



Regular Meeting Minutes - Approved August 23, 2017

Members Present

Melinda Nish	Va Savu	Rachel B. Salomon
Mary Van Auken	Cheryl Vila	Emil Debrum - Stevenson's substitute
Rosina Korean	Kelly Luce Sebastian	Wanda Graham - Stanley's substitute

Guest

David Debrum

The meeting was called to order @ 11:06 AM

Agenda Items

- 1. Review and Approval of August 9, 2017 minutes**
- 2. Unapproved Mission Statements and AUOs: Student Affairs**
 - a. Admission and Records**
 - b. Registrar**
 - c. Health Center**
 - d. Financial Aid**
 - e. Counseling**
 - f. Student Leadership**
- 3. Unapproved Mission Statements and AUO's Other Departments/Programs**
 - a. IR, ABE, Land Grant, Grants, FABs, Centers, Non-credit (VCARP, Maritime)**
- 4. Master Planning Update**
- 5. Review of RSA for IPC**
- 6. IPC committee assessment**
- 7. Integrated Planning Cycle**
 - a. Program Review issues – who does PR? Accountability (late or not submitted)?
Quarterly reports?**
- 8. Other Business**
- 9. Adjournment**

Minutes

- 1. REVIEW OF MINUTES**
 - Tabled for next meeting.
- 2. UNAPPROVED MISSION STATEMENTS AND AUO'S: STUDENT AFFAIRS**
 - Admissions and Records



Institutional Planning Committee

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. box 1258
Majuro, Marshall Islands, MH 96960

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- Mission:
 - We will send it back to rewrite the mission.
- AUOs:
 - Melinda moved to approve Admissions and Records AUOs. Va seconded the motion. The motion was unanimously approved.
- Financial Aid
 - Mission:
 - Melinda moved to approve Financial Aid Mission with the change. Cheryl and Rachel seconded the motion. The motion was unanimously approved.
 - AUOs:
 - Cheryl moved to approve Financial Aid AUOs with the change. Va seconded the motion. The motion was unanimously approved.
- Health Center
 - AUOs:
 - We will send it back to rewrite the AUOs.
- Registrar
 - AUOs:
 - Rachel moved to approve Registrar AUOs with the changes. Va seconded the motion. The motion was unanimously approved.
- Counseling
 - Tabled for next meeting.
- Student Leadership
 - Tabled for next meeting.

3. UNAPPROVED MISSION STATEMENTS AND AUO'S OTHER DEPARTMENTS/PROGRAMS

Unapproved Mission Statements and AUO's Other Departments/Programs

- IR, ABE, Land Grant, Grants, FABS, Centers, Non-credit (VCARP, Maritime)
- Tabled for next meeting.

4. MASTER PLANNING UPDATE

- Safety and Security Master Plan Update - David Debrum
 - David presented the Safety and Security Master Plan Goals, Objectives and Activities.
 - Goal 1: Campus Community and Environment - Maintain a safe campus community and environment.
 - Goal 2: College Equipment and Properties - Ensure the protection of college equipment and properties.
 - The Master Plan went through P&F, Rachel, IPC and will need to go through Boni (ITC) for review and comments.
 - The First Draft is due August 31, 2017 and to EC on September 6, 2017.
- Plant and Facilities Master Plan Update - Emil Debrum



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- Emil presented the Plant and Facilities Master Plan Goals, Objectives and Activities.
 - **Goal 1: Resources** - Ensure effective use of staff, monetary resources, land, facilities, vehicles, and equipment to provide quality, student-centered educational services.
 - **Goal 2: Sustainability**
 - **Goal 3: Maintenance** - Increase operational effectiveness and efficiency of all CMI campus facilities, infrastructure, vehicles, and equipment
 - **Goal 4: Capital investment**
- The Master Plan need to have an introductory statement.
 - Can also add the Colleges Mission Statement.
- All the Goals should have a statement.
- The Master Plan will need to go through Boni (ITC) for review and comments.
- The First Draft is due August 31, 2017 and to EC on September 20, 2017.
- Enrollment Master Plan Update - Rachel B. Salomon
 - Rachel presented the Enrollment Master Plan Goals.
 - Will need to update the Colleges Mission Statement, an introductory statement and cut off some of the front part.
 - **Goal 1: Recruitment and Enrollment**
 - **Goal 2: Transition from remedial level to credit level**
 - **Goal 3: Financial Stability**
 - **Goal 4: Student Retention and Success**
 - **Goal 5: Infrastructure and Services**
 - **Goal 6: Improving the student experience**
 - Need to develop the overarching goal for all the Goals, objective and activities.
 - The Enrollment Master Plan will go to EMC on Tuesday August 29, 2017 at 11am.
 - The First Draft is due August 31, 2017 and to EC on September 20, 2017.
 - The second Draft is due October 11 and to EC on October 18, 2017.

5. REVIEW OF RSA FOR IPC

- We need to review our RSA and Melinda will sent out the approved RSA for review and comments.
- Tabled for next meeting.

6. IPC COMMITTEE ASSESSMENT

- We need to review our assessment.
- Tabled for next meeting.

7. INTEGRATED PLANNING CYCLE



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- Program Review issues - who does PR? Accountability (late or not submitted)? Quarterly reports?
- Tabled for next meeting.

8. OTHER BUSINESS

- N/A

Meeting adjourned @ 12:24 PM

Next Meeting September 13, 2017.

Kelly Luce Sebastian, Recording Sec.

Scribe

IPC

Reviewed & Approved by

13 - 09 - 2017

Date approved