

**College of the Marshall Islands**  
**Minutes of the Institutional Planning Committee Meeting**

Board of Regents' Meeting Room – Wednesday, December 21, 2011 - 11:00 am

The Institutional Planning Committee meeting was called to order at 11:10 am by Edward Trickey

The following members were present:

1. Ruth Abbott
2. David Kupferman
3. Edward Trickey
4. Mary Van Auken
5. Marilyn Harry
6. Stevenson Kotton
7. Joshua Farr
8. Carl Hacker
9. Edgardo Padlan

**Agenda Items:**

***Review and approval of Meeting Minutes***

- Minutes of the November 23, 2011 meeting were approved with one change.
- Edward will continue to work on the timeline mentioned in the November 23 meeting Minutes.
- All materials of the IPC are available on the internet, and the IPC wishes to offer sincere thanks to Edgardo for making this possible.
- Edward will make the CMI community aware of the materials online.

***Strategic Planning Retreat Results Review and Strategic Plan Development Process Update***

- Discussion of Strategic Plan materials in hand-out and e-mail
  - An integrated planning model which can be modified for CMI use.
  - A model with example strategic objectives was presented and discussed.
  - After discussion, the decision was made to give the IPC members a chance to work on the wording and meaning of the focus areas related to the CMI Mission, and to subsequently consider appropriate Strategic Objectives for CMI for submission to the group.
- Discussion also centered on the careful and thoughtful inclusion of all members of the CMI Community before relating findings to the larger community.
- Based on results of the survey, it would appear that most participants agreed with the general focus headings; however, because of the use of SurveyMonkey online and the possibility that many participants may have been unable to answer the survey, IPC will not adopt the focus headings at this time.
- All members are asked to review the current Mission and Vision as part of their consideration of the focus areas and subsequent discussions of strategic objectives.
- The Strategic Plan, upon completion, will be integrated with the quarterly report.

- As we consider outside focus groups, containing church leaders, politicians, NGOs, etc., we must carefully consider how we present ourselves and our goals, and that those goals be truly representative of what we can accomplish as well and what we wish to accomplish for CMI and for the Marshall Islands.
- Before public buy-in, it is important to have staff, student and alumni buy-in.
- Point of consideration – The communication audit called for more English/ Marshallese translation.
- Discussion – communication needs to work both ways. There needs to be Marshallese to English translation of ideas and goals.

#### ***ACCJC Midterm Report Update***

- Discussion – ACCJC letter response to accompany the Midterm Report – most areas have been addressed.
- The Reserve Fund was discussed, and is being addressed by the budget committee. In general terms, progress has been made and there is a viable plan and timeline for developing funds for the outstanding remainder.
- The HR Director has signed a year round contract.
- Edward will send out a report on the current progress of the Midterm Report.

#### **Action Items**

- Continue work on the Midterm Report
- Consider the Current Vision and Mission as we review the proposed elements of the Strategic Plan to see if we feel we can adopt the focus areas.

Meeting Adjourned 12:45

Next Scheduled Meeting is Wednesday, December 28, 2011 at 11:00 am. Edward will let the membership know if this meeting will be held.

Respectfully submitted,

Mary Van Auken