College of the Marshall Islands
Staff Senate Regular Meeting
3:00 p.m., Thursday, August 10, 2017
Board of Regents Conference Room

Draft Minutes

Present: Pranson Eliou, Ruthy Maun, Bina Lojka, Marmar Anko, Brenda Mellan, Sali Andrike, Julie Anjolok, Roselyn Tartios, Bego Alik, Risi Karben, Johnny Muller, Romer Joseph, Swingly Amlej, Mommity Subille, Henry Amon, Bobby Loeak, Dyron Lanwi, Kalani Nii, Alex Juano, Archie Lewis, Alsina Minor, Naomi Jitiam, Renny Kaibot, Lisa Jeraan, Ringo Robert, Sandy Sorimle, Heran Neptali, Bonitha Lard, Rosen Bationg

Call to order & opening prayer
President Ruthy Maun chaired & ordered the meeting to begin at 3:23 p.m.; Alex Juano opened with a prayer.

1. **Review of Minutes**

- July 13, 2017
  Item #3, letter b, add the following:
  - Agnes Kotoisuva will work/interview student services & supervisors/administrators.

  Item #3, letter b, bullet 4:
  - Correct date from Sept. 20, 2017 to Sept, 30th, 2017.

  Motion: Risi Karben moved to accept minutes, Bonitha Lard seconded, minutes approved unanimously with changes/corrections.

2. **Update reports from staff representatives to College Standing Committees:**

a. Executive Council (EC), Ruthy Maun:

- Last EC meeting on August 2, 17:
  1. There are now distance learning centers already up and running, one in Jaluit and one in Ebeye. CMI is planning on creating another one in Wotje Atoll.
  2. CMI President has met with government leaders and traditional leaders from Wotje Atoll in discussion of the Wotje Distance Learning Center project.
  3. President has had quarterly meetings with the Ministry of Education.
  4. President did a presentation in Koror, Palau at the Education conference.
  5. Ongoing meetings with the Presidents of Faculty Senate and Staff Senate.
  6. Followed up on Staff issue with Supervisors, President and her executive team has met with supervisors regarding this issue, and will continue to resolve it.

b. Institutional Planning Committee (IPC), Kalani Nii:

- IPC met yesterday, August 9, 17:
  1. The issue regarding late submission of program reviews for both academic and nonacademic was discussed.
  2. PR's were due on August 1, 2017, now deadline has been extended to end of this month, August 31, 17.

c. Human Resources (HR), Julie Anjolok:

- There has not been any meetings yet, there will be one next month, September. Ongoing is the Job Evaluation updates.

d. Plants & Facilities (PF), Brenda Mellan:

- P&F had their meeting today, August 10, 2017:
  1. Major item discussed was the master plan for Plant & Facilities and Safety & Security.
  2. Every project has to go through P&F committee for approval prior development.

College of the Marshall Islands
Staff Senate Regular Meeting
3:00 p.m., Thursday, August 10, 2017
Board of Regents Conference Room

Draft Minutes

3. This Master Plan will be linked or aligned with Public Schools System (PSS) Master Plan to avoid project replications.
4. A day care center is also included in the Master Plan.
5. Master Plan is still in-progress, more discussions will take place during a special meeting next week, Monday. This should be completed before Sept. 20, 2017, for EC to review and approve prior Board of Regents' (BOR) next meeting in November 2017.
6. There will be a storage space for all scuba diving equipment.
7. Highly recommended for all CMI employees to use HIPPO, to easily keep track on requests.
8. CMI Emergency Action Plan was reviewed and there were comments and additional information added to the plan, it is yet to be finalized and approved.
9. On August 9, 17, Stanley Lorennij has asked to step down from being the Chair for this committee due to being enrolled in a PhD Program.

- Questions/comments to be reported back to P&F committee:
  1. To create a timeline for setting up equipment for events, to avoid holding up employees after working hours.
  2. For HIPPO, conduct trainings.
  3. To develop a testing center, also a space where is it only used for student training/workshop purposes, to avoid conflicts of appointments with public.

e. Information & Technologies (IT), Sali Andrike (proxy):

- On August 8, 17, IT committee had their special meeting to review/discuss the following items:
  1. SWOT analysis to create the IT Master Plan.
  2. Surveys will be sent out to CMI community to get feedback on services rendered by IT to also create the Master Plan.
  3. Next meeting will be on August 15, 2015 to review, update and approve IT RSA, and make changes to meeting times. It was proposed to change from monthly meetings to quarterly.

3. Old Business:

a. Proposal for 401 K/Savings Plan, Ruthy Maun:

- This savings plan is pending, still following up with Stevenson and Agnes until it is finalized.

b. Job Evaluation updates

- It is still on-going.

4. New Business:

a. Staff development

- There will be courses offered for English and Computer to enhance employees' skills, this is yet to be announced.

b. Fundraise for endowment fund

- Plan to sell donations from staff, like previous year during Manit Day; also do car wash and sell lunch plates.

c. Retreat/Appreciation

- SS officers will coordinate and discuss activities for retreat, and will share with staff during next meeting.

d. Proposal hardship/tuition for public schools

College of the Marshall Islands
Staff Senate Regular Meeting
3:00 p.m., Thursday, August 10, 2017
Board of Regents Conference Room

Draft Minutes

- This has been approved, tuition benefit covers any school, not just accredited.
- Under HR Policy, it is only tuition that is covered, not including school supplies.

5. Update report from Staff Senate (SS) Committees:

a. Finance - Treasurer Susana Kamram:
- Excused, will update during next meeting.

b. Program/Entertaining/Welcoming - Officers:
- No updates

c. Set up/Decoration - Henry Amon, Alsina Minor, Naomi Jitiam & Romer Joseph:
- No updates

d. Food - Jacinta Samuel, Anti Muller, Noon Livai:
- No updates

6. Other matter(s):

a. Turn over staff
- Will further discuss.

b. Time clock
- Will further discuss / inquire solutions from HR.

Meeting adjourned at 4:55 p.m.

Respectfully submitted,
Sali Andrike