeholders was scheduled for January 19-21, 2022, by the PSS.
 - (a) Appointed to attend the meeting from CMI was the Education department's Chairperson.
- b) IQBE
 - (1) CMI had submitted its annual evaluation report for 2021.
 - (a) The President and the Grant Coordinator's meeting was scheduled for January 20, 2022.
 - (2) The next scheduled IQBE meeting was scheduled for January 27, 2022.

4. National Cybersecurity Task Force

- a) The RMI Cabinet had extended an invitation to the VPBAA to be a member of the National Cybersecurity Task Force.
 - (1) The VPBAA had assigned the IT Director to be part of the task force.
 - (2) The task force meets on Friday mornings at CMI.

C. INTERNAL

1. Audit Update



- a) The President shared CMI's meeting and its positive outcomes on January 18, 2022, with the Minister of Finance, Banking and Postal Service, and the Minister of Education, Sports, and Training.
- b) The President and the VPBAA shared the status of CMI's 2021 Trial Balance.
- c) The President also informed the Council members that the Finance Wapepe had been developed and prepared to be presented at the BoR's meeting in March 2022.

2. Grants

- a) Some of the grants that have been submitted and were shared by the President were:
 - (1) National Telecommunications and Information Administration (NTIA)
 - (a) This is a \$1.8 million dollar grant that CMI had applied for and had submitted its application on November 30, 2021.
 - (i) Further clarifications were needed and have been submitted on January 13, 2022.
 - (b) CMI had applied for the grant to hire and train 5 additional information technology personnel and improve internet access with the purchase of satellites and software for learning, administration, and communication.
 - (2) Pan American Fund
 - (a) This was in the process of being reviewed and the next meeting will be on January 24, 2022.
- b) The President shared the following grants that were still being worked on and were in the process of being developed:
 - (1) Economic Development Assistance
 - (a) Uliga Campus Coastal Protection
 - (b) Ebeye Campus Development

3. Professional Development

- a) The President shared with the Executive Council members the training sessions that were scheduled for January 18-19, 2022, by the HR department.
 - (1) The training sessions were in regards to the development of job descriptions.

4. Campus Land Leases Update



- a) The President updated the Council members on the status of the campus land leases.
5. **Memorandum of Agreement/Facilities Under Agreement (MOA/FUA)**
 - a) As per the President, the following were the MOA/FUA signed since November 2021:
 - (1) CMI-NTC
 - (2) CMI-MoF
6. **Pending Memorandum of Agreements**
 - a) The President also shared the following pending MOAs:
 - (1) CMI-TTM
 - (2) CMI-A.Irvin
 - (3) CMI & CyberBytes
7. **CMI Maritime**
 - a) As per the President, a consultant had been appointed and we were awaiting news regarding the signing of his contract with the World Bank.
 - b) The Training Center at the Uliga dock had also been approved and was to be funded by the GIZ.
8. **Board of Regents**
 - a) The President informed the Executive Council that one of the Regents had resigned.
 - b) The President shared the BoR's SWOT analysis that occurred during the previous semester on October 29, 2021.
 - c) The President also shared information from the BoR's meeting that was held on December 1, 2021.
9. **Recruitment, New Employees, and Repatriation**
 - a) The President shared an attachment update in regards to the recruitment, new employees, and repatriation.
 - (1) All employees had been repatriated, except the Internal Auditor, whose post had been re-advertised.
 - (a) Mr. James Pierce was to work virtually for this semester, Fall 2022.
10. **February - All Cancer Month**
 - a) The President informed the Council of the activities that were to occur at CMI's Uliga Campus in the upcoming month of February 2022.
11. **Opening of Santo and Consultation on Kwajalein**
 - a) The President updated the Council members on the postponement of the opening of Santo and the consultation on Kwajalein.
12. **CMI Vaccination Drive Update**



- a) An updated tentative table chart was shared by the President in regards to the CMI's vaccination drive from October 2021 - to January 2022.

13. For more of the President's Report:

<https://docs.google.com/document/d/1rMrd1rWhDTp2xTtY2efM0PJYiD>

III. **ACCREDITATION: ALO's Report**

- A. The ALO asked the Faculty Senate President about the SWOT analysis for the Financial Wapepe, and the Faculty Senate President confirmed that this had not taken place with the Faculty Senate body.
1. As per the VPBAA, a survey was to be disseminated to the Faculty Senate by the Institutional Research Assessment office in regards to the SWOT analysis.
- B. For more of the ALO's Report:
- <https://docs.google.com/document/d/1ZTJyPUKM8ENPK66cmm5UfeU8a5FQm>

IV. **REPORTS and ISSUES**

A. **Student Government Association (SGA)**

1. The SGA President informed the Council members of the following issues that were raised by the students:
 - a) The status of the laptops for the students that had graduated and were off-island but had not received their laptops from the previous semester.
 - (1) As per the VPASA, the students could authorize family members to pick up their laptops on their behalf upon the laptop's arrival.
 - (a) The incentive will also apply for Fall 2022 students: "...students who follow the advice of 15 credits to finish this semester, with a grade of "C" or better, will have a choice to receive either a laptop or cellular phone."
 - b) CMI to host another blood drive.
 - c) CARES Act
 - (1) Faculty and students' family members had noticed the change in the students' attendance after they received their CARES Act funds.
 - (2) The Executive Council discussed and elaborated on this issue and tried to analyze the reasons for the past attendance occurrences.
 - (3) Bus Tickets



- (a) Students had problems charging their bus tickets to their accounts at the Bookstore.
 - (i) The VPBAA reassured the Council members that the issue was to be looked into and an update will be sent to the EC members.
 - (a) The VPASA requested that this be followed up on as a “matter arising” in the next EC meeting on February 2, 2022.
- (4) Internet Access at MIR/RRE
 - (a) Students accommodated at MIR and RRE requested internet access.
 - (i) As per the VPBAA, unfortunately, this couldn't be an option as this would result in CMI providing internet access to all its students.
- (5) Uliga Campus Furnitures
- (6) Budget Update for the Residence Hall
 - (a) The Coordinators and the Dean of Student Success inquired about the budget that had been allocated for the Residence Hall.
 - (i) The VPASA verbally shared a budget update with the Executive Council members and encouraged the SGA President to obtain a written copy from the budget portfolio that was also available as public information.
- (7) Office Space
 - (a) The status of the small office space was scheduled to be fixed before the Christmas break.
 - (i) The VPBAA explained to the Council the reason for the delay and what had to be prioritized resulting in the delay.
 - (ii) Despite the delay, and depending on budget availability, this would still be in consideration once the prioritized campus maintenance was completed.
- (8) Grass Area Maintenance
 - (a) As per the VPBAA, the maintenance of the grass area was to be included in the assessment report.

B. Executive Vice President



1. The EVP updated the Council members on the Program Review's Cycle 1 update.

- a) Out of 47 program reviews, 35 were accepted
 - (1) The remaining 12 program reviews' final deadline was January 26, 2022.

2. The EVP also informed the Council of the CMI Value Survey that was distributed to the CMI Community on January 19, 2022.

C. Vice President for Academic and Student Affairs

1. The VPASA shared with the Executive Council members that 1,224 students had officially registered for the Fall Semester 2022.
2. For more of the VPASA's report:

https://docs.google.com/document/d/17MXifpwPCHXm_PRE5eGY7Zfgi

D. Vice President for Business and Administrative Affairs

1. The VPBAA shared with the Executive Council members that the FY2020 was being reviewed.
2. Upon completion of the FY2020 audit reviews, the VPBAA stressed his availability to discuss concerns from the senate bodies.
3. The VPBAA informed the Executive Council of the new printing system at CMI.
 - a) There will be training sessions conducted for the new printing system.
4. The VPBAA also shared the ongoing projects throughout the College.
 - a) Parking Space Project
 - b) Basketball Court Roofing Project
 - c) Re-Painting Projects

E. Vice President for Land Grant

1. The VPLG informed the Executive Council members that Land Grant's report was to be put in the meeting folder for Council members' review and reference.

F. Faculty Senate

1. The Faculty Senate President shared with the Executive Council the improvement in the Faculty Senate's meeting attendance.
2. The EVP followed up on the status of the Faculty Senate Bylaws, in which the Faculty Senate President responded that these were to be finalized and voted on electronically.

G. Staff Senate

1. The Staff Senate President brought up concerns and had needed further clarifications in regards to the following:
 - a) Housing Policy



(1) As per the Chairperson/President, any policies breached in the opinion of any employee, “must be put in writing and brought to the attention of the President.”

(a) As per further clarifications, in regards to any policies, such as the Housing Policy, the HR Director was available to conduct sessions with the Staff Senate.

b) Demotion Policy - a question was asked about themainataing of salaries of staff who are demoted or moved sideways.

c) PMS & Job Evaluation

(1) The Chairperson/President clarified the difference between PMS & Job Evaluation.

(2) In addition, the VPBAA pointed out that in the PMS policy, there was a clause stating that, “financial feasibility” must be considered when PMS are submitted and reviewed.

d) Contract Renewal Process

2. In conclusion, as per the Staff Senate President, staff’s attendance was to be discussed in the next Staff Senate meeting.

V. Matters from the Previous Meeting

A. 5.0 The College Faculty

1. Form 5.8 B(A) Adjunct Faculty Self-Evaluation Form

2. Form 5.8 B (B) Adjunct Faculty Evaluation Form

a) The Council was aware that before the above forms could be approved, it was necessary to review and approve the changes proposed to Policy 5.0 **The Faculty of the College**.

b) The delay in this process was regretted given the need to implement evaluation of Adjunct Faculty, as this is one of CMI’s ISER improvement plans.

DECISION

Policy 5.0 Faculty of the College and Forms 5.8.B (A) and 5.8.B (B) will be finalized and voted on in a special meeting the following week or, should no meeting be called, disseminated for the Executive Council member’s final review and approval electronically.

Adjournment


The Executive Council’s *second* meeting for January 2022, was adjourned at 12:40 p.m.



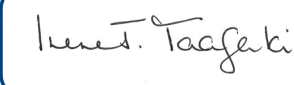
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President Dr. Irene J. Taafaki
Chairperson, Executive Council

Approval Date:

February 2, 2022