

IPC Meeting Minutes
July 8th, 2015

Members present: Nik Willson, Rachel Salomon, Boni Sanchez, Cheryl Vila, Stevenson Kotton, Bart Deemer, Ruth Abbott, Terry Hazzard, Bob Willson, and William Reiher.

Guest: Theresa Koroivulaono

The meeting was called to order at 11.10am

Agenda Items:

- Approval of June 10th Minutes
- Multimedia Developer position
- MOU with USP
- Functional Organizational Chart
- Strategic Plan next steps
- Others

1. APPROVAL OF JUNE 10th MINUTES

1. Correction: on the second page under “others”, change first bullet to read “...implementation dates be changed from 2015 – 2017 to 2016 – 2018”.
2. All voted aye to accept minutes, except Ruth Abbott who abstained for being absent on June 10.

2. MULTIMEDIA DEVELOPER POSITION

- It was clarified that the position would be Grade Level 5 meaning a starting salary of around, \$20,000, mid range is around \$30,000 and the upper end at around \$40,000.
- Additionally, the following skills should be included in the job description:
 - Good English writing skills
 - Will be in charge of the CMI column in the local newspaper
 - Will check all CMI materials before they are published on any media.
- The committee unanimously voted to approve the job position with above additions and pass it on to the budget committee to identify its budget.

3. MOU with USP

- The draft MOU between USP and CMI was presented.
- Correction on 2nd page: Top paragraph should read “...and associate degree programs in Liberal Arts, Elementary Education, and Nursing”.
- Correction on 2nd page: second bullet point should read “...program to provide a Bachelor of Education:...”
- Clarification was needed on the 4th bullet point as to how we can use USPNet/Aarnet, what is it and what does co-sharing our distance education centers entail? Does this technology need a satellite for internet to connect to the USPNet? What is the financial benefit for CMI to do this?
- Clarification was needed on page 3, bullet iv. “Participate in activities pertaining to the Marshallese culture and environment”. What does “participate” entail?
- The MOU was tabled to the next meeting to allow for clarifications

4. FUNCTIONAL ORGANIZATIONAL CHART

Approved by IPC 14 August 2015

- The draft functional organizational chart draft dated Tuesday 07, 2015 was submitted for discussion – it shows how the President envisions the functions of CMI going forward.
- Correction: The box labeled “Business Office” should be corrected to read “FABS”
- It was questioned whether the box labeled Community Development and Continuing Education should be under the VP for Academic Affairs rather than Office of the President?
- It was discussed that the chart contained functions which were not yet in place (for example Business incubator, Consulting services, Marketing and International Relations. It was therefore proposed that the Functional Organizational Chart be renamed to reflect that it was a vision or a planning document for the future.
- Some were confused as to what a Functional Organizational chart was (as opposed to a normal organizational chart).
- It was suggested that CMI consulting services be under Human Resources.
- William is to send this out for more comments but for now the chart will be tabled until the next meeting.

5. STRATEGIC PLAN NEXT STEPS

- Next step is finalizing the KPI’s and Costing documents for each goal
- The group for Goal 5 (High quality academic programming) will complete their KPI’s at the end of August, the other 4 groups will try to complete theirs before that – William will work with each group leader on this.

6. OTHERS

- Boni and William did not present on their Fiji trip due to limited time, but the two PowerPoint presentations will be sent to IPC this week for comments. If members request for the presentations to be presented this can be accommodated.

Next meeting date: 22 JULY, 2015. Meeting adjourned at 12.20 pm.

Minutes submitted by William Reiher.