



# 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 a.m., March 20, 2024  
BoR Conference Room**

**MINUTES**

**Members:**

**Dr. Elizabeth Switaj**

**William Reiher \*  
Stevenson Kotton**

**Dr. Adedayo Ogunmokun\*  
Ruthy Maun  
Alvin Page  
Jennifer Seru  
Tristan Horiuchi**

**Chairperson/Interim President  
Vice President for Academic and Student Affairs (VPASA)  
Executive Vice President (EVP)  
Vice President for Business and Administration Affairs  
(VPBAA)  
Vice President of the Land Grant (VPLG)  
Staff Senate President  
Faculty Senate President  
Faculty Senate Representative  
SGA Vice President *for* SGA President**

**Duty Travel**

**\* Not Present**

The *second* meeting for March 2024, was called to order by the Interim President, at 11:20 a.m, followed by an opening prayer from the Vice President of the Land Grant.

The mission statement was recited by the Vice President of the Land Grant.

**I. Review of the Minutes:**

A. [February 21, 2024 \(Draft\)](#)

1. After being carefully reviewed, the VPBAA made a motion to approve the minutes. The motion was seconded by the Faculty Senate President and passed unanimously, with one abstention.
  - a) DECISION
    - (1) With the minor revisions, the minutes for the meeting held on [February 21, 2024 \(Draft\)](#), were approved.

2. **Matters Arising from the Minutes**

**II. Update from the Interim President**

A. [Pacific Governance Leadership Institute Report](#)



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1. Although the Interim President referred the members to her written report, she shared the following with the Executive Council members:
  - a) Information regarding the ACCJC's Partners in Excellence Conference that had been scheduled for May 9-10, 2024 in Orange County, California.
  - b) Upcoming CMI Board of Regents meeting that had been scheduled for March 8, 2024.
2. For more of the Interim President's written report, [click here](#).

### III. Matters Arising

#### A. Senates' Letter Regarding Paid Parking

##### 1. Parking Issue Letter Response

- a) The Interim President shared the [Senates' Letter Regarding Paid Parking](#) and the [Parking Issue Letter Response](#) with the members.
  - (1) The Interim President explained to the members the inquiries regarding the parking fee that was soon to take into effect at CMI.
    - (a) The Interim President briefly explained to the members the difference between "participatory governance" and "shared governance," as inquired by some of the EC members.
      - (i) The Interim President reminded the EC members to review the CMI's Participatory Governance Handbook.
    - (b) The Interim President shared with the members the importance of disseminating accurate information.

### IV. Reports and Issues

#### A. SGA

1. The proxy for the SGA President shared the following with the Executive Council members:
  - a) The reallocation of the SGA budget to the following clubs:
    - (1) Arno Club
    - (2) Namdrik Club
    - (3) Wotje Rikaki Club
    - (4) CMI REACH MI Club
  - b) The SGA By Law Committee was in the process of reviewing Student Club By-Laws.
    - (1) The SGA Vice President emphasized on funds not being able to be used for fundraising purposes.



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- (a) The Interim President stressed the importance of club advisors to be notified of the issue by the senate Presidents/Representatives.
    - c) Previous SGA Activities
      - (1) Chinese New Years
      - (2) Valentine Club Rush
      - (3) Game Night
    - d) Upcoming SGA Activities
      - (1) Wotje Rikaki Club's Outreach Program
      - (2) CMI's SPring Bash
      - (3) Graduation Banquet Committee
      - (4) Night Market
  2. For more of the SGA's written report, [click here](#).
- B. Vice President for Academic and Student Affairs**
  1. The VPASA shared with the EC members the importance of the curriculum revisions to be completed.
    - a) The Faculty Senate Representative assured the EC members that the curriculum revisions were in the process of being reviewed with the Curriculum Committee.
- C. Vice President for Business Administrative Affairs**
  1. The VPBAA updated the EC members regarding the following:
    - a) FY 2023-2024 Financial Outlooks as of February 28, 2024
    - b) The ongoing reviewing and updating of the following policies and procedures.
      - (1) Guidelines on CMI Big Purchases
      - (2) Guidelines of CMI Small Purchases
      - (3) Guidelines on CMI RFP and Bidding Processes
    - c) The ongoing revision of CMI Budget and Accounting Manual
    - d) CMI's Annual Audit Updates for the Following:
      - (1) FY 2020-2021
      - (2) FY2021-2022
      - (3) FY2022-2023
    - e) CMI's Construction & Maintenance Updates
    - f) Information Technology Department
      - (1) Progress Report
      - (2) BARLO Project Report Update
    - g) Auxiliary and Commercial Services Update
  2. For more of the VPBAA's written report, [click here](#).
- D. Vice President for Land Grant**
  1. The VPLG updated the EC members in terms of the following:
    - a) Land Grant/BOR Meeting
    - b) Regional LG Management/Extension Meeting



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- c) Land Grant’s Trip to Mili
- d) Resident Instruction Fund
- e) WEDA Visit
- f) Land Grant Recruitment
- g) New Hatchery
- 2. For more information regarding the VPLG’s written report, [click here.](#)
- E. Faculty Senate
  - 1. The Faculty Senate President updated the EC members regarding the Faculty Senate’s ongoing discussion on the following:
    - a) Children in the Workplace Policy
    - b) Ongoing review of faculty’s job descriptions.
  - 2. For the Faculty Senate President’s written report, [click here](#)
- F. Staff Senate
  - 1. The Staff Senate President shared her written report with the EC members.
    - a) As a result of the Staff Senate’s report, the VPBAA requested the following:
      - (1) An apology letter from the Staff Senate OR
        - (a) In reference to the Staff Senate’s report, and if no evidence wasn’t provided, the VPBAA requested for the Staff Senate Officers to resign.
  - 2. For the Staff Senate President’s written report, [click here.](#)

**V. Other Matters Arising**

- A. For transparency purposes, the Executive Council recommended that the Council’s meeting minutes be shared with the CMI community.
- B. The Interim President notified the members that the next EC meeting will take place on April 3, 2024, at 12:00 p.m.

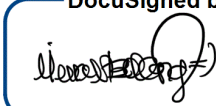
**VI. Adjournment:**

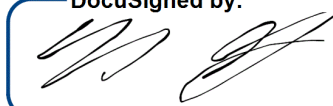
- A. The Executive Council’s **second** meeting for March 2024, was adjourned at 12:45 p.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:  
  
 D04F36FDE82B468...  
 Meria N. Bollong  
 Secretariat Officer -EC

DocuSigned by:  
  
 89BEB3BDDC23455...  
 Interim President Dr. Elizabeth Switaj  
 Chairperson, Executive Council

April 3, 2024