

IPC Meeting Minutes
June 10th, 2015

Members present: Nik Willson, Don Hess, Rachel Salomon, Marilyn Harry, Boni Sanchez, Cheryl Vila, Stevenson Kotton, Bart Deemer, and William Reiher.

Guest: Theresa Koroivulaono

The meeting was called to order at 11.15am

Agenda Items:

- Reflective Questions on Leadership (Dr. Theresa)
- Marshallese Institute Proposal
- Arrak Campus Development Proposal
- Distance Education Proposal
- Strategic Plan next steps (KPI's & Funding the SP)
- Others

1. REFLECTIVE QUESTIONS ON LEADERSHIP AT CMI:

Dr. Theresa presented the following to the IPC:

Based on my experiences so far at CMI and as your President I am compelled to share the following thoughts with you as leaders of the College.

1. What is my role as a leader at CMI?
2. Do I make decisions based on the best interests of CMI in the short term? Mid-term? Long-term?
3. term?
4. Do I accept responsibility for the decisions that I make or help to make?
5. When there is an idea or opportunity for positive growth, innovation and enhancement at CMI,
6. what is my approach? Is it, "let's pull this part" or "let's kill this idea" OR is it "how can we make
7. this work?"
8. If I needed to help transform the College into a national, regional and global exemplar, am I ready to move out of my comfort zones and engage constructively given my role as a leader?
9. Am I even aware that other CMI employees are looking up to me or at me as a leader?
10. Do I try to model exemplary leadership behavior? Do I even think about it?
11. Do I trust other members of the teams in which I participate, when they make decisions based on their specialized areas of knowledge and experience?
12. Do I give credit where it is due and thank my colleagues whenever he or she has something to celebrate particularly if it is in their capacity as a CMI employee?

2. MARSHALLESE INSTITUTE PROPOSAL TO MOE:

- Proposal to be expanded to include Alele Museum
- Old library space will remain multi-functional open space, but a new extension to the front of the old library (to the road) will be built to accommodate traditional songs, dance, activities and performances.

- William to form a budget working group to finalize the budget for the proposal this week.
- The committee unanimously voted to accept that the proposal be sent to MOE following completion of the budget.

3. ARRAK CAMPUS DEVELOPMENT PROPOSAL:

- The proposal will be amended to include collaboration with Office of Commerce and Investment (OCI) and Small Business Development Center (SBDC).
- The title of the proposal will be revised to “Arrak Campus Projects”
- Biuma Samson to be included with the list of Project Coordinators.
- Agriculture portion of the proposal to be removed as that will be done as part of the Community Development programs.
- Arrak Director being recruited to ensure development of the Campus as per this proposal.
- Administration in conjunction with the Arrak campus director and Dean of Landgrant will develop a zoning plan for the Arrak Campus.
- William to form a budget working group to finalize the budget for the proposal this week.
- The committee unanimously voted to accept that the proposal be sent to MOE following completion of the budget.

4. DISTANCE EDUCATION (DE) CENTERS FOR MAJURO, EBEYE, WOTJE & JALUIT:

- Boni and Biuma to be included in the list of Project Coordinators for the proposal
- The proposal should clearly state that it is meant for K-12 and would be to increase distance education delivery for the High Schools
- The proposal should take into consideration that there are no IT staff in the high schools, and the inclusion of other high school administrators and developers will be needed.
- William to form a budget working group to finalize the budget for the proposal this week.
- The committee unanimously voted to accept that the proposal be sent to MOE following completion of the budget.

5. STRATEGIC PLAN NEXT STEPS (KPIs & FUNDING THE STRATEGIC PLAN):

- Two pages were shared with the committee: one showing the required KPIs table and the other showing a costing plan table for the strategic plan by Goals
- The Chair asked that the 5 working groups be re-established to meet and finalize these two tables before the next IPC meeting in 2 weeks.
- Once the IPC approves the KPIs and the projected budgets from each of the 5 working group teams, these will be inserted into the strategic plan as part of the implementation and monitoring documents.
- Baseline of Fall 2014 will be used for Academic/Student related KPIs.
- Baseline of FY 2015 to be used for Administrative KPIs where available.

6. Others:

- It was agreed that the Strategic Plan implementation dates be changed from 2015-2017 to 2016-2018 as this was implied in previous meetings but not recorded on the minutes.
- The Director Institutional Integrity and Effectiveness will be a part of the IPC and the RSA will be revised to reflect this addition.
- The template for submissions of the 3 Project concepts today will be used for all future project submissions to the IPC, except for grant proposals which will follow the template and procedures already established by IR.

Next meeting date: 24 JUNE, 2015. Meeting adjourned at 12.00 pm.
Minutes submitted by William Reiher.