



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
11:10 a.m., February 21, 2024
BoR Conference Room**

MINUTES

Members:

Dr. Elizabeth Switaj

**William Reiher *
Stevenson Kotton**

**Ruthy Maun
Alvin Page
Jennifer Seru
Marlin Doulatram***

**Chairperson/Interim President
Vice President for Academic and Student Affairs (VPASA)
Executive Vice President (EVP)
Vice President for Business and Administration Affairs
(VPBAA)
Staff Senate President
Faculty Senate President
Faculty Senate Representative
SGA President**

Duty Travel

Dr. Adedayo Ogunmokun* Vice President of the Land Grant (VPLG)

*** Not Present**

The *second* meeting for February 2024, was called to order by the Interim President, at 11:10 a.m, followed by an opening prayer from the Faculty Senate President.

The mission statement was recited by the VPBAA.

I. Review of the Minutes:

A. January 31, 2024 (Draft) Approved 02/21/2023

1. After careful consideration, the Faculty Senate President made a motion to approve the minutes. The motion was seconded by the Staff Senate President and carried unanimously with no abstentions.

a) DECISION

(1) Having no corrections, the minutes for the meeting held on January 31, 2024 (Draft), were approved.

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(a) Matters Arising from the Minutes

II. Update from the Interim President - Please read

A. IPEDS Report

1. Board Meeting Update (Possibly March 8th)
2. Interim President to be on duty travel next week.

III. VPBAA

A. FY2023-2024 CASHFLOW Projections:

1. The VPBAA shared the following cause of the current cash flow projections with the EC members.
 - a) The VPBAA also shared with the members interventions that have been implemented as a way forward.

IV. VPLG

- A. The VPLG was on duty travel.

V. Matters Arising from the Previous Meeting

A. Revised CMI Policy 112: Policy on Policies

1. After being thoroughly reviewed, the Faculty Senate President made a motion to approve the policy. The motion was seconded by the Staff Senate President and carried successfully, by the majority, with no abstentions.

a) **DECISION**

(1) **Having no objections, the Revised CMI Policy 112: Policy on Policies, was approved.**

VI. New Matters Arising

A. Annual Assessment Report 2022-2023

1. The Faculty Senate President made a motion to approve the Annual Assessment Report 2022-2023 as the Staff Senate President seconded the motion. The motion was passed unanimously by the majority, with no abstentions.

a) **DECISION**

(1) **With no corrections, the Annual Assessment Report 2022-2023 for the Curriculum Committee, was approved.**



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B. [Recycling Management Facility](#)

1. After being thoroughly explained by the Director of the ACS, the Faculty Senate President made a motion to approve the SOP and WI of the
2. [Recycling Management Facility](#). The Staff Senate President seconded the motion as it was successfully passed, by the majority, with no abstentions.

a) **DECISION**

(1) With no modifications, the [Recycling Management Facility](#) was approved, as projected.

C. Live [Stream Requests](#)

1. The Director of ACS explained the Standard Of Procedures and the Work Instructions regarding the Live [Stream Requests](#).
2. After being carefully reviewed, the Faculty Senate President made a motion to approve the document. The motion was seconded by the Staff Senate President and successfully passed, by the majority, with no abstentions.

a) **DECISION**

(1) Having no corrections, the Live [Stream Requests](#) was approved, as presented.

D. [Equipment Rental](#)

1. After being carefully considered, the Staff Senate President made a motion to approve the Standard of Procedure and the Work Instruction regarding the [Equipment Rental](#). The Faculty Senate President seconded the motion as the motion was carried by the majority, with no abstentions.

a) **DECISION**

(1) With no modifications made, the Standard of Procedure and the Work Instructions for the [Equipment Rental](#) was approved.

E. [Bookstore - Cash Handling](#)

1. The Staff Senate President made a motion to approve the Standard of Procedure and the Work Instruction regarding the [Bookstore - Cash Handling](#). The Faculty Senate President seconded the motion and it was carried unanimously, with no abstentions.



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a) DECISION

(1) Having no objections, the [Bookstore - Cash Handling](#) was approved.

F. [Bulk Document Scanning](#)

1. The Faculty Senate President moved to approve the [Bulk Document Scanning](#). The Staff Senate President seconded the motion as it was passed successfully, with no abstentions.

a) DECISION

(1) Having no corrections, the [Bulk Document Scanning for the Auxiliary Commercial Services and the Business Office](#), was approved.

G. [Consultancy Policy](#)

1. After being thoroughly reviewed, the Faculty Senate President made a motion to approve the [Consultancy Policy](#). The motion was seconded by the Staff Senate President and successfully passed by the majority, with no abstentions.

a) DECISION

(1) Having no corrections, the [Consultancy Policy](#), was approved.

H. [6.4.2 Transportation Policy \(Extended Employment Benefits\)](#)

1. The Faculty Senate President made a motion to approve the policy. The motion was seconded by the Staff Senate President and carried unanimously, with no abstentions.

a) DECISION

(1) With the revisions, the [6.4.2 Transportation Policy \(Extended Employment Benefits\)](#), was approved.

I. [Housing Policy 400-6.4.1](#)

1. After being carefully reviewed, the Faculty Senate President made a motion to approve the [Housing Policy 400-6.4.1](#). The motion was seconded by the Staff Senate President and carried unanimously by the majority, with no abstentions.



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a) DECISION

(1) With the modifications, the [Housing Policy 400-6.4.1](#) was approved, as presented.

2. [Housing Security Deposit Policy 400-6.4.1](#)

- a) The Faculty Senate President moved to approve the revisions made to the [Housing Security Deposit Policy 400-6.4.1](#). The Staff Senate President seconded the motion and the motion was passed successfully by the majority, with no abstentions.

(1) DECISION

(a) With the modifications, the [Housing Security Deposit Policy 400-6.4.1](#), was approved.

J. [7.4 Sick Leave Policy](#)

1. The Faculty Senate President made a motion to approve the policy. The Staff Senate President seconded the motion and it was passed unanimously, by the majority, with no abstentions.

a) DECISION

(1) With the minor changes, the [7.4 Sick Leave Policy](#), was approved.

K. [Personal Leave Policy](#)

1. The Staff Senate President made a motion to approve the revisions made to the [Personal Leave Policy](#). The Faculty Senate President seconded the motion as it was unanimously passed, with no abstentions.

a) DECISION

(1) With the minor revisions, the [Personal Leave Policy](#), was approved, as presented.

L. [Administrative Leave Policy](#) + [Application Form](#)

1. The Faculty Senate President made a motion to approve the [Administrative Leave Policy](#). The Staff Senate President seconded the motion and it was successfully passed, with no abstentions.

a) DECISION

(1) With the modifications, the [Administrative Leave Policy](#) was approved, as projected.



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2. The Staff Senate President made a motion to approve the [Application Form](#). The motion was seconded by the Faculty Senate President and carried unanimously with no abstentions.

a) DECISION

(1) With the revisions made, the [Application Form](#), was approved.

M. [Bereavement Leave Policy](#)

1. The Faculty Senate President moved to approve the policy. The Staff Senate President seconded the motion and it was passed successfully with no abstentions.

a) DECISION

(1) With the minor revisions, the [Bereavement Leave Policy](#), was approved, as projected.

N. [Emergency Leave Policy](#)

1. The Faculty Senate President made a motion to approve the [Emergency Leave Policy](#). The motion was seconded by the Staff Senate President and successfully passed with no abstentions.

a) DECISION

(1) With the minor revisions, the [Emergency Leave Policy](#), was approved.

O. [Leave of Absence without Pay Policy](#)

1. The Staff Senate President made a motion to approve the policy after it was carefully reviewed by the EC members. The motion was seconded by the Faculty Senate President and carried unanimously, with no abstentions.

a) DECISION

(1) With the minor revisions, the [Leave of Absence without Pay Policy](#), was approved.

P. [Cessation of Employment Sufficient Notice Policy](#)

1. The Faculty Senate President made a motion to approve the policy after it was thoroughly reviewed by the EC members. The motion was seconded by the Staff Senate President and passed successfully, by the majority, with no abstentions.



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a) DECISION

(1) With the minor revision, the [Cessation of Employment Sufficient Notice Policy](#), was approved.

Q. [Internet Usage Policy](#)

1. The Faculty Senate President made a motion to approve the [Internet Usage Policy](#). The motion was seconded by the Staff Senate President and carried unanimously, by the majority, with no abstentions.

a) DECISION

(1) Having no objections, the [Internet Usage Policy](#), was approved.

R. [Copyright Law Policy](#)

1. The Faculty Senate President made a motion to approve the policy. The motion was seconded by the Staff Senate President and passed successfully by the majority, with no abstentions.

a) DECISION

(1) With no corrections, the [Copyright Law Policy](#), was approved, as presented.

S. [Nomination and Selection Process of Employee of the Month Award Program](#)

1. The Faculty Senate Representative made a motion to approve the revisions made to the [Nomination and Selection Process of Employee of the Month Award Program](#). The motion was seconded by the Staff Senate President and carried unanimously, with no abstentions.

a) DECISION

(1) With the modifications, the [Nomination and Selection Process of Employee of the Month Award Program](#), were approved.

T. [Children in the Workplace Policy](#)

1. It was decided that the policy was to be brought back for consideration in the next EC meeting, giving more time for the senates to review.

U. [METO Revision](#)

1. Interim President shared the revisions made to the METO with the EC members



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VII. Action Items

VIII. Adjournment:

- A. The Executive Council's *second* meeting for February 2024, was adjourned at 2:00 p.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

D04F36FDE82B468...

Meria N. Bollong
Secretariat Officer -EC

DocuSigned by:

89BEB3BDDC23455...

Interim President Dr. Elizabeth Switaj
Chairperson, Executive Council

March 20, 2024