



P.O. box 1258
Majuro, Marshall Islands, MH 96960

Accredited by the Western Association of Schools and Colleges

Tel: (692) 625-3291/3843
Fax: (692) 625-7203
Website: ec@cmi.edu

Executive Council
11:10 a.m., November 16, 2022
BoR Conference Room

MINUTES

Members:

Dr. Irene J. Taafaki

Chairperson/President

Members

William Reiher

Executive Vice President

Dr. Elizabeth Switaj

Vice President for Academic and Student Affairs

Stevenson Kotton *

Vice President for Business and Administration Affairs

Stanley Lorennij *

Vice President of the Land Grant

Ruthy Maun

Staff Senate President

Alvin Page

Faculty Senate President

Darren Dillman

Faculty Senate Representative

Faith M. Lanwi

SGA President

*** Off Island**

The meeting was called to order by the President at 11:06a.m, followed by the mission statement being recited by the SGA President.

The Chairperson/President asked that the meeting start off with silent prayers by each of the members.

I. REVIEW OF THE PREVIOUS MEETING MINUTES

a. October 19, 2022 (Draft)

1. After reviewing the MINUTES of October 19, 2022 , the Faculty Senate President made a motion to approve, seconded by the Vice President for Academic and Student Affairs. The motion was successfully passed by the Executive Council.

**a) DECISION**

The minutes of the meeting held, on October 19, 2022, 2022, were approved, as read.

B. Matters Arising from the Minutes

1. The EC members discussed the issue brought up by the SGA President during the previous EC meeting regarding the campus restrooms.
 - a) It was agreed that signs be put up inside the restrooms for hygienic purposes.
 - (1) The important need for putting up signs indicating restroom dysfunctions were also discussed by the EC.

II. Update from the President**A. Federal**

1. BARLO Project
 - a) The President updated the EC members regarding the BARLO grant project.
 - (1) For the BARLO Project's Work Plan, [click here](#).
2. Nursing Expansion Grant
 - a) The President informed the EC members of the Department of Labor's Nursing Expansion Grant and its deadline, which was January 6, 2023.

B. Regional

1. The Pacific Women Lead (PWL)
 - a) The EC members were informed by the President of an available grant under the Pacific Women Lead program.

C. Internal

1. UNF/Bayshore
 - a) The President updated the members of the appointment of the UNF/Bayshore Consultant, Mrs. Kayo Yamaguchi-Kotton, a Logistics Officer and an Accountant, who had been transferred from the Financial Affairs and Business Services (FABS) Department.
2. Campus Land Leases
 - a) Uliga Campus
 - (1) According to the President, the Legal Counsel had drawn a new land lease for the CMI Uliga Campus and was in the process of being reviewed by all parties.
 - b) Ebeye Old Hospital



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(1) As per the President, the Ebeye Old Hospital's land lease had been signed by all the needed parties.

D. Community Engagement Activities

1. Official Opening of the Recycling Facility

- a) The President informed the EC members of the official opening of the Recycling Facility that had been scheduled for the afternoon, November 16, 2022, at 3:30p.m.

E. For more on the President's Report, [click here](#).

III. Accreditation Update

A. The President and the Accreditation Liaison Officer, updated the EC members regarding the CMI's Follow-Up Report to ACCJC.

1. The President explained the delay in CMI's 2021-2022 audit.

- a) The CMI's 2021-2022 audit was scheduled to commence in January 2023.

IV. Matters Arising

A. [Graduation Forms](#) (Forwarded by the EMC)

1. [Application for Graduation](#)

- a) After being carefully reviewed, the Faculty Senate President made a motion to approve the [Application for Graduation](#), seconded by the SGA President. With no abstentions, the motion was unanimously approved by the majority.

(1) DECISION

- (a) **Having no modifications, the [Application for Graduation](#), was approved, as presented.**

2. [Transcript Form \(Final Draft\)](#)

- a) The Faculty Senate President moved to approve, as the motion was seconded by the EVP. The motion was passed by the majority with no abstention.

(1) DECISION

- (a) **With no corrections, the [Transcript Form \(Final Draft\)](#), was approved.**

B. [EC Assessment Report 2021-2022](#)

1. The EC members added the following to the *Other Remedial Actions* section:



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- a) *“The standing committees of EC are to submit summary reports through their respective VPs every other meeting of EC.”*
2. After being carefully reviewed, the Faculty Senate President moved to approve, seconded by the EVP. The motion was successfully passed by the majority, with no abstention.

a) **DECISION**

- (1) **With the minor modifications, the [EC Assessment Report 2021-2022](#), was approved, as projected.**

C. The Plant and Facilities Committee [RSA AY 2022-2023](#)

1. With the absence of the VPBAA, the agenda item (IV.D.) was **deferred**.

D. [IEC Assessment 2021 - 2022](#) (Forwarded by the IEC)

1. The Faculty Senate President moved to approve the [IEC Assessment 2021 - 2022](#). The motion was seconded by the Staff Senate President and it was successfully passed by the majority with no abstention.

a) **DECISION**

- (1) **With no corrections, the [IEC Assessment 2021 - 2022](#), was approved.**

E. [ISLO 2 Assessment results report](#) (Forwarded by the IEC)

F. [Sexual Assault Protocol \(Draft\)](#) (Forwarded by the EMC)

G. [CMI Substance Abuse Prevention Protocol \(Draft\)](#) (Forwarded by the EMC)

1. The agenda items from IV.E to IV.G, were **deferred**, as a result of the Chairperson allowing more time for the EC members to review.

H. [HRC RSA AY 2022-2023](#) (Forwarded by the HRC)

1. The Faculty Senate President moved to approve, seconded by the EVP. The motion was passed unanimously by the majority, with no abstention.

a) **DECISION**

- (1) **Having no modifications, the [HRC RSA AY 2022-2023](#), was approved by the Executive Council, as presented.**

I. [HRC Assessment Report 2021-2022](#) (Forwarded by the HRC)

1. The VPASA moved to approve, as the motion was seconded by the SGA President. The motion was agreed by the majority of the EC members, with no abstention.



a) **DECISION**

(1) The [HRC Assessment Report 2021-2022](#), was approved.

J. [4.3 Employee Discipline](#) (Forwarded by the HRC)

1. After being thoroughly reviewed, the EC recommended the inclusion of adding on “*values*” to the first sentence in the **Disciplinary Action** section.
2. The EVP moved to approve the [4.3 Employee Discipline](#). The VPASA seconded the motion, as it was successfully passed by the majority, with no abstention.

a) **DECISION**

(1) **With the minor modification, the [4.3 Employee Discipline](#), was approved, as projected.**

K. [5.3.19 Remote Work or Work from Home Policy](#) (Forwarded by the HRC)

1. After being carefully reviewed, the EC members recommended that the following clauses be added to the **Policy** section:
 - a) “Depending on the circumstances, the President will approve such an arrangement *based on the recommendations of the Head of Department and the relevant Vice President.*”
 - b) “*Approval for remote or work from home arrangements for personal/family reasons will be considered on a case by case basis in the interest of the college.*”
2. The VPASA moved to approve the revised [5.3.19 Remote Work or Work from Home Policy](#). The EVP seconded the motion, as it was successfully passed by the majority with no abstention.

a) **DECISION**

(1) **With the minor modifications, the revised [5.3.19 Remote Work or Work from Home Policy](#), was approved by the Executive Council.**

L. [Grades and Grading Draft Policy, Procedures, and Forms](#) (Forwarded by the LEAP Committee)

1. The President commended the VPASA for the development of the [Grades and Grading Draft Policy, Procedures, and Forms](#).
 - a) [Grades and Grading CMI Policy No. 361](#)
 - (1) The EVP moved to approve the drafted policy, [CMI Policy No. 361 Grades and Grading](#). The motion was seconded by



the VPASA as it was successfully passed by the majority with no abstentions.

(a) **DECISION**

(i) **Having no corrections, the CMI Policy No. 361 Grades and Grading, was approved, as read.**

b) Change of Grade Form

(1) The Faculty Senate President made a motion to approve, seconded by the SGA President. The motion was passed unanimously by the majority with no abstentions.

(a) **DECISION**

(i) **With no modifications, the Change of Grade Form, was approved, as presented.**

c) Grade Appeal Form

(1) The VPASA moved to approve, seconded by the Faculty Senate President. The motion was approved by the majority EC members, with no abstentions.

(a) **DECISION**

(i) **Having no corrections, the Grade Appeal Form, was approved, as projected.**

d) Report of Incomplete Work Form

(1) The Faculty Senate President made a motion to approve, seconded by the EVP. The motion was carried by the majority, with no abstention.

(a) **DECISION**

(i) **The Report of Incomplete Work Form, was approved by the Executive Council, as presented.**

e) Resolution of Incomplete Work Form

(1) The EVP made a motion to approve, as the motion was seconded by the Staff Senate President, and it was successfully passed by the majority, with no abstentions.



(a) **DECISION**

- (i) **Having been carefully reviewed, the Resolution of Incomplete Work Form, was approved.**

M. Textbooks and Supplementary Instructional Materials (CMI Policy No. 369)

(Forwarded by the LEAP Committee)

1. The Executive Council recommended that the policy title be changed to, "Quality of Textbooks and Supplementary Instructional Materials."
2. After being thoroughly reviewed, the Faculty Senate President made a motion to approve the policy, as the SGA President seconded the motion. The motion was successfully passed by the majority with no abstention.

a) DECISION

- (1) **With the minor modification, the Quality of Textbooks and Supplementary Instructional Materials, was approved.**

N. Academic Honesty for Students (CMI Policy No. 370) (Forwarded by the LEAP Committee)

1. The VPASA moved to approve Academic Honesty for Students (CMI Policy No. 370), seconded by the EVP. The motion was passed unanimously by the majority, with no abstention.

a) DECISION

- (1) **Having no corrections, the Academic Honesty for Students (CMI Policy No. 370), was approved, as presented.**

2. Academic Dishonesty Report Form (Forwarded by the LEAP Committee)

- a)** The EVP moved to approve the Academic Dishonesty Report Form, as the Faculty Senate President seconded the motion. The motion was successfully passed by the majority with no dissenting.

(1) **DECISION**

- (a) **Having no objections, the Academic Dishonesty Report Form, was approved by the Executive Council.**

O. Student Recordkeeping System (Forwarded by the EMC)



1. The EVP made a motion to approve the [Student Recordkeeping System](#) . The VPASA seconded the motion, as it was successfully carried by the majority, with no abstentions.

a) **DECISION**

- (1) **With no modifications, the [Student Recordkeeping System](#), was approved, as presented.**

P. [EMC RSA 2022-2023](#) (Forwarded by the EMC)

1. The Staff Senate President moved to approve, seconded by the Faculty Senate President. The motion was carried by the majority, with no abstentions.

a) **DECISION**

- (1) **Having no corrections, the [EMC RSA 2022-2023](#), was approved by the Executive Council.**

Q. [EMC Annual Assessment Report 2022-2023](#) (Forwarded by the EMC)

1. The EC members reviewed and recommended that a **Reflections & Remedial Action** section be included for the next EMC's Annual Assessment Report.
2. After being carefully reviewed, the VPASA moved to approve the submitted [EMC Annual Assessment Report 2022-2023](#). The EVP seconded the motion as it was successfully passed by the majority, with no abstentions.

a) **DECISION**

- (1) **With the recommendation, the [EMC Annual Assessment Report 2022-2023](#), was approved, as presented.**

R. [Admission Policy and Procedures Adult Basic Education](#) (Forwarded by the EMC)

1. The EC members discussed the clarity and the inclusion of the appropriate registration age, in accordance with the RMI law.
2. After being carefully reviewed and discussed, the Faculty Senate President moved to approve the [Admission Policy and Procedures Adult Basic Education](#). The motion was seconded by the SGA President, as it was passed successfully by the majority, with no abstentions.



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a) **DECISION**

(1) With the minor modifications, the [Admission Policy and Procedures Adult Basic Education](#), was approved, as projected.

S. [DRAFT of 2022-2023 Student Financial Aid Policy & Procedures Manual](#)

(Forwarded by the EMC)

1. The EC discussed the inclusion of the **Student Bank Account Policy** in the [DRAFT of 2022-2023 Student Financial Aid Policy & Procedures Manual](#).
2. The EC recommended that **Section 5: The Award of Financial Aid** be reviewed annually.
3. After a thorough review, the EVP moved to approve the [DRAFT of 2022-2023 Student Financial Aid Policy & Procedures Manual](#). The motion was seconded by the SGA President and it was successfully passed by the majority, with no abstention.

T. [Continuity of Learning and Teaching Policy No. 375 \(Draft\)](#) Forwarded by LEAP

U. [Transfer of Credit Policy No. 384 \(Draft\)](#) (Forwarded by LEAP)

V. [Faculty Guidelines for Addressing Students of Concern](#) (Forwarded by LEAP)

W. [LEAP Committee RSA 2022-2023](#) (Forwarded by LEAP)

X. [6.2.4 Employee family Education Benefit Policy \(Revised Format\)](#) (Forwarded by HRC)

Y. [2.2 Recruitment Policy](#) (Forwarded by HRC)

1. As agreed by the majority of the EC members, the agenda items from **IV.T** to **IV.Y**, were to be re-shared, reviewed, and voted on electronically by November 22, 2022.

V. **Adjournment**

The Executive Council's *second* meeting for November 2022, was adjourned at 12:25 p.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer

DocuSigned by:

C3FD234EA9AD4E1...
President Dr. Irene J. Taafaki
Chairperson, Executive Council

February 1, 2023