



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
11:10am May 18, 2022
BoR Conference Room

MINUTES

Members:

Dr. Irene J. Taafaki **Chairperson/President**

Members

William Reiher <i>(Not Present)</i>	Executive Vice President
Dr. Elizabeth Switaj	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	Faculty Senate Representative
Christian Nipp <i>(Not Present)</i>	SGA President

Attendees via ZOOM

Stanley Lorennij *(Not Present)* **Vice President of the Land Grant**

The meeting was called to order by the Chairperson/President at 11:10 a.m, followed by a silent prayer.

Afterwards, the Chairperson asked the Staff Senate President to recite the mission. The Staff Senate President requested if an issue from the Staff Senate group could be added to the meeting agenda, in which it was added under, “***Other Matters for Information.***”

I. REVIEW OF THE PREVIOUS MEETING MINUTES

A. May 4, 2022

1. After reviewing the MINUTES of May 4, 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 4, 2022, were 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. HEERF

- a) The President shared with Council members that the HEERF's Annual Performance Report, had been submitted on time on May 6, 2022.

B. NATIONAL

1. MCST

- a) The President shared her meeting with Mr. Tristan Smith from the University College London, regarding CMI's role in the administration of the financial management of the Micronesian Center for Sustainable Transport (MCST).
- b) The meeting was attended by the EVP and the VPBAA.
- c) The President also informed the Council members that a Cabinet Paper had been drafted and submitted for the Minister of Education's review and further submission for the Cabinet's consideration.

2. SPED

- a) The President shared that there had been a couple of meetings with the SPED Professional Development Project.

3. IQBE

- a) The President informed the members that there had been no objections from the ADB in regards to CMI's unspent fundings from the previous years.

(1) As of FY 2022, the unspent fundings were approximately \$224,600.

C. INTERNAL

1. Board of Regents

- a) The second quarter meeting was scheduled for Monday, May 23, 2022.

2. De-Brief on Nursing Internships

- a) The President and VPASA have been meeting continuously in regards to the Nursing majors.



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

- b) Previous CMI Nursing students shared their desire to obtain their BSN with the President.
- c) The MOHHS had stressed their desire to have all nurses obtain their BSN.
- d) The President shared the Pacific Public Health Fellowship Program with the EC members.
 - (1) There had been 8 places saved for nursing students from CMI for the program's next cohort.
 - (2) The Associate Dean of Instructional Quality and Innovation was to meet with the Nursing students interested in joining the program.

3. CMI Graduation 2022

- a) The CMI Graduation 2022 was scheduled for Thursday, May 26, 2022.
- b) The President commended the Physical Plant department for their hard work and progress regarding the venue for the graduation.

D. The President informed the members that she was to be off-island for the month of June 2022.

1. The following meetings will be attended by the President in Honolulu, Hawaii:

- a) ACCT Governance Leadership Institute: June 15th -18th 2022.
- b) Governance Leadership Conference for PI Post-Secondary Institutions: June 19th -22nd 2022.

E. Due to the interest of time, the President referred the EC members to her written report.

F. For the President's Report: [Click Here](#)

III. Accreditation Liaison Officer

- A.** The ALO informed the EC members that the budget managers had met on May 13, 2022.
- B.** The Plant and Facilities Committee had met on April 25, 2022.
- C.** The last session of the ACCJC's spring webinar was held this morning, May 18, 2022.
- D.** The ALO shared with the EC members the open session for the Commission's June meeting, which was scheduled for 6am, Friday, June 3, 2022.
- E.** The President stressed and reminded the Council members of the importance of meeting the College Requirements.
 - 1. The following were reviewed and discussed thoroughly by the Council, and were referenced back to the ALO's written report.



FABS to provide monthly report to president on cash flow	Started with one month but has not continued.
Revise Budget Committee RSA to include subcommittees on Policy & Procedural Review and Financial & Budget Control and Audit Risk	Approved by EC on August 4, 2021 and posted to website – but subcommittees have not met

F. For the ALO's Report: [Click Here](#)

IV. Matters from the Previous Meeting

A. [Justice-Impacted Students](#)

1. After having their final review of the document, the Faculty Senate President made a motion to approve the policy, seconded by the VPBAA.
2. The motion was passed successfully by the majority with no abstentions.

a) **DECISION**

(1) **With no modifications, the *Justice-Impacted Students Policy*, was approved, as presented.**

B. [WorkKeys Assessment CMI Placement](#)

1. After the VPASA addressed the comments on the document, the Faculty Senate President made a motion to approve.
2. The motion was seconded by the VPBAA and successfully passed by the majority with no abstentions.

a) **DECISION**

(1) **Having no modifications, the *WorkKeys Assessment CMI Placement*, was approved, as projected.**

C. [Communicable Disease Policy for Students](#)

1. After addressing the feedbacks regarding the *Communicable Disease Policy for Students*, the Faculty Senate Representative made a motion to approve the policy.
2. The motion was seconded by the Staff Senate President, and was successfully approved by the majority with no abstentions.

a) **DECISION**

(1) **With no revisions, the *Communicable Disease Policy for Students*, was approved, as presented.**

D. [Academic Renewal Policy No. 362](#)

1. After being reviewed, the VPBAA motioned to approve the Academic Renewal Policy No. 362.



2. The motion was seconded by the Faculty Senate President, as the motion was successfully passed by the majority with no abstentions.

a) **DECISION**

(1) **Having no modifications, the *Academic Renewal Policy No. 362*, was approved, as presented.**

E. Honors Program Proposal

1. The Council members thoroughly discussed the students' attendance.
2. It was shared that 95% of the BAEE students were attending their scheduled courses.
3. After thoroughly discussing the proposal, the Faculty Senate President made a motion to approve the Honors Program Proposal.
4. The VPBAA seconded the motion, as the motion was carried unanimously by the majority.

a) **DECISION**

(1) **Having no further objections, the *Honors Program Proposal*, was approved, as projected.**

F. Draft CMI CCTV-Policy-Procedures

1. The EC members clarified that the Director of the Safety and Security was the CCTV Administrator, and needed to be specified in the document.
 - a) The Safety and Security Director will coordinate closely with the IT department.
 - b) The purpose of why CCTV access requests needed to go through with the Safety and Security department before being referred to the IT department was discussed thoroughly by the Council.
2. The EC members discussed the clause, "All recordings are kept for a maximum of 15 calendar days," in which the VPBAA stated that the time span was based on the capacity of the CCTV system.
3. The EC also thoroughly discussed the public release process of CMI's CCTV footage.
 - a) The following clause was added to the document:
 - (1) "Public release of any CCTV footage requires the approval of the CMI President."
4. The Faculty Senate Representative made a motion to approve the drafted CMI CCTV-Policy-Procedures.



5. The motion was seconded by the Staff Senate President, and the motion was carried successfully by the majority with no abstentions.

a) **DECISION**

- (1) **With the minor modifications, the drafted *CMI CCTV-Policy-Procedures*, was approved, as presented.**

V. New Matters Arising

A. [IEC RSA 2021-2022 \(Revisions\)](#)

1. In the absence of the EVP, the VPASA presented the changes in the revised IEC RSA 2021-2022.
2. The VPBAA moved to approve the revisions made to the IEC's RSA 2021-2022.
3. The Staff Senate President seconded the motion, as it was successfully carried unanimously by the majority with no abstentions.

a) **DECISION**

- (1) **Having no corrections, the revised *IEC RSA 2021-2022*, was approved, as presented.**

VI. Other Matters for Information

A. [Faculty Senate Working Conditions and Satisfaction Survey](#)

1. The Faculty Senate Representative presented the survey results that were thoroughly reviewed by the Council.
 - a) The Faculty Senate Representative shared the following survey results for:
 - (1) PMS
 - (2) Loss of Motivation
 - (a) 75% of the Faculty responded of experiencing loss of motivation, affecting their health and/or quality of instruction.
 - (b) Students' losing interest towards the end of a semester, was also discussed thoroughly by the EC members.
 - (i) The EC discussed teaching strategies to interact better with the students.
 - (c) Overloads



- (i) The EC discussed the need for better time management for both the faculty and students.
- (3) Academic Calendar
 - (a) According to the survey, “after 8 weeks, there should be a break,” in which the President strongly agreed and will look further into.
 - (b) 30% of the Faculty had concerns regarding the Academic Calendar.
- (4) Non-Teaching Duties
 - (a) Administrative Support
 - (i) Most of the faculty recommended that there should be an Administrative Support designated to the faculty.
- 2. The Faculty Senate requested if the survey could be shared with the CMI Board of Regents.
 - a) The EC recommended that the Faculty Senate compile their recommendations to be presented and shared in the next BoR meeting.
 - b) The *Faculty Satisfaction and Working Conditions Survey Spring 2022*, will be shared with the BoR in their next meeting.

B. Staff Senate

- 1. The Staff Senate President requested funding approval for the sewing of the Staff Senate dancers’ uniforms for the graduation.
 - a) The President responded that the budget for the graduation has already been overspent.
- 2. The Staff Senate President requested funding approval for the Staff Senate dancers’ uniform for the graduation.
- 3. The President and the EC members discussed CMI’s need to be budget sustainable with the inflations occurring globally.

VII. Other Matters

A. Graduation

- 1. The finalization of graduation dates was discussed by the EC members.

B. PMS

- 1. The VPASA explained to the EC members of the delay regarding the Faculty PMS.
 - a) As per the VPASA, there were missing documents that had prevented the PMS from moving forward.



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

- b) As per the President, “there should be regular intervals and there should be an evaluation system.”
 - (1) This is in consideration of being worked on.
- 2. The Staff Senate President also shared the staff members’ concern regarding not discussing their PMS with their immediate supervisors, before submission.


VIII. Adjournment

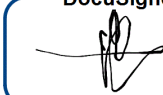
The Executive Council’s *second* meeting for May 2022, was adjourned at 1:11p.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

 D04F36FDE82B468...
 Meria N. Bollong
 Secretariat Officer, EC

DocuSigned by:

 65AD6D4E022F487...
 Acting President William Reiher
 Chairperson, EC

June 15, 2022