



CMI

Executive Council

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258

Uliga Campus

Tel: (692) 625-3394/3291/4931

Fax: (692) 625-7203

Email: ec@cmi.edu

**Executive Council
Special Meeting
11:10 a.m., November 29, 2023
BoR Conference Room**

MINUTES

Members:

Dr. Elizabeth Switaj

Chairperson/Interim President

Vice President for Academic and Student Affairs (VPASA)

William Reiher *

Executive Vice President (EVP)

Bonifacio Sanchez

for **Vice President for Business and Administration Affairs (VPBAA)**

Vacant

Vice President of the Land Grant (VPLG)

Ruthy Maun

Staff Senate President

Alvin Page

Faculty Senate President

Jennifer Seru

Faculty Senate Representative

Tristan Horiuchi

for **SGA President**

*** Not Present**

The *special* meeting was called to order by the Interim President, at 11:18 a.m, followed by the mission statement being recited by the Staff Senate President.

I. Review of the Minutes:

A. [November 15, 2023 \(Draft\)](#)

1. After reviewing the MINUTES of November 15, 2023, the Faculty Senate President made a motion to approve, seconded by SGA President. The motion was successfully passed by the Executive Council, with two abstentions.



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a) DECISION

(1) With no modifications, the minutes of the meeting held on November 15, 2023 were approved, as read.

(a) Matters Arising from the Minutes

- (i) There were no matters arising from the approved minutes of November 15, 2023.**

II. [Update from the Interim President](#)

- A. The Interim President referred the EC members to her written report.**

III. [Matters Arising from Previous Meeting](#)

A. [Draft Credit Policy 383](#)

- 1. The Faculty President made a motion to approve the [Draft Credit Policy 383](#). The Staff Senate President seconded the motion and the motion was passed, by the majority, with no abstentions.**

a) DECISION

(1) With no modifications, the [Draft Credit Policy 383](#), was approved.

B. [Student Engagement Event Reporting Protocol](#)

- 1. It was recommended by the EC members that an events calendar or a CMI Master Calendar be developed.**
- 2. After being reviewed, the Staff Senate President made a motion to approve the [Student Engagement Event Reporting Protocol](#). The Faculty Senate President seconded the motion, as it was successfully carried, by the majority, with no abstentions.**

a) DECISION

(1) With the recommendation considered, the [Student Engagement Event Reporting Protocol](#), was approved.

C. [High School Equivalency Programs Graduation Policy \(CMI Policy No. 367\)](#)

- 1. The Faculty Senate President made a motion to approve the [High School Equivalency Programs Graduation Policy \(CMI Policy No. 367\)](#). The motion was seconded by the Staff Senate President and successfully passed, by the majority, with no abstentions.**

a) DECISION

(1) The [High School Equivalency Programs Graduation Policy \(CMI Policy No. 367\)](#), was approved, by the Executive Council, as presented.



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D. [High School Equivalency Programs Grades and Grading \(CMI Policy No. 391\)](#)

1. After being reviewed, the Faculty Senate President made a motion to approve the [High School Equivalency Programs Grades and Grading \(CMI Policy No. 391\)](#). The motion was seconded by the Staff Senate President and passed successfully, by the majority, with no abstentions.

a) **DECISION**

- (1) **Having no corrections, the [High School Equivalency Programs Grades and Grading \(CMI Policy No. 391\)](#), was approved, as projected.**

E. [LSC RSA 2023-2024](#)

1. The EC thoroughly discussed the inclusion of a Staff Senate Representative in the Learning Support Committee.
2. After being thoroughly reviewed, the Faculty Senate President made a motion to approve the [LSC RSA 2023-2024](#). The Staff Senate President seconded the motion and the motion was passed unanimously, with no abstentions.

a) **DECISION**

- (1) **With the recommendation suggested, the [LSC RSA 2023-2024](#), was approved.**

F. [LSC Annual Assessment Report](#)

1. After being reviewed carefully, the Faculty Senate President made a motion to approve the [LSC Annual Assessment Report](#) for the academic year 2022-2023. The acting VPBAA seconded the motion, and the motion was successfully passed by the majority, with no abstentions.

a) **DECISION**

- (1) **With no corrections, the LSC Annual Assessment Report, was approved, as presented.**

G. [ITC RSA 2023-2024](#)

1. After being reviewed, the EC recommended that the ITC standards be updated.
2. With the recommendation considered, the Staff Senate President made a motion to approve the [ITC RSA 2023-2024](#). The motion was seconded by

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the Faculty Senate President and successfully passed by the majority, with no abstention.

a) DECISION

- (1) **With the modifications recommended, the [ITC RSA 2023-2024](#), was approved.**

H. [ITC Assessment Report 2022-2023](#)

1. After being carefully reviewed and discussed, the Faculty Senate President made a motion to approve the [ITC Assessment Report 2022-2023](#). The motion was seconded by the Staff Senate President, and successfully passed, by the majority, with no abstentions.

a) DECISION

- (1) **With no corrections, the [ITC Assessment Report 2022-2023](#), was approved, as projected.**

I. [CC 2022-2023 RSA](#)

1. After being carefully reviewed, the Faculty Senate President made a motion to approve the [CC 2022-2023 RSA](#). the motion was seconded by the SGA Vice President and passed unanimously, with one abstention.

a) DECISION

- (1) **Having no corrections, the [CC 2022-2023 RSA](#), was approved, as presented.**

J. [LEAP Committee RSA 2023-2024](#)

1. The EC discussed thoroughly the inclusion of one Staff Senate Representative in the LEAP Committee.
2. With no objection to the recommendation, the Staff Senate President made a motion to approve the [LEAP Committee RSA 2023-2024](#). The motion was seconded by the Faculty Senate President, and carried unanimously, by the majority, with no abstentions.

a) DECISION

- (1) **With the modification recommended, the [LEAP Committee RSA 2023-2024](#), was approved.**

K. [EC RSA 2023-2024](#)



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1. After being carefully reviewed, the Staff Senate President made a motion to approve the [EC RSA 2023-2024](#). The motion was seconded by the Faculty Senate President, and passed successfully, by the majority, with no abstentions.

a) DECISION

(1) With the minor corrections, the [EC RSA 2023-2024](#), was approved, as presented.

L. Faculty Senate By-Laws

1. The Faculty Senate President informed the Executive Council members of the reaffirmation of the Faculty Senate By-Laws.

IV. Action Items

- a. [Update on RSA 2023-2024/Annual Assessment Reports 2022-2023](#)
 - i. The [Update on RSA 2023-2024/Annual Assessment Reports 2022-2023](#), was provided by the Secretariat Officer, per members' information and reference.

V. ADJOURNMENT:

- A. The Executive Council's *special* meeting was adjourned at 11:38 a.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

DocuSigned by:

January 3, 2024

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Meria N. Bollong
Secretariat Officer

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Interim President Dr. Elizabeth Switaj
Chairperson, Executive Council