

## **Minutes of the IPC Meeting**

Board of Regents' Meeting Room - September 28, 11:00 am

The Institutional Planning Committee meeting was called to order at 11:05 by Don Hess, acting temporarily in behalf of Carl Hacker, who became chair of the IPC when Peter Cammish left.

The following members were present:

1. Joshua Farr
2. Ruth Abbott
3. Edward Trickey
4. Don Hess
5. Bob Willson
6. Mary Van Auken
7. Marilyn Harry
8. Stevenson Kotton
9. Edgardo B. Padlan

### ***Announcements:***

- An advertisement has been placed for the IR position
- For the “Plan” software integrated with budget, begun by Peter, budget committee members as well as planning committee members are urged to check with Edgardo.
- All of IPC will act as the Strategic Plan Task Force.

### **RE: “Process for the Development of a Strategic Plan”**

#### ***Timeline elements completed:***

- All employee meeting – February 2011 (Results attached)
- Task Force Selected (IPC)
- Suggested ILOs adopted by Board (attached)

#### ***Further actions proposed:***

1. Revisit the College Mission Statement
2. Look at other plans from around the Pacific and other community colleges to develop “Best Practices” - Ruth and Ed
  - a. Possible Examples -
    - i. GCC
    - ii. American Samoa

3. Develop a survey for the internal stake holders and review best methods for external stakeholder fact finding - **Edgardo, Bob, and Don**
  - a. Possible examples -
    - i. focus groups
    - ii. Interviews
    - iii. surveys
  - b. Possible Questions -
    - i. What degrees do we need?
    - ii. Where should CMI be in five years?
4. Note: Marilyn will try to find the paper copy of the survey(s) originally done by Jim Mulik two year ago.

This preliminary work will be accomplished and reported by the next meeting (October 19, 2011), so that we can establish a clear, accountable timeline. **Josh** will develop a calendar of strategic plan actions integrated with meeting dates.

#### **New Business:**

David Adams has been contacted to act as consultant on the Midterm WASC Report. His role will be to make recommendations and recommend types of working groups. He will not *write* the report, but will aide us in organizing and editing. He may be able to assign some work to us before arrival, but his arrival is currently scheduled for next Thursday. He will be here for one week, arriving October 6, 2011, and he will continue to be available by email after leaving island. The Midterm Report is due in March; however, we intend to have it substantially completed by November so that we can spend some time refining and editing.

A Mid-term Report addresses progress made toward recommendations within the self study and, in our case, the recommendations made by WASC after their recent site visit.

#### **Arrak Report:**

Vocational need for the campus is clear; however, there have been stakeholder comments regarding “what the grounds will permit.” Earlier thoughts from the March Faculty and Staff Retreat are attached.

Some uses suggested by the committee:

- Day campus for Laura students
- English Language Institute (ANAPISI Grant to be announced at the end of September)
- Math Institute
- Residential academic campus
- Retreats and orientations
- Summer conferences
- Graduate Research Center, particularly in aquaculture, tropical agriculture, and marine science
- Guest residence for visiting faculty
- Summer camps
- Gardening and gardening study center

- Farmer's market
- Distance Ed – Community - Continuing Ed
- Courses in nutrition and food service
- Courses in Parenting

It was also pointed out that in order to use the campus well for many of these activities, there need to be some more planning and infrastructure considerations. For example, the trailers have proven to be inadequate as classrooms. They are serviceable for the time being since a great deal of time and money has already gone into them, but there needs to be a long term plan.

- The MOU has been signed with the Maritime Academy, and 250,000 dollars has been made available for refurbishing the campus, most of which is currently earmarked for furniture and furnishings. The certificate that graduates will receive is designated by the Coast Guard as “Basic”, but the program can grow to eventually include captain's and pilot's ratings. Such ratings, along with experience, would prepare our graduates to pilot boats into the harbor and to captain tour boats, tug boats, and other commercial vessels.
- The Carpentry Program is now scheduled to begin in January even though recruitment is difficult at mid-year. The best recruitment time has traditionally proven to be for fall openings because many potential students can be contacted through their high schools and GED. A recruitment campaign will be initiated for this fall program opening in hopes of contacting students through the newspaper and radio and perhaps by word of mouth and programs at the high schools.
- At the present time only four students have completed applications to the carpentry program.
- Josh suggested that future program starts consider the recruitment calendar to help to ensure the success of fledgling programs.

The meeting was adjourned at noon.

Next Meeting – 11:00 am, October 19, 2011, Board of Regents' Meeting Room

Respectfully submitted,

Mary Van Auken

Temporary scribe

Attachments:

March 2011 Faculty and Staff Retreat Reports

ILOs as accepted by CMI Board of Regents