



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

## Executive Council

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 July 20, 2022  
BoR Conference Room**

**MINUTES**

**Members:**

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

**Members**

<b>William Reiher</b>	<b>Acting President/Executive Vice President</b>
<b>Dr. Elizabeth Switaj</b>	<b>Vice President for Academic and Student Affairs</b>
<b>Stevenson Kotton</b>	<b>Vice President for Business and Administration Affairs</b>
<b>Ruthy Maun</b>	<b>Staff Senate President</b>
<b>Alvin Page (<i>Not Present</i>)</b>	<b>Faculty Senate President</b>
<b>Darren Dillman (<i>On Leave</i>)</b>	<b>Faculty Senate Representative</b>
<b>Lucky Laik (<i>Not Present</i>)</b>	<b>for SGA President</b>

**Attendees via ZOOM**

**Stanley Lorennij**                      **Vice President of the Land Grant**

The meeting was called to order by the President at 11:10 a.m, followed by the mission statement being recited by the Vice President for Business and Administration Affairs.

An opening prayer was given by the Vice President of the Land Grant

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

**A. July 6, 2022**

1. After reviewing the MINUTES of July 6, 2022 , the Executive Vice President made a motion to approve, seconded by the Vice President of Business and Administration Affairs. The motion was successfully passed by the Executive Council.

**DECISION**

**With no corrections, the minutes of the meeting held, on July 6, 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 the EC members of CMI's submission of the HEERF Annual Performance Report.
2. FAFSA Preliminary Audit Determination Letter
  - a) The receipt of the FAFSA Preliminary Audit Determination letter was also shared by the President. The letter was received on July 1, 2022.
    - (1) As per the Vice President of Business Administration Affairs, although the FAO Director is currently on leave, CMI had 60 days to respond to the letter.
    - (2) The EC members inquired if the letter received was to be shared with the EC, in which the VPBAA confirmed sharing the letter once CMI receives its final audit determination.

**B. Regional**

1. ACCJC
  - a) The President reminded the EC members of the upcoming ACCJC's follow-up visit in October.
    - (1) A confirmed date will be determined in August.
  - b) The arrival of the Internal Auditor was also shared by the President.
  - c) The President will be attending a Team Chair Training on August 4, 2022.
    - (1) The President also suggested the VPBAA attend the training.
    - (2) Another training will be held in October, however, the date and location have not been confirmed.
  - d) The President shared Dr. Sonya Christian and Dr. Catherines Webb's presentations from the ACCT conference with the EC members.
2. PPEC
  - a) The President attended the PPEC meeting on June 24, 2022.
    - (1) Festival of Pacific Arts & Culture 2024



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- (a) The festival Director, Dr. Aaron Sala, urged the participation of all the colleges and universities in the region.
  - (i) One faculty member will be funded to attend the festival.
  - (a) The President is to meet with the Minister of Cultural and Internal Affairs.
- (2) APIA
  - (a) The President shared information from the APIA's presentation during the PPEC meeting.
    - (i) The grant writing challenges were one of the issues discussed in the meeting.
    - (ii) Another matter discussed in the meeting, shared by the President, was the need for all IRA individuals to meet and compare their systems for them to be able to provide common information and data within the region's learning institutions.
- (3) Hawaiian Global Breadfruit Summit
  - (a) The President recommended that the VPLG and the Agriculture department attend this summit scheduled for October 18, 2022.
  - (b) The President also shared information from Dr. Tusi Avegalio's presentation regarding the use of breadfruit for food security.
- (4) TCOM
  - (a) The President shared with the EC members information regarding a system for recycling plastic and synthetic waste into organic material that was presented by Cheyenne Lurvey and Leroy Harris at the meeting.
- (5) PPEC Decisions
  - (a) The President shared PPEC's decision to fund one faculty to attend the Festival of Pacific Arts and Culture in 2024, from institutions in the region.
  - (b) Another PPEC decision shared by the President was the funding of PPEC Presidents to Washington in September 2022.

### 3. ACCT



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- a) The President shared the ACCT meeting she had attended in Honolulu, Hawaii, from June 15-18, 2022.
- b) The President had also attended the Governance Leadership Conference for Post-Secondary Institutions on June 19-22, 2022.
  - (1) The President shared with the EC members information regarding the Board's capacity to fulfill its policy and strategic directions.
- c) The President informed the EC members of ACCT's recommendation for institutions to conduct monthly update meetings held with their Board members.
  - (1) The President highly agreed with this recommendation and encouraged the VPs to prepare in carrying out this recommendation.

### C. National

1. GRMI Budget Process FY 2021
  - a) The VPBAA was to update the EC members regarding the GRMI Budget Process FY 2021
2. Compact Portfolio
  - a) The President shared that the following were due:
    - (1) The revision was due on July 22, 2022.
    - (2) The 3rd quarter report was also due, however, the due date was not specified in the EC meeting.
3. Joint Steering Committee (GRMI-UN) Meeting
  - a) The EVP will attend this meeting scheduled for Thursday, July 21, 2022, or Friday, July 22, 2022. The date was yet to be confirmed.
4. MCST
  - a) The President shared with the EC members that there was a Cabinet Minute (CM 110 (2022)), signed by the RMI President on June 2, 2022, which stated the following:
    - (1) *"the restructure of the MCST and established its administrative and financial management functions at the College of the Marshall Islands."*
      - (a) A meeting with Dr. Tristan Smith regarding the Bayshore funding had been scheduled for July 21, 2022.
      - (2) Regarding the CM 110 (2022), the President had also met with the Minister of Education, Sports, and Training.
5. Education Sector Collaboration
  - a) SPED Professional Development Project



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(1) The President shared with the EC members that the Teacher Retention and Recruitment Plan was in the process of being drafted.

b) IQBE

(1) The President shared the outstanding activities with IQBE.

#### D. Internal

1. Summer Semester Enrollment 2022

a) The President mentioned the high enrollment rate regarding the Summer Semester 2022.

2. Campus Land Leases

a) Uliga

b) Ebeye Old Hospital

(1) The President shared the land lease progress in regards to the Uliga and the Ebeye Old Hospital campuses.

3. Pending MOA

a) MIMRA

(1) The status of the MIMRA MOU, being currently reviewed by the MIMRA LC, was shared by the President.

b) US Embassy

(1) The President updated the EC members in regards to the establishment of a US Information Center.

4. Upward Bound Annual Dinner

a) The President informed the EC members of the Upward Bound's Annual Dinner, scheduled for the evening of July 20, 2022, at 7:00pm.

5. Coronation of Irojilaplap Michael L. Kabua

a) The President will attend this event on July 21, 2022, on Ebeye, Kwajalein Atoll.

E. For more of the President's Report: [Click Here](#)

### III. Accreditation Update

A. The ALO provided a written report for the EC members, updating the members of ACCJC being in the process of updating and revising policies and procedures.

1. The ALO shared the signing of the Civic Learning and Democracy Engagement Coalition (CLDE) by the ACCJC.

B. For more of the ALO's Report: [Click Here](#)

### IV. Matters from the Previous Meeting

A. [CMI Policy No.111 - Participatory Governance Policy](#)

1. The EVP submitted the final presentation of the policy, informing the EC members that the policy had been reviewed by all the senate groups.



2. After EC had its final review, the VPBAA made a motion to approve the policy. The motion was seconded by the Staff Senate President, as the motion was then voted on, and approved by the majority, with no abstentions.
    - a) **DECISION**
      - (1) **With the minor modifications, the CMI Policy No. 111 - Participatory Governance Policy, was approved as projected.**
  3. The approved policy, discussed thoroughly by the EC, was to be forwarded to the Board of Regents, per their review and consideration.
    - a) The Secretariat Officer will coordinate with the Executive Officer and the Administrative Assistant in regards to pending policies needing the BoR's consideration.
- B. [IT Policy & Procedure Handbook](#)
1. The VPBAA presented the revised document to the EC members, as they reviewed the handbook thoroughly.
  2. The Chairperson/President recommended that all policy templates should be consistent and be of the same format.
  3. The VPASA recommended that the following sentence be deleted from the policy to avoid future philosophical issues regarding the relationship between copyright law and academic freedom:
    - a) **CMI Policy No. 640.03, Section 4. *Statements of Elaboration of Policy:***
      - (1) *“Academic freedom is founded on a belief in the free and respectful change of ideas.”*
        - (a) The EC members discussed thoroughly the reason behind the recommendation.
        - (b) The President urged the members the need for a general review of the language used in the policies’ *“definitions”* regardless if it’s an Executive Policy, or an Operational Policy.
          - (i) The President also recommended that policies be organized and stored based on the type of their policy classification: Governance, Executive or Operational.



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4. After being carefully reviewed, the majority members of the Executive Council agreed to approve the *IT Policy & Procedure Handbook*, in principle, with the minor changes.

a) **DECISION**

- (1) **With the minor modifications, the *IT Policy & Procedure Handbook*, was approved, in principle, as presented.**

**V. New Matters Arising**

A. Work Study Handbook (Draft)

1. The drafted *Work Study Handbook*, forwarded for EC's review and consideration by the EMC, was presented by the VPASA.
2. The Chairperson/President and the EC members commended the Financial Aid Office's Director for the development of the drafted *Work Study Handbook*.
3. The Chairperson/President allowed the EC members' their "first read" of the handbook.
4. The drafted *Work Study Handbook* will be tabled in the next EC meeting on August 3, 2022.

**VI. Other Matters**

A. **SGA**

1. The SGA President was not present in the meeting.

B. **Executive Vice President**

1. As per the EVP, the third Data Summit was scheduled for July 29, 2022.
2. The EVP also informed the EC members of the following:
  - a) A Grant Management training had occurred the previous week, conducted by the Grant Coordinator.
  - b) The development of a Data Governance Policy was being worked on by the IEC.
  - c) The IEC were in the process of reviewing and discussing improvement strategies for the Institutional KPIs.
    - (1) The Institutional KPIs were currently being reviewed by the senate groups.
3. The EVP also shared the following work in progress:
  - a) The development of AS degree courses in Agroforestry for Health and Sustainable Livelihoods.



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- b) The basis of design for the two buildings, the Learning Center and the Student Center, were being designed by Beca.
  - (1) These two designs were in the process of being reviewed by the SLT.
- c) The development status of the EDA grant proposal for the CMI Kwajalein Campus was also shared by the EVP.
  - (1) CMI was scheduled to meet with EDA officials, via ZOOM, regarding the Public Works EDA grant application.
- d) The on-going Agriculture Training of Trainers participants:
  - (1) 3 of the participants are from the RMI Government's NRC.
  - (2) 2 of the participants are from the Arrak Land Grant.
    - (a) The training is in preparation for the launch of CMI's AS degree courses in Agroforestry.
- e) The EVP also shared the status of the MIMRA MOU, which CMI had received confirmation from the MIMRA Director in regards for CMI to coordinate a signing ceremony for the CMI/MIMRA MOU.

4. For the EVP's written report: [Click Here](#)

#### **C. Vice President of Academic and Student's Affairs**

- 1. The VPASA clarified that the Student Disciplinary Panel was not a Standing Committee of the Executive Council.
  - a) It was also clarified by the VPASA that the panel's members were appointed by the panel's Chairperson, which was the Dean of Student Success.
- 2. In the interest of time, the VPASA referred the EC members to her written report: [Click Here](#)

#### **D. Vice President for Business and Administrative Affairs**

- 1. The EVP and the VPBAA had attended the Preliminary JEMFAC Consultations the previous week.
- 2. The VPBAA informed the EC members of the closing out of the current fiscal year.
  - a) The EC members requested that an email be disseminated to the CMI community regarding the closing out of the current fiscal year.





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- (1) The VPBAA tasked the Staff Senate President to send a reminder, via email and the digital campus monitors, to the CMI community in response to the request.
  3. The VPBAA updated the EC members regarding the progress of the CMI fencing project and the Waste Management Facility.
    - a) As per the VPBAA, the Waste Management Facility will most likely be dedicated during the first week of August 2022.
  4. The VPBAA informed the EC members of the on-going IT department's projects.
    - a) ZOOM systems were in the process of being installed in the faculty and essential staff's homes, as part of the preparation plan regarding COVID-19.
  5. The VPBAA will forward his written report to the EC's Secretariat Officer to share among the EC members.
- E. Vice President of Land Grant**
1. For the VPLG's written report: [Click Here](#)
- F. Faculty Senate**
1. The Faculty Senate President was not present at the meeting.
- G. Staff Senate**
1. The Staff Senate President had attended the COVID-19 Summit held on July 15, 2022, at the ICC.
  2. Please click the link for the Staff Senate President's [COVID-19 Summit Report](#).
    - a) The EC discussed the importance of wearing masks.
      - (1) The EC members suggested that a guideline training session be held in regards to individual's being required to wear a mask.
    - b) The EC also discussed the CMI students/employees that have not been vaccinated.
      - (1) Any student/employee that had not been vaccinated, was not to be allowed on the CMI campus, effective when there's confirmed cases.
    - c) Some of the issues discussed in the summit were:
      - (1) Upon the arrival of the coronavirus, there was not to be a lockdown on Majuro.



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- (2) The schools were planned to be closed for 3 months, should the coronavirus arrive on Majuro.
3. As per the VPBAA, a meeting will be scheduled with the Faculty and the department Chairpersons, for next week, in preparation for the upcoming opening of the RMI borders.
    - a) The availability of the “front liners” was also discussed by the EC members.
  4. The EC members discussed thoroughly the need to close off the backside of the CMI campus.
    - a) The Chairperson/President recommended that a security guard be assigned to the backside of the CMI Uliga campus.
  5. The Staff Senate President concluded her report following up on the status of the salary increments/adjustments and the reversed process that had occurred.
    - a) As per the EC’s Chairperson/President, the salary adjustments process was to be discussed in the SLT meeting.
    - b) As per the VPBAA, the salary adjustments’ financial status was also to be discussed and shared with the President and the SLT members during the SLT meeting.

## VII. Adjournment

The Executive Council’s *second* meeting for July 2022, was adjourned at 12:55p.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

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Meria N. Bollong  
Secretariat Officer

DocuSigned by:

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President Dr. Irene J. Taafaki  
Chairperson, Executive Council

August 3, 2022