



CMI

Executive Council

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uliga Campus

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: ec@cmi.edu

**Executive Council
11:10 a.m., March 15, 2023
BoR Conference Room**

MINUTES

Members:

Dr. Irene J. Taafaki

Chairperson/President

Members

**William Reiher
Dr. Elizabeth Switaj
Krishna Swamy
Stanley Lorennij
Ruthy Maun
Alvin Page
Darren Dillman
Faith M. Lanwi**

**Executive Vice President
Vice President for Academic and Student Affairs
for Vice President for Business and Administration Affairs
Vice President of the Land Grant
Staff Senate President
Faculty Senate President
Faculty Senate Representative
SGA President**

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

The Chairperson/President asked that the Executive Council’s meeting start off with a prayer from the VPLG.

I. Review of the Previous Meeting Minutes

a. February 28, 2023 (Draft)

- i. After reviewing the MINUTES of February 28, 2023, the Faculty Senate President made a motion to approve, seconded by the EVP. The motion was successfully passed by the Executive Council, with no abstention.

DECISION

The minutes of the meeting held, on February 28, 2023, were approved, as read.



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A. Matters Arising from the Minutes

1. The President briefly shared the following approved items by the Board of Regents in its meeting on March 13, 2023.
 - a) [Institutional Review Board - Policy No. 399 \(Revision\)](#)
 - b) [CMI Policy 310: Admission](#)
 - c) [Maritime Program](#)
 - d) [Faculty Fast Track Policy - Suggested Revisions](#)
 - e) [Proposal to Create a Merchant Account](#)

II. Update from the President

A. Federal

1. U.S. Department of Education
 - a) The President shared the US Department of Education's YouTube channel and its purposes with the Executive Council members.
2. USGS
 - a) The President, once again, shared and elaborated more on the USGS's visit to the CMI.
3. USAID
 - a) As per the President, a meeting was scheduled for March 16, 2023, hosted by the USAID, in regards to upcoming grant opportunities for the NGO community.

B. Regional

1. Sea Grant
 - a) The President informed the EC members of the newly appointed, Andrew McInnis, for the Sea Grant Marshall Islands' extension position.
2. ACCJC
 - a) As per the President, she had cancelled her peer review visit to the Palau Community College.
 - b) The VPBAA was, currently, participating as part of a 7-member peer review team for COM-FSM.
3. PPEC
 - a) The President informed the EC members of the upcoming PPEC meetings:
 - (1) March 15, 2023
 - (2) April 10, 2023 in Guam
4. BELUU Innovation Grant
 - a) According to the President, the CMI Jitdraam Kapeel had submitted a full proposal on February 14, 2023.

C. National



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1. 2021-2022 Audits
 - a) The President informed the EC members that the 2021 audit was still in process and the VPBAA would elaborate more in regards to the audit progress.
 - b) The President also shared her meeting with the BoR Chairperson and the Acting Minister of Education, Sports, and Training.
2. IQBE
 - a) The soft opening for the Hands-On Math Lab on March 14, 2023, was shared by the President.

D. Internal

1. Board of Regents
 - a) The President shared the SLT's PowerPoint presentation with the Executive Council members.
 - b) The President shared that with the approval of the [Maritime Program](#), the EVP was to set up a meeting with the Australian Ambassador.
2. Recruitment Update
 - a) Employee Conference Attendance
 - (1) The President stressed the importance of CMI conference attendees to provide reports upon their return from conferences.
 - (a) The EVP was to contact staff and faculty members that have returned but have not provided reports.
 - (2) The President also shared tasking the HR Director in terms of developing a leave form for employees prior to attending off-island conferences.
3. Campus Land Leases
 - a) The President shared updates regarding the CMI campus land leases with the EC members.
4. College and Community Engagement Activities and Events
 - a) The following community engagement activities and events were shared by the President:
 - (1) World Water Day - March 22, 2023
 - (2) Foundation Week - Starting April 3, 2023

E. For more of the President's Report, [click here](#).

III. Accreditation Update

- A. The ALO was off-island, however, the President referred the EC members to the [SLT's PowerPoint](#) presentation.



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IV. Reports/Issues and Sub-Committee Update

A. SGA

1. The SGA President updated the EC members of the following SGA activities and events:
 - a) Thinking Forward Workshop
 - b) Co-Ed Volleyball for the Foundation Week
 - c) Talent Show - April 22, 2023
 - d) Farewell Party
 - e) Senior Brunch - May 2, 2023
2. The following issues were brought up by the SGA President:
 - a) Lunch meals for the Arrak students
 - (1) The VPBAA will be notified in regards to this issue.
 - b) Student's request for lockers.
 - (1) As per the President, the SGA President should contact the VPASA regarding the student's request.

B. Executive Vice President

1. The EVP informed the EC members of the CMI Meto being in the process of being revised.
 - a) As per the EVP, the revision task force still needed representatives from the Faculty Senate and the Staff Senate.
 - b) The EVP also updated the EC members in regards to BECA's design for the Student & Learning Center.

C. Vice President of Academic and Student Affairs (Off-Island)

D. Vice President for Business and Administrative Affairs (Proxy)

1. The Physical Plant Director shared the upcoming and ongoing projects for CMI.
 - a) The ongoing projects that were completed and those that were still in progress included:
 - (1) HR/Finance Office Renovation - **Completed**
 - (2) Old Library Renovation - **Completed**
 - (3) Math Lab - **Completed**
 - (4) Dormitory Student Lounge - **Completed**
 - (5) Dormitory Coordinator's Residence - **In Progress**
 - (6) Dormitory Student Bed Railing/Study Tables - **Completed**
 - (7) Uliga Campus Fencing - **In Progress**
 - (8) Landscaping Works - **In Progress**
 - (9) Waste Plastic Recycling Office - **In Progress**
 - (10) Wapepe building Outside Painting - **In Progress**
2. The upcoming projects were:

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- a) Arrak Campus Computer Lab Renovation and Refurbishment
 - b) Proposed extension for Basketball Court
 - c) Uliga Campus Dorm Security Checkpoint Roofing Work
 - d) Wotje Center - Proposed Bathroom and Generator Room
 - e) CMI Student and Learning Center
3. The Physical Plant informed the Executive Council members in regards to the department's SOPs, policies, and procedures that were in development.
 - a) Some of the policies and procedures that were in development included:
 - (1) Maintenance manual
 - (2) Capital Project Manual
 - (3) Energy Policy
 4. An update, in regards, to the following were also provided by the Physical Plant Director:
 - a) Air-Conditionings at the CMI Campus
 - b) Back-Up Generator
 - c) Reverse Osmosis
 - d) CMI's Upcoming General Clean-Up
 5. The Executive Council commended the Physical Plant Director for the accomplishments and the department's work in progress.
- E. Vice President of Land Grant**
1. The VPLG provided an update regarding the current recruitments for an Aquaculture Researcher and an Agriculture Researcher for the Land Grant.
 2. As per the VPLG, the following had been approved by NIFA:
 - a) Coconut Flour Research Project
 - b) Makmok (Starch) Research Project
 - (1) The Seaweed Research Project was still in the process of being reviewed.
 3. For more of the VPLG's report, [click here](#).
- F. Faculty Senate**
1. The Faculty Senate President followed up regarding the PMS outcomes.
 - a) The PMS outcomes were in the process of being finalized by the HR department.
- G. Staff Senate**
1. The Staff Senate President informed the Executive Council in terms of the upcoming Foundation Day activities and the Staff Senate's involvement.
 - a) Some of the activities included:
 - (1) King/Queen Competition
 - (2) BBQ/Car Wash Fundraising - April 4, 2023



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2. As per the Staff Senate President, a Staff Senate Annual Calendar was in development.
3. According to the Staff Senate President, a proposal for Basic Training for the technical staff was also being developed.

V. Adjournment

The Executive Council's *second* meeting for March 2023, was adjourned at 12:34 p.m.

Submitted By:

DocuSigned by:

A handwritten signature in black ink, appearing to read 'Meria N. Bollong', enclosed in a blue DocuSign signature box.

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Meria N. Bollong
Secretariat Officer

Concurred By:

DocuSigned by:

A handwritten signature in black ink, appearing to read 'Irene J. Taafaki', enclosed in a blue DocuSign signature box.

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President Dr. Irene J. Taafaki
Chairperson, Executive Council

Approval Date:

April 5, 2023