

College of the Marshall Islands
Friday, November 25th, 2022: 11:10 AM – 12:00 PM
Faculty Senate – Minutes of Discussion

Chair: Alvin Page – FS President

Deputy Chair: Rebecca Raab – FS Vice President

Minute Taker: Alexander Velasquez – FS Secretary and Treasurer

Quorum: 27 required, 28 in attendance

1. The meeting was called to order at 11:20 AM.
2. The College Mission Statement was read.
3. Review of the Minutes from November 11th, 2022
 - i. The minutes were approved and seconded with no abstentions.
4. New Business
 - i. Invitation for Honors Council Member
 1. LEAP Committee
 - a. Dean Va is looking for two faculty members to be a part of the Honors Council.
 - i. An email will be sent with the job requirements. Faculty can express their interest via email; please email Dean Va.
 - ii. Faculty Senate Retreat Survey
 1. A survey was shared with faculty to think about dates and places for a possible Faculty Senate retreat.
 - a. Please participate so that there is a collective decision made on behalf of faculty.
 - i. Before the end the semester, faculty need to know the venue and the date for the retreat. By December 9th (the last targeted meeting for Faculty Senate this semester), faculty would like to vote for that.
 - iii. Attendance
 1. Students have been sick, and faculty in the Education Department have been sick. Faculty should notify students and student services that students should not come to class if they are sick so to prevent the spread of illness.
 - a. Motion: A motion was passed and seconded without abstention to send an email to student services to notify administration of student absences and to have administration notify students to stay home if they are sick.
 - iv. Classroom Hygiene
 1. A discussion ensued about whether classrooms were being disinfected.
 - a. A good idea would be to have Lysol wipes or some sort of disinfectants and ask students to wipe down the desks before the start of each class.
 - i. Physical Plant and Facilities should provide this.
 1. Motion: A motion was passed and seconded without abstention to send an email to physical plant to provide this for faculty.
 5. Unfinished Business
 - i. A letter was both written and sent to Dr. Sandra on the clarification and purpose of the teaching evaluations as discussed in the previous Faculty Senate meeting. As of yesterday, November 10th, there has been no response.
 6. Executive Council & Executive Officers' Report
 - i. President Alvin Page is following up with Meria to ensure that contract overloads issues discussed at the previous Faculty Senate meeting are discussed (please refer to the previous Faculty Senate minutes for reference).

1. The Executive Council has been backed up with business, especially given that the previous meeting had been cancelled, and the last meeting did not discuss the contract overload issue at all.
 - a. President Alvin Page will ask if faculty issues on the agenda earlier could be discussed earlier in the meeting.
 - b. Faculty could also write to Dean Va requesting that overload pay be in December instead of January.
7. Discussion
 - i. Sick Leave
 1. Sometimes sick leave requests on EWS don't get approved because if the supervisor fails to respond to the request on time, then faculty pay will be deducted. Hence, faculty must remind their supervisor of their request, sometimes they must do this multiple times.
 - a. This also means that if the approving supervisor is sick and fails to approve the request, then the pay will be deducted from the faculty member.
 - i. Suggestion: This concern should come to the Human Resources Committee at their next meeting.
 - ii. The HR manual was circulated with faculty during the meeting for faculty to see they want to make any recommendations to the manual.
 1. Department chairs should also pass vital information on to faculty members regarding how to apply for sick leave so as to prevent any issues in the future.
 8. Announcements
 - i. Classroom Doors
 1. Some classroom door codes were not working for certain faculty. So, some faculty want the doors to remain open with passage mode on so as to prevent issues such as getting inside the classroom and starting class on time.
 - ii. Christmas Party
 1. There will be a dance during the Christmas party. If faculty are interested in participating in the dance, there will be a practice held on Monday, Tuesday, Wednesday, and possibly Thursday. An email will be sent for information on the practice times and locations.
 - iii. Dead Rats
 1. There was a dead rat in RH 201 the other day, and the classroom had to be cleaned. The class then had to find another classroom to have class.
 - a. There should be more rat traps to combat the problem, and the issue should be brought to the Plant and Facilities Committee.
 9. Adjournment
 - i. Meeting Adjourned at 12:11 PM.