



**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](mailto:ec@cmi.edu)

**Executive Council  
11:10 p.m., May 15, 2024  
BoR Conference Room**

**MINUTES**

**Members:**

**Dr. Elizabeth Switaj**

**Stevenson Kotton**

**Dr. Adedayo Ogunmokun**

**Marlin Doulatram**

**Ruthy Maun**

**Alvin Page**

**Chairperson/Interim President**

**Vice President for Academic and Student Affairs (VPASA)**

**Vice President for Business and Administration Affairs  
(VPBAA)**

**Vice President of the Land Grant (VPLG)**

**SGA President**

**Staff Senate President**

**Faculty Senate President**

**Attendees via ZOOM**

**Jennifer Seru**

**Faculty Senate Representative**

**On Leave**

**William Reiher**

**Executive Vice President (EVP)**

**\* Not Present**

**I. Review of the Minutes:**

**A. April 17, 2024**

**1. Matters Arising from the Minutes**

- a) With the absence of the Secretariat Officer, the meeting minutes were deferred.

**II. Update from President**

A. As per the Interim President, a Master Calendar was to be in development and would be compiled by the Secretariat Officer to the Executive Council.

- 1. Some of the following were recommended by the members to be included in the Master Calendar:

- a) Fiscal Year Dates



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- (1) Including on island and off-island purchases.
  - b) Annual Events from the Senates
  - c) Foundation Day Events
  - d) Major SGA Events
  - e) Program Review and SLO Assessment Deadlines
  - f) Quarterly Progress Review Dates
  - g) Participatory Governance Meeting Dates
  - h) FAFSA Key Dates and Deadlines
2. The Executive Council members agreed that the Master Calendar should be based on the “calendar year,” starting from January 2025.

### III. ACCJC Standard

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

##### 1. Review Criteria:

##### a) The institution communicates its commitment to principles of academic freedom and freedom of inquiry to relevant stakeholders, including students.

(1) The members discussed how this was practiced at CMI.

(a) Some of the discussions included:

(i) IRB

(ii) Academic Freedom

(iii) Academic Integrity

(2) As a way forward towards improvement, the following were mentioned by the members:

(a) To ensure students are aware that they do have a voice.

(b) The importance of advising students towards their pathways.

(c) The importance of building confidence within the students.

### IV. Matters Arising

#### A. Equitable Student Success Wapepe, 2025-2029

#### B. Community Engagement Wapepe, 2025-2029

1. The agenda items from IV.A. and IV.B. were shared for the members’ “first read.”



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- a) Both of the agenda items were to be brought back to be tabled in the next Executive Council meeting.

**C. Academic Calendar**

1. After being carefully reviewed, the Academic Calendar was returned to the EMC to be reviewed, revised, and was to be resubmitted for the EC's review and consideration.

**D. CMI Governance Policy # 270: Purchasing and Account Payable Policy**

1. The VPBAA shared the revisions made to the document.
2. After being reviewed, the Faculty Senate President made a motion to approve the CMI Governance Policy # 270: Purchasing and Account Payable Policy. The motion was seconded by the VPLG and carried unanimously, by the majority, with no abstentions.

**a) DECISION**

- (1) **With no modifications, the CMI Governance Policy # 270: Purchasing and Account Payable Policy, was approved.**

**E. CMI Travel Policy**

1. With a \$25.00 increase, the VPBAA shared the current revisions regarding the travel per diem rates with the EC members.
2. The VPBAA explained thoroughly the need for the **Daily Subsistence Allowance Travel Form** that was included as a requirement.
3. The Faculty Senate Representative made a motion to approve the CMI Travel Policy. The motion was seconded by the Staff Senate President and successfully passed, by the majority, with no abstentions.

**a) DECISION**

- (1) **With the minor modification, the CMI Travel Policy, was approved.**

**V. Other Matters Arising**

- A. There were no matters arising.

**VI. Adjournment**

- A. The Executive Council second meeting for May 2024, was adjourned at 12:05 p.m.



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Submitted By:

DocuSigned by:

A handwritten signature in black ink, appearing to read 'Meria N. Bollong'.

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

Concurred By:

DocuSigned by:

A handwritten signature in black ink, appearing to read 'Elizabeth Switaj'.

898EB3BDDG23455...  
Dr. Elizabeth Switaj, Interim President  
Chairperson, Executive Council

Approval Date:

July 24, 2024