

**College of the Marshall Islands**  
**Friday, March 22<sup>nd</sup>, 2024: 11:10 AM – 12:00 PM**  
**Faculty Senate: Minutes of Discussion**

**Chair:** Alvin Page – FS President

**Deputy Chair:** Viviana Uriona – FS Vice President

**Minute Taker:** Alexander Velasquez – FS Secretary and Treasurer

**Quorum:** 26 required, 29 in attendance.

1. Quorum was reached, and the meeting was made official at 11:24 AM.
2. Review of the Minutes from March 8<sup>th</sup>, 2024.
  - i. The minutes were approved and seconded with no abstentions.
3. Special/Urgent Business
  - i. Email from the Office of the President
    1. The only deductions to be made from payroll going forward are the deductions that are automatically made, such as taxes, MISSA, 401k, and so on.
      - a. So, starting next payroll, all CMI employee personal finance deductions will not be processed via payroll. (That is, all CMI employees will now be responsible for their own payments to their obligations with the local vendors.)
        - i. The only deductions CMI will entertain are commitments to local banks (e.g. BOMI, BOG, MISCO, MIDB, JAJ, Pacific Regional Bank and Moylan Insurance).
  - ii. Updates for the Position of President of the College of the Marshall Islands
    1. The hiring agency that CMI hired is in process of reviewing all applications given that the March 11<sup>th</sup> application deadline has passed.
      - a. From here, a short-list will be compiled for interviews.
        - i. Once the short-list of candidates is compiled, faculty will be informed on who the shortlisted candidates are for the position of President of the College of the Marshall Islands.
4. New Business
  - i. Faculty Senate Retreat 2024
    1. The best time to go on retreat would be sometime between after final grades are submitted and graduation.
      - a. Faculty have a budget of \$5,000 for this fiscal year.
        - i. There are other things the Faculty Senate could do with the money as well, such as to use it for such occasions such as Faculty of the Month; in other words, not all the money has to be used for the retreat.
          1. Motion: To create a subcommittee to plan and generate ideas for the retreat.
            - a. Members: Jennifer Seru, Viviana Uriona, Gade Maitokana, Meitaka Kendall, Bernardus Vroom
  - ii. Faculty Job Description Revision
    1. This needs to be finalized so that it can be presented to Human Resources in the next meeting in April.
      - a. Please comment on the shared document so that the comments can be collated and presented to HRC.
        - i. This is a good opportunity for faculty to get clarification on what faculty are expected to do and what are considered additional responsibilities.

## 5. Unfinished Business

### i. Plans for CMI Foundation Month

1. The opening ceremony will be on April 9<sup>th</sup>.
  - a. Faculty are tasked to perform and showcase our cultural diversity.
    - i. Please forward your names to Karalaini Osborne and Jennifer Seru to join the dance. Practice will begin next week.
  - b. During the opening ceremony, faculty are requested to take part in the Open House.
    - i. Ninitha Note is looking after this program.
      1. Her plan is for each department will have a booth at the basketball court to showcase what each department has for display, such as course offerings and student work.
        - a. Each department will have a budget of \$500 to prepare for this day. This has already been approved by Stevenson. Departments are encouraged to buy what is needed at the bookstore.
          - i. Because students will be touring the campus, you can prepare to have these students come in and join your class.

### ii. The Night Market

1. This will take place on April 26<sup>th</sup>—the closing ceremony of CMI Foundation Month.
  - a. Faculty are encouraged to come and sell.

### iii. Ball Night

1. This will take place on April 20<sup>th</sup> and is put together by CMI alumni as a fundraiser toward the CMI Endowment Fund.

### iv. Raffle Tickets

1. All faculty have been assigned a book.
  - a. If you have not received your book, go to the window and pick up your book.
    - i. The due date for these raffle ticket sales is March 29<sup>th</sup>.
    - ii. If you have not sold all of your tickets, please return all of your unsold tickets to the same window on March 29<sup>th</sup>.

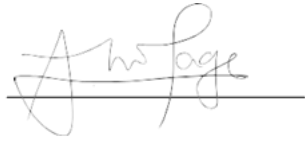
## 6. Reports/Actionable Items:

### i. Executive Council & Executive Officers' Report

#### 1. Letter to the Office of the President

- a. This letter that was drafted by faculty was sent to EC and was given a number of responses, a copy of which was sent by President Alvin shortly after the Faculty Senate meeting began:
  - i. The primary reason for the parking fees are the maintenance costs.
  - ii. While there are four or five areas where parking must be paid for, there is also an area for free parking.
  - iii. Also highlighted were points five and six of the document:
    1. Point 5: The fact that pavement, paint, and gravel are not free.
    2. Point 6: The College spent a little over \$180K to improve the College's Uliga Parking spaces so CMI must budget approximately 2% to 5% of the actual asset value (parking lots) for recurrent maintenance costs and 5% to 10% of the actual asset value (parking lots) for future maintenance costs.
      - a. This is standard practice and CMI has done the same for the existing facilities.
  - iv. At CMI, we have participatory governance, not shared governance.

1. With shared governance, everyone must vote before a decision is made.
  2. With participatory governance, faculty get to participate, but final decisions are left to the Board and do not need faculty approval.
    - a. Hence, operational decisions, such as the implementation of parking fees, can be implemented without the approval of faculty.
      - i. And the decision to decide what policies fall under “operational” is left to SLT.
2. Club Budgets
  - a. A reminder for all club advisers that club budgets cannot be used for fundraising.
3. Course Outlines
  - a. These need to be worked on given that we are changing to a 45-credit semester.
4. Financial Aid Requirements
  - a. There are new financial aid requirements that are different from before.
    - i. There are announcements about these new regulations on the television screens around campus. Students should pay attention to this.
      1. Students must attend these meetings regarding these new financial aid regulations because it will affect them.
      2. Faculty may also receive training on these financial aid regulations for advising purposes.
7. Human Resources Committee
  - i. There have been changes to policies that were passed by the Board and were emailed to faculty:
    1. Children in the Workplace Policy
      - a. There were minor revisions to the language to take away the negative language to do with children disrupting the workplace.
        - i. Since this is the first version of the policy, any issues that we have with the policy going forward will be revisited for changes to be made to the policy for the benefit of faculty.
          1. The same applies to the parking policy.
    2. Housing Policy
      - a. Changes were made regarding the situation where a faculty member’s spouse has housing benefits from another employer.
8. Curriculum Committee
  - i. CC is still in the process of reading and approving the course outlines.
    1. Math 099 and Physics 101 have been approved.
    2. Other course outlines will be read and discussed in today’s meeting from 12:00PM-3:00 PM.
9. Plant & Facilities Committee
  - i. Plant & Facilities Representative Waisiki Baleikorocau was not able to attend the previous meeting but informed faculty that he will share the important points, especially the energy policy, when he is able to do so.
10. Announcements
  - i. Overload payments should arrive the next pay period.
11. Meeting Adjourned at 12:11 PM.

A handwritten signature in cursive script, appearing to read "Alvin Page", written over a horizontal line.

Alvin Page  
Faculty Senate President

A handwritten signature in cursive script, appearing to read "Alexander Velasquez", written over a horizontal line.

Alexander Velasquez  
Faculty Senate Secretary/Treasurer