



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

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

**Executive Council
11:10am June 15, 2022
BoR Conference Room**

MINUTES

Members:

Dr. Irene J. Taafaki (*Off-Island*) Chairperson/President

Members

William Reiher	Acting President/Executive Vice President
Dr. Elizabeth Switaj (<i>Excused</i>)	Vice President for Academic and Student Affairs
Stevenson Kotton	Vice President for Business and Administration Affairs
Ruthy Maun	Staff Senate President
Alvin Page	Faculty Senate President
Darren Dillman (<i>On Leave</i>)	Faculty Senate Representative
Christian Nipp (<i>Off-Island</i>)	SGA President

Attendees via ZOOM

Stanley Lorennij (*Off-Island*) Vice President of the Land Grant

The meeting was called to order by the Acting President at 11:10 a.m, followed by the mission statement being recited by the Staff Senate President.

I. REVIEW OF THE PREVIOUS MEETING MINUTES

A. May 18, 2022

1. After reviewing the MINUTES of May 18, 2022 , the Faculty Senate President made a motion to approve, seconded by the VPBAA. The motion was successfully passed with no abstentions by the Executive Council.

DECISION

With no corrections, the minutes of the meeting held, on May 18, 2022, were approved, as read.

B. Matters Arising from the Minutes

1. There were no matters arising from the minutes.



II. Update from the Acting President/EVP

A. President and Delegation

1. The Acting President updated the Council members of the President being off-island, and was to return to Majuro on July 12, 2022.

B. Summer Semester 2022

1. The Acting President also shared with the Council of CMI's enrollment reaching 1,164 students for the Summer Semester 2022.

C. Newly Appointed Minister of MoEST

1. The Acting President and the VPBAA met with the new Minister of Education, Sports, and Training.
2. The Minister inquired in regards to the Faculty Fast Track program that CMI had offered in the past.
 - a) As a way forward, more advertisements will be done regarding the Faculty Fast Track program.

D. Wotje ABE Graduation 2022

1. The Acting President shared his attendance during ABE's first graduation in Wotje.
2. There were six ABE graduates.
3. The initiative of the Stepp-Up scholarship, named after one of CMI's long-time faculty member that had recently passed, Mr. Theodore "Ted" Stepp, was also shared by the Acting President.
 - a) The scholarship will be given annually to the top ABE student in Majuro, Ebeye, and the DE Centers.
 - b) The scholarship will be a tuition waiver scholarship at CMI for three years.
 - c) The scholarship recipient will need to maintain a GPA of 2.5.

E. Kili ABE Graduation 2022

1. The last ABE graduation for 2022 will take place at Kili, on July 5, 2022.
2. CMI is in close coordination with the Kili/Bikini/Ejit Local Government in regards to the upcoming graduation.
 - a) The graduation costs were being negotiated between CMI and the KBE Local Government.
 - b) There were 10 ABE graduates from Kili, and the upcoming graduation will be the first ABE graduation for the Kili community.

F. EDA Grant

1. Unfortunately, the Acting President informed the Council members that CMI didn't qualify for the grant opportunity.



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2. The grant opportunity was for non-governmental organizations, however, CMI was advised by the EDA to submit the same grant proposal to a different source of funding, also under EDA called the **Public Works Fund**.
 - a) The deadline for the **EDA's Public Works Fund** is September 2022.
 - b) CMI will be in coordination with a grant writer in regards to meeting the **EDA's Public Works Fund** requirements.

G. Agricultural Summer Camp 2022

1. The Acting President shared with the EC members of the upcoming Agricultural Summer Camps that were to be held at Ebeye, Jaluit, and Wotje.
 - a) CMI's in coordination with the Ministry of NRC.
2. There are 4 Marshallese currently in training to be "trainers of trainers" with FNU in terms of agriculture.
 - a) The 4 individuals have already earned their Bachelor's degrees in Agriculture.
 - (1) The training will be funded by CMI for 2 months with FNU.
 - b) 3 of the individuals are currently working at the MoNRC.
 - c) 1 of the individuals is currently working at the Arrak Land Grant.
- 3.

III. Accreditation Liaison Officer

- A. For the ALO's Written Report: [Click Here](#)

IV. Reports and Issues:

A. SGA

B. Vice President for Academic and Student Affairs

1. For the VPASA Written Report: [Click Here](#)

C. Vice President for Business and Administrative Affairs

1. The VPBAA shared **CMI's Financial Report for May 2022**, with the EC members. Some of the informations shared were:
 - a) The difference of the collections and the forecasted revenue were shared by the VPBAA.
 - (1) The FABS team were in the process of collecting and posting the revenue of 1.4M.
 - (2) The members inquired which fees have not been collected, in which the VPBAA clarified that collections have been



made, but they were still in the process of being posted in the system.

- b) The report will also include CMI's cash flow, and should be finalized by Friday, June 17, 2022.
- c) As per the VPBAA, the financial report will be provided to the EC members on a monthly basis.
- d) The Acting President/EVP recommended that, similar to CMI's academic departments, there should be a "dashboard" in terms of the financial departments.

(1) The VPBAA shared that the FABS team is scheduled to have a Power BI training next month in July 2022.

2. On-Going Construction Updates

a) Santo DE Center

(1) The VPBAA reported that a team was to be sent to Santo, Kwajalein, before the start of August 2022, to fix the following:

- (a) A/C
- (b) Bathrooms
- (c) Electrical Wirings

b) Uliga Campus

(1) The fencing around the CMI Uliga Campus is in process.
(2) The Waste Management Facility project, partnered with the Embassy of R.O.C. Taiwan, was also shared by the VPBAA with the EC members.

3. Grants

a) The VPBAA also shared and explained the current grants at CMI.

D. Vice President for Land Grant

E. Faculty Senate

1. Academic Calendar

a) The Faculty Senate President raised a concern regarding the current and next Academic Calendar.

(1) The EC members recommended that the concern be brought to the attention of the Dean of Academic Affairs, since the Academic Calendar is developed by the Dean of



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Academic Affairs before it goes through the approval process.

- (2) As per the Acting President, a study in terms of the student's outcomes regarding an eight week semester compared to a more stretched out semester, will be conducted this summer.

2. Compensation for the Summer Classes

- a) According to some of the faculty members, their classes have 30-40 students. As a result, the faculty members were inquiring if there could be compensation for exceeding the class limits of 21-25 students per class.

- (1) As per the VPBAA, the issue will be discussed thoroughly by the SLT.

- (a) The VPASA had previously brought a similar concern regarding faculty's overload to the VPBAA.

- (b) The VBAA explained thoroughly the CMI's financial status and the raised issue.

3. Faculty By-Laws

- a) The Faculty Senate President was reminded of updating the Faculty By-Laws by the beginning of the new academic year, August 2022.

F. Staff Senate

1. Vehicle Issue

- a) The Staff Senate President brought up a concern regarding the challenge of obtaining the institution's vehicles when in need of carrying out official duties of the college.

- (1) The VPBAA will meet next week with the IT and the Media Directors to improve the monitoring of the institution's vehicle usage.

2. Translation Devices

- a) The Staff Senate President shared that the translation devices have arrived and ready to be used.

- (1) In addition, the Acting President shared that a short term contract is in process for a temporary translator.



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V. New Matters Arising

A. CMI Policy No.111 - Participatory Governance Policy

1. The EC members were allowed their “first read” of the document, *CMI Policy No. 111- Participatory Governance Policy*.

VI. Other Matters

VII. Adjournment

The Executive Council’s *first* meeting for June 2022, was adjourned at 12:05p.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

DocuSigned by:

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Acting President William Reiher
Chairperson, EC

July 6, 2022