

## Faculty Senate Meeting Minutes

Date: November 27, 2015

### Attendance:

Bertram, Eric Canonigo, Ernest Castano, Luciana Endicott, Nicholas Good, Catherine Hess, Janet Kennedy, Bethany Knobloch, Nicholas Kreikemeier, Melissa Lekka, Meitaka Manase, Manase McWilliams, Floyd	Pagolu, John Perez, Benjamin Perkins, Pamela Peter, Florence Ribeiro, Ricardo Savu, Vasemaca Seru, Jennifer Soje, Gabriel Solomon, Beylul Sumaoang, Rosalinda Switaj, Elizabeth	Teshome, Seyoum Trevor, Mike Van Auken, Mary Willson, Nikolas  Apologies;  Walton Bohanny Sumaoang, Moses
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1. Meeting was called to order at 11:09 Quorum was achieved at 11:20.
2. Minutes of November 13, 2015 meeting were approved with 2 abstentions.
3. Old Business:

- a. Salary Equity: Elizabeth Switaj reported
  - i. The perception that new faculty are being hired at a higher salary than current faculty is being addressed by quoting more accurate figures in the advertisements.
  - ii. A draft regarding this issue has been provided to the President's Council.

### 4. Committee Reports:

- a. **Executive Council:** Elizabeth Switaj reported
  - i. Academic Probation and Suspensions/Dismissal Policy has been amended to allow students more than one semester to raise their GPA after having been suspended for low GPA.
  - ii. The Board of Regents Retreat has been rescheduled to January 12, 2016.
- b. **Institutional Planning:** Mary Van Auken reported on the November 25, 2015 Meeting
  - i. Approved Minutes of the November 11, 2015 Meeting
  - ii. Amended objectives #'s 3, 5, 7, and 9 under Goal 2. These will be brought forward for approval by email.

#### Goal 2: Institutional Resources

Effectively use our human, physical, technological and financial resources in support of our mission, vision and institutional learning outcomes to provide quality, student-centered educational services.

- changed wording for 'Objective 3' to "Objective 3: Ensure facilities, equipment, land, and other assets support and improve institutional effectiveness"

- changed 'Objective 5' to "Objective 5: Coordinate the delivery of IT services and infrastructure in a fiscally responsible manner"
- changed 'Objective 7' to "Objective 7: Expand revenue through enrollment, private giving, grants, and development of profit centers"
- changed 'Objective 9' to "Objective 9: Ensure safety and security throughout CMI"

iii. Introduced for discussion the prioritization matrix

**c. Human Resources** During the Faculty Senate meeting, Luciana reported

i. Current and new policies discussed for revision:

- Outside employment – to include all employees and a set of procedures
- Consultancy – includes three categories. Don will rewrite some sections to be consistent with

ii. Outside Employment Policy

- Position Establishment – needs reworking to separate faculty from non-faculty positions
- Professional Development – archived the Kijbarbar Im Kotobar Start (KiK Start) and Management Interns sections of the Jitdram Kapeel Program since both have not been implemented due to funding problems.

iii. Section under review is the Manager in Training Program.

- Faculty Fast Track – revised to change minimum degree requirement from AS to BA or BS including setting the obligation to three times the length in years for full time studies and for part time, obligation is based on cost.

**d. Performance Management System and Faculty Working Group:** Elizabeth Switaj reported that the Faculty Working Group is actually ahead of the other cohort groups. Work continues on the PMS and will be revisited at each Faculty Senate Meeting.

**e. Information Technology:** Eric Bertram reported

- Updates on Microsoft Office will be approximately \$40 per unit and will provide all students with full Microsoft Office, free of charge. This will entail a two year commitment.
- The CMI Library is a public library and is open to the public; therefore at times, particularly in regard to computers, the Library becomes overcrowded reducing access for CMI students.
- Janet Hess suggested limiting the time per user. Eric Bertram responded that solutions are being discussed.

- iv. Faculty members volunteer for the role of web author. There is no requirement that each department has a web author.
- v. Internet Use Policy needs to be revised.
- vi. Email Distribution Policy is in process.

f. **Enrollment Management:** Jennifer Seru reported: No Meeting

g. **Student Life and Conduct:** Ricky Ribeiro reported: No meeting

h. **Physical Plant and Facilities:** Rosalinda Sumaoang reported: No meeting

i. **Curriculum and Assessment:** Catherine Good reported as follows:

i. At the November 18 meeting, the CAC members welcomed new Vocational Education Representative Stanley Lorennij

ii. Minutes of the Monday, November 2 meeting were approved

iii. Procedure to Change an Existing Program, Procedure for the Elimination of a Course or Program, Procedure for a Program Review and Report

iv. At the November 23 meeting, the CAC approved the Minutes of the November 18 meeting were approved.

v. Curriculum and Assessment Committee (CAC) Procedure Handbook

- Procedure of the Elimination of a Course or Program
- Handbook appendices (Note: These consist of templates, rubrics, calendars and such related to the procedures. The discussion focused on which should be included in the handbook.)

vi. The CAC Handbook has been posted to the CAC page on the CMI website in PDF form

vii. There will be a special CAC meeting on November 30 regarding the Developmental Education Program Review SY 2012-2014.

j. **Library Committee:** Gabriel Soje reported that the Library Committee did not have a chance to meet, the week preceding the Faculty Senate meeting. However, the members will harmonize decisions via online communication soon.

## 5. New Business

a. Luciana Castano provided the current draft of the Conflict of Interest section of the Human Resources policies both electronically 48 hours prior to The Faculty Senate November 27 Meeting and hard copies at the meeting. She requested that faculty submit questions, suggestions and concerns via email to the Human Resources Committee.

b. Discussion of the Conflict of Interest Section during the Faculty Senate meeting focused on part 6 *Examples of conflict of interest part e*. Further suggestions will be collected via email and discussed by the HR Committee at their next meeting on Dec. 9, 2015.

c.Elizabeth Switaj

First Faculty Senate Meeting in the Spring Semester 2016 will be held during  
Registration

6. Announcements

Elizabeth Switaj reminded that the Staff Thanksgiving dinner is Friday, November 27  
and that all Faculty are invited and encouraged to participate.

Janet Hess reported that the conflict with Coop's activities on December 3 has required a  
change of plans. The CMI Christmas party will be held on Saturday, December 5, 2015  
at an off-campus venue. The program will start at around 6 pm, and food will be served at  
7:00 pm. The main dishes are to be catered, and departments will contribute side dishes.  
Entertainment will be provided by our Dream Teams, with points awarded for  
participation – but not a competition. Dinner will be served by table, with first tables  
seated served first. You are encouraged to bring your significant other, and the event is  
BYOB.

7. The meeting was adjourned at 11:42

Respectfully submitted,



Pamela Perkins