



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

Accredited by the Western Association of Schools and Colleges

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

**Executive Council  
11:10a.m., March 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 (Excused)**

**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**

**SGA President**

The meeting was called to order by the Executive Vice President at 11:13 a.m, followed by the recitation of the mission read by the EVP.

The President joined shortly after attending the opening of the Weaving Program.

**I. REVIEW OF THE PREVIOUS MEETING MINUTES**

**A. March 2, 2022**

1. After reviewing the MINUTES of March 2, 2022, the VPASA made a motion to approve, seconded by the VPLG. The motion was successfully passed with no abstentions by the Executive Council.

**DECISION**

**With a minor correction, the minutes of the meeting held, on March 2, 2022, was approved, as read.**

**B. Matters Arising from the Minutes**

1. There were no matters arising from the minutes.



## II. UPDATE FROM THE PRESIDENT

### A. Federal

1. The President shared information regarding the webinar announcing a new Covid Relief Grant, attended by the CMI Grants. At least two out of the five eligibility categories are required for an application, none of which matched the requirements of CMI or its students.
  - a) It was noted that CMI was not eligible to apply for the funding.

### B. Regional

1. Refer to the President's written report  
<https://docs.google.com/document/d/1nt4UXScFIvjIS2gdIWSi5pyHIRwekdux/edit>
- 2.

### C. National

1. Refer to the President's written report as above.

### D. Internal

1. Signed MOUs
  - a) The MOU with the RMI Government, in regards to the release of funds, has been signed.
  - b) The Arrak short-term Land Use Agreement (LUA)
    - (1) CMI has requested the land owners for an extension of the land in the lagoon side of the Arrak campus.
      - (a) CMI's scheduled to meet with the land owners tomorrow, March 17, 2022.
2. Pending MOAs
  - a) The MOA with MIMRA, was currently in the process of being reviewed by the MIMRA LC.
3. Weaving Program
  - a) The President shared information regarding the successful launching of the Weaving Program earlier that morning (March 16) attended by the US Ambassador, Australian Ambassador, and the First Secretary of the R.O.C. Taiwan's Embassy.
4. Food Basket
  - a) The President informed the EC members that the announcement regarding the food basket for the CMI Staff and Faculty, was to be sent out by the end of the week.

### E. For more of the President's Report:

<https://docs.google.com/document/d/1nt4UXScFIvjIS2gdIWSi5pyHIRwekdux/edit>

## III. Accreditation



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- A.** The ALO brought to the EC's attention the Plant and Facilities Committee's inconsistency in having their scheduled monthly meetings.
1. It was also discussed and recommended that the P&FC Co-Chairperson should convene meetings in the absence of the Chairperson.
- B. Standard IV.A.4:** *Faculty and academic administrator, through policy and procedures, and through well-defined structures, have responsibility for recommendations about curriculum and student learning programs and services.*
1. The EC discussed how the standard was practiced at CMI through the Curriculum Committee (CC), the Learning Environment and Academic Program (LEAP) Committee, and the Learning Support Committee (LSC).
  2. The Enrollment Management Committee (EMC) also reviews issues in regards to the student services.
    - a)** EC Recommendation for Improvement:
      - (1) The EC thoroughly reviewed and discussed the need for conducting training in regards to the roles and responsibilities of the new faculty members.
- C.** For more of the ALO's Report:  
<https://docs.google.com/document/d/12dVmbPCi9ssCrQWETVQ8PcgDmlH3S6>

#### **IV. Reports and Issues**

##### **A. SGA**

1. The SGA President requested if there could be a better chain of communication towards the student community, for example, in regards to the ongoing construction projects on the campus.
2. An increase rate in the substance use of vape and other substances was also brought up by the SGA President.
  - a)** The EC reiterated that smoking was prohibited on the CMI campus and the illegality of vaping in the RMI.
    - (1) The Chairperson/President recommended that the Communications Officer search for public awareness announcements in regards to smoking, vaping, and betel nut use.
      - (a) Announcements should be put up on the digital campus monitors.
3. The SGA President brought up a concern in regards to the Nursing and the Education major students in regards to the requirements in obtaining the free laptop incentive.
  - a)** Some of the students do not have 15 credit classes.
  - b)** The VPASA requested a list of any student that needed a certain course but was unable to enroll due to the schedules.



- c)** The EDU, BUS, and the student residents followed up on their previous issues regarding the following:
- (1) Business Major Students:
    - (a) Furnitures
    - (b) More Secure Work Area
      - (i)The Business Department Chairperson should be notified regarding the issue.
    - (c) Business Major Tutors
      - (i)The VPASA reminded the EC members of previous discussions in regards to tutors that would be stationed at the work area that would also serve as the work area monitors.
        - (a) However, ASP did not have current funding and had requested the VPBAA to assist in identifying available funding for the request for tutors.
- B. EVP**
1. There were no issues raised by the EVP.
- C. VPASA**
1. In the interest of time, the VPASA referred the EC members to her written report:  
[https://docs.google.com/document/d/1q07DHSa\\_bVoNSfmUMSjcxmL8n](https://docs.google.com/document/d/1q07DHSa_bVoNSfmUMSjcxmL8n)
- D. VPLG**
1. The Land Grant is in the process of recruiting an Agricultural Researcher and Aquaculture Researcher.
  2. For more of the VPLG's Report: [Arno Rearlaplap](#)
- E. Faculty Senate**
1. The FSP shared the upcoming FS retreat with the EC members.
    - a)** The proposed date is scheduled for May 2022, targeted to be after the final exam week and before the graduation.
  2. The Faculty Senate's in the process of developing a survey in regards to faculty satisfaction and faculty overloads.
    - a)** Once the results are finalized, they will be shared with the EC members.
- F. Staff Senate**
1. The SSP shared the current zumba sessions for the staff senate as a way forward in promoting health awareness.
    - a)** The Staff Senate had decided to use its FY 2021-2022 budget towards health promotion.



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2. The Staff Senate will also take part in fundraising during the CMI Foundation week.
  - a) All the proceeds will go towards the CMI Endowment Fund.
3. The SSP also shared the translation device that's been purchased by the Staff Senate and will be used in the Staff Senate meetings.
4. The SSP conveyed the Staff Senate's appreciation to the SLT for the Enra Food Baskets.
  - a) The SSP brought up a concern regarding staff's contracts since CMI IDs are required to be presented when using the Enra Food Basket vouchers.
    - (1) As per the EVP, the issue has been resolved.

#### V. Matters from the Previous Meeting

##### A. Student Rights and Responsibilities Policy 309

1. The *Student Rights and Responsibilities Policy 309* was a new policy and will be forwarded to the BoR, after EC's review and approval.
2. The VPASA clarified to the EC members the feedback made on the document.
3. The student's amenities were discussed by the EC members.
4. There were inquiries from the SGA regarding the section on Behavior and Well-Being, letters f and h, which were clarified by the VPASA.
5. After being reviewed carefully by the EC members, the SGA President made a motion to approve, seconded by the Faculty Senate Representative. The motion was passed successfully by the majority with no abstentions.

#### DECISION

**Having no modifications, the *Student Rights and Responsibilities Policy 309*, was approved, as presented.**

#### VI. New Matters Arising

##### A. Certificate of Completion in Construction Trades

1. The VPASA presented the following:
  - a) **CC-CT Budget Projections**
    - (1) After careful consideration, the EVP made a motion to approve, seconded by the SGA President. The motion was carried unanimously with no abstentions.

#### DECISION

**With no objections, the *CC-CT Budget Projections*, was approved.**



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(2) The CC-CT Budget Projections will be forwarded to the Board of Regents review and consideration.

**b) CC-CT Program Document**

(1) The EVP made a motion to approve, seconded by the SGA President. The motion was unanimously approved with no abstentions.

**DECISION**

**Having no modifications, the *CC-CT Program Document*, was approved, as presented.**

(2) The CC-CT Program Document will be forwarded for the Board of Regents review and consideration.

**B. Proposal to Change Fees for Official Transcripts**

1. The VPASA shared the increase in the transcript fees.
2. The new proposed fees were:
  - a)

	On-Island	Off-Island
Standard Processing (5 working days)	\$3.00	\$11.00
Expedited Processing (1 working day)	\$10.00	\$18.00*

- b) The VPLG made a motion to approve, seconded by the Faculty Senate President. The motion was successfully passed by the majority with no abstentions.

**DECISION**

**Having no objections, the *Proposal to Increase Transcript Fees*, was approved.**

**C. Strategic Plan Update - New Values & Finance Wapepe Activities**

1. As presented by the EVP, there were 2 main changes that were shared:
  - a) The new *CMI Values* had been added.
  - b) The following *Financial Wapepe Activities* were also added:
    - (1) Outcome 4.8: Student needs met through structural development of CMI for improved long-range Financial planning.



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- (2) Outcome 4.9: Student needs met through enhanced Financial Planning Systems Processes.
- (3) Outcome 4.10: Student needs met through building Personnel Capacity for Finance Functions
- (4) After being carefully reviewed, the VPASA moved to approve, seconded by the VPLG. The motion was carried successfully by the majority with no abstentions.

#### DECISION

**Having no modifications, the additions to the *Strategic Plan*, were approved, as presented.**

- (5) The President conveyed her appreciation to the EVP and the VPBAA on working on the changes and additions, regardless of the short notice and time constraint.

#### D. Housing Policy

1. The President shared the changes to the text in the *Housing Policy*.
2. The EVP moved to approve the changes, seconded by the SGA President. The motion was carried by the majority with no abstentions.

#### DECISION

**Having no modifications to the recommended text changes, the *Housing Policy* was approved, as presented.**

#### E. Short Term Disability

1. The President shared the recommended changes to the text of the *Short Term Disability Policy*.
  - a) The VPLG moved to approve, seconded by the EVP. The motion was passed successfully by the majority with no abstentions.

#### DECISION

**Having no objections to the recommendations, the *Short Term Disability Policy*, were approved, as presented.**

#### F. Parental Leave

1. The document was in the process of being finalized by the HR Director.



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- a) However, it will be disseminated to the EC members by the end of today, March 16, 2022, to be reviewed and considered for approval.

**VII. Adjournment**

The Executive Council's *second* meeting for March 2022, was adjourned at 12:45p.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:  
  
D04F36FDE82B468...  
Meria N. Bollong  
Secretariat Officer

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

April 6, 2022