

## Minutes of the Faculty Senate

### MEETING

**Date** 2017-08-25

**Call** ☒ regular ☐ special

**Site** Board of Regents Conference Room, Wūlka Campus

**Remote Sites** Polycom Room, Arrak Campus

**Chair** Nik Willson, Developmental Education – Faculty Senate President

**Recording** Dr. Jaerin Chung, Liberal Arts – Faculty Senate Secretary/Treasurer

**Record status** ☒ draft ☐ official

*"The Faculty Senate adopts these Minutes as a true record of this meeting."*

### Affirmation

\_\_\_\_\_  
*chair*

\_\_\_\_\_  
*date*

### ACTIONS

#### Motions

1. **Passed** – approval of the Minutes of 10 March 2017
2. **Passed** – approval of the Minutes of 24 March 2017
3. **Passed** – *that Faculty Senate form an ad hoc subcommittee to recommend to Senate a Role, Scope and Authority (RSA) for a prospective faculty association; and that such subcommittee consist of seven members, preferably one member from each academic department.*

#### Nominations of New Officers and Representatives

## FACULTY

**Total Present: 39 (37 + 2)**

Attended			Apologized	
Dep	Name		Name (E: Excused)	
<b>Adjunct</b>	Korea, Rosina		Canonigo, Rosalinda Cristobal, Wilfred Enriquez, Vincent Page, Alvin	Romain, Martin Silk, Mary Teshome, Frehiwot Vila, Cheryl
<b>Business</b>	Kendall-Lekka, Meitaka Teshome, Seyoum			
<b>Dev. Education</b>	Bojos Rosalie Cooke, Richard Di Lella, Joseph Enriquez, Emiliana Hazzard, Andrea Ishiguro, Amanda	Koroi, rosie Krawczyk, Ewa Maitokana, Gade Williams, Amanda Williams, Ed Wilson, Nikolas	Cameron, Morgan Manase, Manase Savu, Silipa Seru, Jeniffer	
<b>Elem. Edu</b>	Castañõ, Luciana Perkins, Pamela	Soje, Gabriel		
<b>GED</b>			Mothy, Andrew Herkinos, Tone Ientaake, Moarieta	Olter, Werter Philimon, Anel
<b>LA</b>	Carroll, John Chung, Jaerin Goto, Sayaka Heath, Raychelle D. Jenyo, Folake	Maupin, Mary Newman, Richard Switaj, Elizabeth Van Auken, Mary Wilbanks, David	Crain Crystallee	
<b>M. Studies</b>			Alik, Wilbert	Lajar, Hermon
<b>Nursing</b>	Peter, Florence	Sumaoang, Moses	Walton, Bohanny	
<b>Library</b>				
<b>STEM</b>	Alfonso, Edward Baleikorocau Waisiki Canonigo Ernest T. Corpuz, Michael	Frandsen, Cassandra Heckerott, Serena Sumaoang, Moses	Vila, Curtis	
<b>Unassigned</b>	2 (Arrak Campus)			

## PROCEEDINGS

### 1.Call to Order

#### i. 11:07

### 2.Review of Minutes

#### i. **The Minutes of March, 10<sup>th</sup> - Moved, Seconded, and Approved**

#### ii. **The Minutes of March, 24<sup>th</sup> - Moved, Seconded, and Approved with Change**

### 3.Nominations (those elected by default as sole accepting nominees are in bold)

#### i. Faculty Senate Officers

- **President: Nik Willson** (accepted nomination)
- **Vice President: Raychelle Heath** (accepted nomination)

- Secretary/Treasurer:
    - o Dr. Jaerin Chung (accepted)
    - o Dr. Crystalee Crain (to confirm acceptance)
  - ii. **Executive Council Representative:**
    - **Amanda Williams** (accepted nomination)
  - iii. **Enrollment Management Committee Representatives:**
    - Ernest Canonigo (volunteered)
    - Cassandra Frandsen (accepted nomination)
    - Mary Maupin (accepted nomination)
  - iv. **Human Resources Committee Representatives:**
    - **Morgan Cameron** (accepted nomination)
    - **Luciana Castaño** (volunteered)
  - v. **Institutional Planning Committee Representatives:**
    - **Rosina Korean** (volunteered)
    - **Mary Van Auken** (volunteered)
  - vi. **Information Technology Committee Representatives:**
    - **Curtis Vila** (volunteered)
    - **Ed Williams** (volunteered)
  - vii. **Physical Plant Committee Representatives:**
    - **Rosalinda Sumaoang** (volunteered)
    - **Gade Maitokana** (accepted nomination)
  - viii. **Library Committee Representatives:**
    - **Gabriel Soje** (volunteered)
    - **Florence Peter** (volunteered)
  - ix. **Student Life and Conduct Committee Representatives:**
    - **Richard Cooke** (volunteered)
    - **Amy Ishiguro** (volunteered)
4. Standing Committee Reports
- i. Curriculum Committee
    - Curriculum Committee met August 21 to elect new officers and to choose a new faculty committee member at large. Folake Jenyo has been chosen and we welcome her.
    - Officers include Elizabeth Switaj as Course Outline Editor, Meitaka Kendall as Secretary, and Mary Van Auken as Chair.
    - CC is reviewing its RSA and Assessment.
    - Earlier this semester, in an emergency meeting, we approved necessary hour changes to the Carpentry Program.
    - This was necessary in order to assure immediate compliance with Title IV of the US Higher Education Act.
    - The next meeting is September 4, 2017.
  - ii. IPC
    - The Institutional Planning Committee met on Wednesday August 23 to review new Mission Statements and AUOs for Admission and Records, the Registrar, and the Health Center. We also reviewed drafts of the Safety and Security Master Plan, The Plant and Facilities Master Plan, and The EMP Master Plan. These reviews are conducted by IPC before the first draft is made available to the EC and ultimately to the CMI Community before final drafts to the EC. These plans are scheduled to be ready for the Board by September 20.

- The IT Committee is currently conducting a new SWOT analysis in order to update their plan.
- IPC members are currently reviewing the RSA and the Assessment for the Committee.
- Their Next meeting is scheduled on September, 13, 2017

**iii. Human Resources Management Nomination**

- N/A

**iv. IT Committee Nomination**

- N/A

**v. Student Life and Conduct Committee Nomination**

- N/A

**vi. Library Committee Nomination**

- The Library Committee did not meet as yet, and the search for a new Library Director was unsuccessful. The committee needs a faculty replacement for Fern as we continue to seek positive solutions to some issues that may eventually limit the ability of Library to fully serve our students.
- Gabriel Soje, Amanda Williams, and Mary Van Auken met this morning with Melinda Nish to see what is being done. In an earlier e-mail she wrote: "The Library has been a real issue and I am deeply disappointed that all the efforts we have tried via HR have yielded nothing in terms of a director. I am working with Agnes to do recruiting in Tonga and Fiji and a new revamped marketing for North America -- this will include recruiting for the library for the director and at least one other position."
- After the meeting with Melinda, we went away with a list of four actions. First is to schedule the meetings in such a way that the faculty members may attend. The next three are to place the administration of the Library (as an academic entity) directly under the Dean of Academic Affairs, find a temporary library staff member if possible, and to continue recruiting efforts, particularly in Tonga and Fiji.

**vii. Physical Facility Committee**

- N/A

**viii. EC**

- report submitted electronically (attached)

**5. New Business**

- a. Salaries, workloads, and contracts: What actions, if any, shall Faculty Senate take?
  - i. **Moved, Seconded, and Passed Unanimously**, that Faculty Senate form an ad hoc subcommittee to recommend to Senate a Role, Scope and Authority (RSA) for a prospective faculty association; and that such subcommittee consist of seven members, preferably one member from each academic department.

**6. Adjournment**

- a. 11:59

EC meeting 2017 08 02  
recorded by Nik Willson  
presented to Faculty Senate on 2017 08 24

There were three major issues at this meeting. By far, the issue of greatest importance is funding, number one below. But all three are College-wide issues that deserve Senate's attention. The issues were presented in EC as FYI discussions. No action was proposed or taken.

1. no Pell after 2023
  - a. CMI has to work with government, foreign affairs and finance ministry especially, to start planning for this
  - b. see also
    - i. President's report (attached)
    - ii. President's PowerPoint file (not yet distributed)
    - iii. Bylaws of the Board of Regents (attached)
    - iv. "beyond 2023," Faculty Senate President's open message to President with question for Board of Regents (attached)
2. proposed reorganization of College units (attached)
  - a. could start going into effect as soon as spring semester 2018
  - b. President asked VP ASA from beginning of her appointment to look for ways to restructure the College
    - i. VP ASA offers current proposal after a year
  - c. Director ABE includes non-credit vocational instruction
  - d. the DE centers have a number of responsibilities
  - e. proposes a dean of continuing ed
  - f. how can organization support blending
    - i. specifically voc ed and and abe need to be included in curriculum redesign
  - g. there is no policy about reorganization of College
    - i. the only line appears in the BOR as a standing cmte of the BOR that they approve any change
3. integrated planning cycle
  - a. initiatives were prioritized but not awarded funding and implemented because of miscommunication and now they are working that out
  - b. program reviews need to be submitted yearly
  - c. pms needs to be integrated to program review and department work plans
    - i. VP ASA has not seen any dept work plans
  - d. chairs will talk to faculty about program reviews
    - i. Director IR will do training for program review
  - e. IPC needs to be reviewing the evaluation cycle every meeting and asking where they are in it
  - f. integrated planning has historically been flagged as a weak area

EC meeting 2017 08 16  
recorded by Nik Willson  
presented to Faculty Senate on 2017 08 24

The issue of funding and reorganization was addressed briefly, with no proposed action (number one below). There was also an FYI discussion of new work in integrated and strategic planning.

1. revenues and College reorganization
  - a. pres will submit report to EC before the next EC meeting
  - b. focus on auxiliary services as a means to creating independent revenue streams
2. integrated planning and strategic planning
  - a. discussed in IPC
  - b. budget planning processes
    - i. revisions to come before EC
  - c. program reviews must be inclusive
  - d. CFO will train heads of dept on budgets
  - e. Pres asked that CFO report to IT Dir anything that pertains to IT
3. new policies for Sept BOR meeting must come to EC on sept 6

#### FIVE ATTACHMENTS

1. College President's report to Executive Council
2. excerpt, College of the Marshall Islands Act 1992
3. excerpt, Bylaws of the College of the Marshall Islands Board of Regents rev. 2016
4. "beyond 2023," Faculty Senate President's open message to President with question for Board of Regents
5. proposed College reorganization

## EXECUTIVE COUNCIL BI-WEEKLY STATUS REPORT

To: EC

From: The President

Period Ending: Wednesday August 2, 2017

### ACTIVITIES COMPLETED SINCE LAST REPORT

#### Completed Deliverables

- Wotje CMI center: first site evaluation for planning the new CMI Center. Scheduled for completion in summer, 2018.
- Quarterly meeting between the Minister for Education, Wilbur Heine and Education sector Heads
- US Government Accountability Office meeting: CMI's plans in preparation for post 2023; for example, what is the impact on CMI if federal funding is affected for example the Pell Grants?; Are we looking at evaluating our academic programs? How are we aligning employer needs, government direction and other stakeholder interests through CMI's responses to these demands?
- Presentations in Koror, Palau at:
  - **Saturday, July 15, 2017: The Pacific Post-secondary Education Council (PPEC):** Updates on graduation and summer enrollment, NSSP, new initiatives: Multiple measures, Dual enrollment and the Accelerated program, Distributed learning at CMI, the Land Grant update.
  - **Monday July 17 & Tuesday July 18, 2017: Regional Education Laboratory (REL):** case-study report of a work in progress: the Accelerated Program at CMI.
  - **Wednesday July 19, 2017:** attended selected Pacific Education Conference (PEC) sessions.

#### In progress

- Wotje CMI Center Plan
- CMI Report for JEMFAC on August 29, 2017 in Honolulu. CFO Kotton and I will be presenting the CMI Report.
- Collaborating with the University of the Virgin Islands (UVI) to submit a grant proposal to the USDA with the following objective: *to provide a framework for planning and implementing hybrid or blended approaches utilizing technology-enhanced methodologies and accessibility across varied postsecondary institutions with special attention to Insular Areas from best practices in the field today... The opportunities afforded by an online academic program in Marine Science can be far reaching and expand throughout the Caribbean region, and other insular area institutions, when coupled with technological resources to offer a program such as a 2+2 online degree* (taken from the grant proposal). Specifically, CMI is focused on the opportunity for our students to complete an AS in Marine Science on island and then enroll in a Blended or Online BSc in Marine Science. The CMI AS in Marine Science is yet to be developed.
- CMI meetings: Meetings and updates with direct reports, Grants, Faculty senate President, Staff Senate President.
- External stakeholder meetings.
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- SELECTED ACTIVITY IN PROGRESS: METO Education Master Plan; OERu discussions.

\*Improving Quality Basic Education"

- (3) Meetings of the Board shall be open to the public provided that the Board is not discussing personnel matters, litigation or impending litigation with its attorney.
- (4) Members of the Board who are not government employees shall receive compensation for attending Board meetings.
- (5) Costs incurred in the conduct of College business by members serving on the Board shall be reimbursed by the College.
- (6) The Board shall meet not less than four times each fiscal year and at such other times as the Board shall decide. The Chairperson or a majority of the Board members may call a special meeting of the Board. Written notice shall be provided to Board members at least seven (7) days in advance of any regular or special meeting.
- (7) The Board shall establish bylaws for its operation.
- (8) In cases of special service or contribution to the College, the Cabinet may appoint, honorary members to the Board.
- (9) Members of the Nitijela, and the Secretary for Education, are not eligible for appointment to the Board.
- (10) To allow for a smooth transition, members of the Board whose terms have expired, or whose appointments have been disqualified under subsection (9) herein, shall continue to serve on the Board until a successor or successors have been appointed by Cabinet.
- (11) The Board may, whenever it deems necessary, consult with the Secretary of Education on any matter affecting the College.  
[[P.L. 1992-13, §8: amended by P.L. 1993-55, §2.][P.L. 2003-88 replaced faculty member with representative of private secondary schools-in subsection (1)(a) above][entire section amended by P.L. 2005-25]

## **§209. Responsibilities of the Board.**

The Board of Regents shall have the responsibility to:

- (1) clarify the mission of the College;
- (2) insure the institutional autonomy of the College;
- (3) communicate the mission and goals of the College to the community;
- (4) convey the needs of society to the College;
- (5) insure adequate financial resources;

## **ARTICLE I. Definitions**

As used in these Bylaws:

- “Board” means the Board of Regents, College of the Marshall Islands;
- “College” means the College of the Marshall Islands and its various campuses;
- “President” means the President of the College of the Marshall Islands;
- “Chairperson” means the Chairperson of the Board; and
- “Secretary” means the Director of Institutional Integrity and Effectiveness who serves as Secretary of the Board.

## **ARTICLE II. Responsibilities of the Board**

The responsibilities assigned to the Board of Regents by Republic of the Marshall Islands statutes (PL 1992-13 Section 206 and Section 209) include that the Board shall:

1. Provide for postsecondary education instruction in the Marshall Islands including non formal teacher training, adult basic education, and college preparatory instruction.
2. Maintain accreditation by the Accrediting Commission for Community & Junior Colleges of the Western Association of Schools and Colleges.
3. Develop and offer certificate and degree programs to include but not limited to Teacher Education, Special Education, Nursing, Business, Liberal Arts, and other occupational and technical career fields.
4. Coordinate training and education programs and services currently being provided to adults and out-of-school youth of the Republic by various public and private agencies.
5. Develop and conduct outreach programs.
6. Coordinate with the Ministry of Education for the effective use of resources including facilities, equipment, personnel and educational support services including but not limited to career and academic counseling, library services, educational delivery systems, audio visual, and other study resources.
7. Conduct and support research relevant to the needs of the Republic to the degree funding is available particularly as relevant to assessing ongoing training and education needs.
8. Administer and provide services related to postsecondary student financial assistance provided by governmental and other sources.
9. Serve as a testing center.
10. Serve as the coordinating agency for all higher education activities conducted within the Republic of the Marshall Islands.
11. Define the mission and goals of the College and conduct a review of mission and purposes at least once every four (4) years. [rev. May 2009, Jan 2016, Sept. 2016]
12. Insure the institutional autonomy of the College.
13. Communicate the mission and goals of the College to the community.
14. Convey the needs of society to the College.
15. Ensure adequate financial resources.

**from:** Nikolas Willson <nwillson@cmi.edu>  
**to:** Theresa Koroivulaono <tkoroivulaono@cmi.edu>  
**cc:** Faculty Senate <facultysenate@cmi.edu>,  
CMI Adjunct Faculty <adjunct\_faculty@cmi.edu>  
**date:** Mon, Aug 14, 2017 at 8:10 AM  
**subject:** beyond 2023 - question for the board of regents

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Ilokwe Madame President,

Thank you again for your presentation Thursday morning on an imminent issue for the College and country: how will we endure beyond 2023?

One of the presentation's major points was about diversifying revenues.

In the time for questions I asked what the Board of Regents was doing to ensure the College's finances, and I referred to statements in the CMI Act and the Board of Regents Bylaws. I have attached and highlighted the statements here for the reference of any faculty who may not have been so familiar with them.

I believe everyone at this institution must answer the question of endurance beyond 2023 by application of their best efforts in their formal responsibilities, supported with the assurance that the rest of our team is performing our responsibilities with equal awareness and determination.

If we know that, I know we will endure.

So recognizing one of the President's roles is to communicate with the Board on behalf of the constituencies of the College (BOR Bylaws, Article VII), I would like to respectfully and openly ask if you would present the same question to the Board that I asked on Thursday morning: *How is the Board of Regents ensuring the College finances beyond 2023?*

Kom̄mool tata.

Ilo Kautiej,  
Nik Willson  
Faculty Senate President

# Proposed Reorganization of CMI Operational Units

College President Dr. Theresa Koroivulaono									
Vice President Academic & Student Affairs			Vice President Business and Administrative Affairs				Land Grant Dean	Executive Director Institutional Integrity & Effectiveness	
Dean AA	Dean SA	Dean Continuing & Distributed Learning	Director HR	Director IT	Director Finance	Director Physical Plant		Director IR	Director Grants
Dev Ed 14	Fin Aid	ABE			Procurement	Security			
LA 11	Couns	CTE			Aux Services				
FMS 8	Registrar	Arrak			Acct'ng				
BMC 9	Admissions	Ebeye			Payroll				
SNH 7	Student Life	Jaluit			Budget & Grants				
Library (Nuc Inst & ASP)	(Residence Recreation Health SBA)	Wotje							