CONTROL MARCHALL ARCANGE TO THE MARCHALL ARCANGE TO TH

P.O. box 1258 Majuro, Marshall Islands, MH 96960 Tel: (692) 625-3291/3843 Fax: (692) 625-7203 Website: ec@cmi.edu

Executive Council 11:10am April 20, 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

Darren Dillman Faculty Senate Representative

Christian Nipp 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 VPBAA, followed by an opening prayer by the VPLG.

I. REVIEW OF THE PREVIOUS MEETING MINUTES

A. April 6, 2022

1. After reviewing the MINUTES of April 6, 2022, the EVP made a motion to approve, seconded by the VPASA.

DECISION

With no corrections, the minutes of the meeting held, on April 6, 2022, was approved, as read.

B. Matters Arising from the Minutes

Accredited by the Western Association of Schools and Colleges

P.O. box 1258 Majuro, Marshall Islands, MH 96960 Tel: (692) 625-3291/3843 Fax: (692) 625-7203 Website: ec@cmi.edu

1. The Chairperson/President inquired on the Council member's opinion on the meetings when the EC should receive reports from the Chairs of the respective EC's Standing Committees.

a) The VPBAA suggested that VPs should provide their update reports during EC's Reports/Issues meetings.

DECISION

Standing Committee reports will be included on the agenda for each meeting at which issues are presented to the Executive Council.

- 2. The Chairperson/President clarified to the EC that matters could always be part of the agenda items as long as a request is submitted in reasonable time prior to each meeting, and requested that:
 - **a)** EC's meeting agendas will be sent out before 5:00pm on the Friday prior to the scheduled EC meeting dates.
 - **b)** Starting next EC's meeting on May 4, 2022, all the proposed agenda items must be forwarded for the Chairperson/President's review before the agenda is disseminated to the Executive Council members.
- 3. The Chairperson/President provided information regarding the Pacific Media Institute's upcoming Journalism Training, scheduled to be held at CMI in June 2022.
- 4. The Staff Senate President requested for the meeting MINUTES to be translated to Marshallese.
 - **a)** The Chairperson/President confirmed that the approved MINUTES will be forwarded by EC's Secretariat Officer to the Translator.
- 5. In regards to the new birth of the Translator's child, the Chairperson/President, along with the majority of the EC members, recommended that a congratulatory basket be sent to the Translator, on behalf of the CMI Community.
 - **a)** The Community Liaison, Protocol, and Logistics Officer will ensure that the recommendation is carried out.

II. UPDATE FROM THE PRESIDENT

A. Federal

- 1. The President shared with the Council members the submission of the following grants:
 - a) TAP Grant
 - **b)** EDA Grant

OUTCE OF THE POPULATION OF THE

P.O. box 1258 Majuro, Marshall Islands, MH 96960 Tel: (692) 625-3291/3843 Fax: (692) 625-7203 Website: ec@cmi.edu

c) NIFA Grant

2. Compact Funding

- **a)** The President informed the EC members that CMI had submitted its second quarter report on April 11, 2022.
 - (1) The President conveyed her appreciation to all that contributed in providing the needed requirements for the second quarter report to be completed on time.

B. Regional

1. ACCJC

a) The President shared her attendance at the ACCJC's Formative Summative Webinar, which was held during the morning of April 20, 2022.

2. PPEC

- **a)** As per the President, the PPEC were scheduled to meet in the afternoon at 3:30pm, April 20, 2022.
 - (1) The President informed the Council members of her intention to bring up matters in regards to engagement in cybersecurity training programs during the PPEC meeting to seek a more regional perspective on issues associated with proposed delivery in the RMI.
- **b)** The President also mentioned the Regional Conversation with UoG on College Transfers, that was held on April 12, 2022, in which the EVP and the VPASA had attended.
- **c)** The PPEC meeting that's scheduled for June 19-22, 2022, will be attended by the President at Windward Community College.
 - (1) The President will also attend the ACCT Governance Leadership Institute meeting that's been scheduled for June 15-18, 2022, in Honolulu, Hawaii.

3. Ridge to Reef

- **a)** The President elaborated on the purpose of the Ridge to Reef Project to the EC's members.
 - (1) The R2R Project's activities were currently underway in the planning stage by the Dean of WAVES.

C. National

1. Joint Steering Committee (GRMI-UN)

a) The President informed the EC members of a meeting with the Joint Steering Committee (GRMI-UN), that was scheduled for today, April 20, 2022.

2. MIMA

Accredited by the Western Association of Schools and Colleges (692) 625-3291/3843

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

(692) 625-7203 Fax: Website: ec@cmi.edu

- a) The Marshall Islands Mayor's Association (MIMA), had requested a presentation from CMI for Friday, April 22, 2022, at 1:00pm -2:00pm.
 - (1) The President and SLT will prepare CMI's presentation to the MIMA.
 - (a) Like the previous year, the President recommended that the MIMA be invited to the CMI Uliga campus as a way to convey its appreciation, especially in regards to the DE Centers.

3. ADB: Social Protection Project

a) The President shared briefly in regards to the ADB: Social **Protection Project.**

4. Pacific Media Institute

- a) The President elaborated more on the upcoming Pacific Media Institute's Journalism Training at CMI, which will be held on June 13-24, 2022.
 - (1) The VPASA added that there will be an information's session for students prior to the training's starting date.

5. CMI Retreat

a) According to the President, a CMI Retreat was scheduled to be held at the MIR on April 29, 2022.

6. Jaki-Ed

a) An upcoming exhibition event has been scheduled for September 2022.

7. Board of Regents

- a) The President, along with the BoR's Chairperson, met with the Minister of Education on April 19, 2022.
- **b)** The discussions included:
 - (1) New BoR Membership
 - (2) Cyber Byte Foundation
 - (a) The Minister of Education is scheduled to meet with the U.S. Ambassador, regarding the Cyber Byte Foundation before the end of the week.

8. Audit Update: Single Audit Submission

- a) The VPBAA shared with the EC members that the Single Audit Submission had been accepted by the Federal Audit Clearinghouse on April 17, 2022.
- **b)** As per the VPBAA, CMI now had available funds of \$3.2M.

9. CMI Maritime

Accredited by the Western Association of Schools and Colleges

duces of the last and the last

P.O. box 1258 Majuro, Marshall Islands, MH 96960 Tel: (692) 625-3291/3843 Fax: (692) 625-7203 Website: ec@cmi.edu

a) The President informed the EC members of the Dean of WAVE's meeting with the JICA Consultant for COM-FSM's Maritime Program.

10. Recruitment, New Employees and Repatriation

- **a)** The President updated the EC members in regards to CMI's Recruitment, New Employees and Employees in the Repatriation Program.
- **b)** The President also shared HRC's approval of the *PeopleAdmin's* proposal for an expanded *HRIS System*.
- 11. Santo/Kwajalein Consultations
 - **a)** The consultations, regarding Santo and Kwajalein, were discussed by the President, Minister of Education, and the BoR Chairperson during their meeting yesterday, April, 19, 2022.
 - (1) As a result of the meeting, the consultation visits will occur during the CMI graduation on Ebeye on May 31, 2022.
- D. For more of the President's Report: Click Here

III. Accreditation

A. ALO

1. The ALO shared the following standard for the EC Council members to review and discuss:

a) Standard IV.A.5

- (1) Through its system of board and institutional governance, the institution ensures the appropriate consideration of relevant perspectives; decision-making aligned with expertise and responsibility; and timely action on institutional plans, policies, curricular change, and other key considerations.
- **b)** The following were carefully considered and discussed by the EC members in relevance to the standard:
 - (1) The EC's Standing Committee's importance in meeting when scheduled.
 - (2) The EC's Standing Committees' membership's attendance should be monitored carefully.
 - (3) The EC members discussed if there was a need to change the chairmanships and memberships of the Standing Committees.
 - (4) There should be training in regards to participatory governance, especially to the Standing Committee senate members.

Accredited by the Western Association of Schools and Colleges

P.O. box 1258 Majuro, Marshall Islands, MH 96960 Tel: (692) 625-3291/3843 Fax: (692) 625-7203 Website: ec@cmi.edu

(5) The EC members also discussed thoroughly the need for an external opinion in regards to the structure of CMI's "board and institutional governance."

2. For more of the ALO's Report: Click Here

IV. Reports & Issues

A. SGA

- 1. The SGA President shared the ongoing rat problem on the Uliga campus, particularly in the area close to the SGA Center and Gym.
 - a) The ongoing issue has been reported to the VPBAA.
 - (1) The EC members discussed the importance of keeping the campus clean.
 - (2) VPBAA confirmed that the use of additional traps is currently being addressed by the Physical Plant department.

B. EVP

- 1. The EVP updated on the following:
 - **a)** The Assessment Handbook was in the process of being reviewed by the IEC.
 - **b)** The review of the CMI administrative processes of CMI was one of the discussions in the IEC which had been carried forward to SLT where the President had recommended the need for an external consultant to carry out an Administrative Review.
 - c) The timeline for completing the approval by EC and BoR, and the request for substantive change to ACCJC for the new degree *Agroforestry Education for Health and Sustainable Livelihoods*. Since the date for submission to ACCJC is April 24, this was recognized as unfeasible. However the individual General Education Courses within the Program, may be offered in the Fall Semester 2022.
 - **d)** The submission of the EDA Proposal was also shared by the EVP.

C. VPASA

- 1. For the VPASA's Report: Click Here
- 2. The submission of the request for Substantive Change for the Kwajalein Campus was noted with appreciation.

D. VPBAA

- 1. The VPBAA shared with the EC members that an email communication will be sent to the CMI Community in regards to the CMI buses.
 - **a)** The buses will be servicing the Staff/Faculty and their dependents starting Monday, April 25, 2022.

USIGN ENVEIOPE ID: SEAD IBT

Accredited by the Western Association of Schools and Colleges

P.O. box 1258 Majuro, Marshall Islands, MH 96960 Tel: (692) 625-3291/3843 Fax: (692) 625-7203 Website: ec@cmi.edu

(1) A bus schedule will be shared by the Assistant Director of Physical Plant (Electrical & Mechanical Maintenance Unit).

- (2) Information sessions were scheduled for Thursday and Friday, April 21-22, 2022, at 11:00am.
 - (a) The new buses will also start servicing students on Monday, April 25, 2022.
 - (b) Wifi devices will be installed on the buses no later than Friday, April 22, 2022.
 - (c) GPS will also be installed on the buses.
- 2. In the interest of time, the VPBAA will share his written report in the EC folder.

E. VPLG

1. For the VPLG's Report: Click Here

F. Faculty Senate

1. As per the Faculty Senate President, there were no issues from the Faculty Senate.

G. Staff Senate

- 1. The Staff Senate President reported to the EC regarding the Staff Senate's fundraising during the CMI Foundation Day week long events.
 - **a)** The EC applauded the efforts of the Staff Senate for raising \$3,561.45.

V. Matters from the Previous Meeting

- A. Prioritized Budgeted Program Review Initiatives Cycle 1
 - 1. The document was presented by the EVP for the final reading.
 - 2. The VPASA made a motion to approve the *Prioritized Budgeted Program Review Initiatives Cycle 1*, seconded by the VPBAA. The motion was passed unanimously by the majority with no abstentions.

a) DECISION

(1) Having no modifications, the *Prioritized Budgeted Program Review Initiatives Cycle 1*, was approved, as presented.

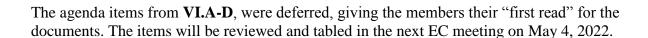
VI. New Matters Arising

- A. Justice Impacted Students
- **B.** WorkKeys Assessment CMI Placement
- **C.** Communicable Disease Policy for Students
- D. IT Policy and Procedure Handbook
 - 1. Old IT Policies and Procedures Manual (For Information)

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

Accredited by the Western Association of Schools and Colleges
Tel: (692) 625-3291/3843
96960 Fax: (692) 625-7203

Website: ec@cmi.edu



VII. Adjournment

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

Submitted By: Concurred By:

DocuSigned by:

_____D04F36FDE82B468...

Meria N. Bollong Secretariat Officer

Monce Balland

—DocuSigned by:

005000454040454

President Dr. Irene J. Taafaki Chairperson, Executive Council Approval Date:

May 4, 2022