



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., May 17, 2023
BoR Conference Room**

MINUTES

Members:

Dr. Irene J. Taafaki

Chairperson/President

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

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

*** Not Present (Off-Island)**

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

The members were given a few moments of silence before the meeting started.

I. Review of the Minutes:

A. May 3, 2023 (Draft)

1. After reviewing the MINUTES of May 3, 2023, the VPASA made a motion to approve, seconded by the Faculty Senate President. The motion was successfully passed by the Executive Council, with no abstentions.

a) DECISION

(1) The minutes of the meeting held, on May 3, 2023, were approved, as read.

2. Matters Arising from the Minutes

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- a) A brief follow-up reminder was discussed regarding the documents forwarded by the ITC to the Executive Council.

II. Update from the President

A. Federal

1. The President shared the Special Presidential Envoy Ambassador Joseph Yun's upcoming visit that was scheduled for May 19, 2023.
2. The President informed the EC members regarding the available grants and their upcoming deadlines.
 - a) Current grant submissions with notifications pending were also shared by the President with the EC members.

B. Regional

1. As per the President, the new Sea Grant Extension Faculty, Andrew Mcinnes, had arrived at Majuro on May 8, 2023.
2. The President also shared information in terms of a proposal regarding a \$800,000 plus hatchery for the Arrak Campus.

C. National

1. The EC members were informed by the President of the Joint Steering Committee RMI-UN Country Implementation Plan with the UN Multi-Country Office meeting that was held on May 12, 2023.
2. The President shared current proposals in progress regarding a visit by the US Pacific Partnership, scheduled for the end of October or early November 2023.
3. In terms of the 2021 and 2022 audits, the President informed the EC members that the audit fieldwork had commenced at CMI since April 24, 2023.
 - a) In addition, the Status Report had already been sent to ACCJC on May 11, 2023.
 - b) According to the President, an evaluation progress review had also been conducted by the BoR's Finance Committee on May 15, 2023.
4. The President informed the EC members of the MCST's Ocean Conservancy Contract.
 - a) The contract was signed on May 10, 2023.



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5. As per the President, CMI had been invited to the REL's upcoming meeting, led by Dr. Marisa Crowder.

D. Internal

1. The EC members were informed by the President of the BoR's upcoming meeting on May 24, 2023.
2. A recruitment update was shared with the EC members by the President.
 - a) The President reminded the EC members the importance of obtaining approval in terms of Administrative Leave Requests before Travel Authorizations are processed.
3. The President commended the Maritime Training Center Director, as there were more females that had enrolled in the program.

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

III. Accreditation Update

- A. The ALO shared with the EC members of the two new Maritime Programs that were waiting for the ACCJC's approval.

- B. The ALO also informed the EC members of the open sessions that had been scheduled for June 8, 2023.

C. Standard for Review

1. 4.1: The institution upholds an explicit commitment to principles of academic freedom, academic integrity, and freedom of inquiry.

- a) Review Criterion

- (1) The institution communicates its commitment to principles of academic integrity and freedom of inquiry to relevant stakeholders, including students.

- (a) In regards to the criterion, the EC discussed the CMI Academic Honesty Policy.

- (b) The EC also discussed the importance of sourcing and affirming CMI's academic commitment.

- (i) It was recommended by the President that the website and its layout be reviewed by the Web and Database Administrator.

- D. For more of the ALO's Report, [click here](#).

IV. Reports/Issues and Sub-Committee Updates

1. SGA

- a) The SGA President shared the following SGA events with the EC members:



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(1) Study Week

- (2) Ongoing SGA Nominations
- (3) Open Mic Night scheduled for May 20, 2023
- (4) Game Night scheduled for May 19, 2023
- 2. Executive Vice President (Off-Island)**
 - a) Institutional Effectiveness Committee (IEC)
 - (1) Although the EVP was off-island, the VPASA briefly updated the EC members in regards to the newly appointed Program Review Champion and CMI's Library Director, Ms. Verenaisi Bavadra.
- 3. Vice President of Academic and Student Affairs**
 - a) Learning Environment and Academic Policy Committee (LEAP Committee)
 - b) Learning Support Committee (LSC)
 - c) Enrollment Management Committee (EMC)
 - (1) The VPASA shared the committee's current review in terms of the decrease in credit hours based on 48 hours to 45 hours of student effort to credit hours.
 - d) Curriculum Committee (CC)
 - (1) In the interest of time, the VPASA referred the EC members to her written report.
 - (2) For the VPASA's Report, [click here](#).
- 4. Vice President for Business and Administrative Affairs**
 - a) Budget Committee (BC)
 - b) Plant and Facilities Committee (P&FC)
 - c) IT Committee (ITC)
 - (1) The VPBAA briefly updated the EC members in regards to the ongoing lighting project around the campus.
 - (a) The VPBAA shared information in regards to CMI's current utility expenses with the EC members,
 - (2) The VPBAA was recommended to consider bulk purchasing with the existing increase in expenses by the EC members.
- 5. Vice President of Land Grant (Off-Island)**
- 6. Faculty Senate**



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a) There were no issues brought up from the Faculty Senate.

7. Staff Senate

a) The Staff Senate President followed up regarding the PMS process and the Result Letters that were to be sent to employees.

(1) As per the VPBAA, the HR and the FABS team were in the process of finalizing the PMS process.

(a) The compensations, if any, were to be processed by Monday, May 22, 2023.

b) The Staff Senate President also followed up on the Contract Renewal process and employee’s pending contracts.

(1) It was recommended by the EC that an evaluation process be conducted midpoint of an employee’s contract and prior to renewal.

(a) The EC discussed the importance of developing a new PMS timeline.

V. Adjournment

The Executive Council’s *second* meeting for May 2023, was adjourned at 12:37 p.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer

Concurred By:

DocuSigned by:

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President Dr. Irene J. Taafaki
Chairperson, Executive Council

Approval Date:

June 7, 2023