



Special Meeting Minutes - Approved August 22, 2017

Members Present

Emil deBrum

Stevenson Kotton

Johnny Silk

Manase Manase

Bruce Kattil

David deBrum

Kelly Luce Sebastian

Guest

Rachel B. Salomon

The meeting was called to order @ 11:23 AM & 2:15 PM

Agenda Items

1. Plant and Facility Master Plan - Emil
2. Safety and Security Master Plan - David

Minutes

1. PLANT AND FACILITY MASTER PLAN - EMIL

- a. **Goal 1: Resources- Effective implementation of staff services, monetary resources, land, facilities, vehicles,** and equipment to provide quality, student-centered educational services.

- **Objective:1** : Recruit, train, and retain highly qualified staff.
- **Objective:2** : Ensure sufficient annual budget allocation.
- **Objective:3** : Ensure effective use of facilities, equipment, land, and other assets to support and improve institutional effectiveness.
 - **Activity 1:** Develop a standard operating procedure (complete by March 31st, 2018).
 - **Activity 2:** Develop and implement land and infrastructure space usage and/or utilization guidelines/manual.
 - **Activity 3:** Improve classroom and space utilization
 - **Activity 4:** Develop a building inventory system using the HIPPO system.
 - **Activity 5:** Develop a land/space inventory system.
 - **Activity 6:** Identify and rent out excess facilities space.

- **Objective:1** : Increase annual Maintenance Investment Plan
 - **Activity 1:** Create a maintenance investment plan for \$2million by 2023.
- **Objective:1** : Annual reduction on utilities-electricity and government water.



PLANT & FACILITIES COMMITTEE

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- **Activity 1:** Conducting a feasibility study on converting the buffalo tanks into bulk storages.
- **Activity 2:** Conduct a study on cost effective of the existing A/C system.
- **Objective:2 :** Increase renewable energy capacity- solar panels, lighting, A/C units, and etc.
 - **Activity 1:** Write grant proposal to increase solar capacity.
- **Objective:3 :** Ensure building materials are cost effective, long life and low maintenance.
 - **Activity 1 :**Develop a policy for purchasing of goods and materials.
- **Objective:4 :** Ensure sharing of data with relevant stakeholders.
 - **Activity 1:** Provide quarterly report to IR Office and Executive Council (EC).

- b. **Goal 3: Maintenance-** Through planning, provide timely and required maintenance to all CMI infrastructure including but not limited to facilities, vehicles, and equipment
 - **Objective: 1 :** Achieve comprehensive maintenance plan for all sites.
 - **Activity 1:** Maintaining existing facilities and equipment
 - **Activity 2:** Assess and inspect facilities and equipment on a monthly basis.
 - **Activity 3:** Develop a preventative maintenance schedule for facilities
 - **Activity 4:** Develop a preventative maintenance schedule for fleet (i.e. school bus)
 - **Activity 5:** Increase utilization of HIPPO Maintenance Software system
 - **Activity 6:** Conduct semi-annual (May 31st & December 31st) health and safety audit.
 - **Objective: 2 :** Ensure the CMI 20 year maintenance plan is reviewed annually and is implemented accordingly.
 - **Activity 1:** Revise the 20 year maintenance plan to include all CMI facilities.
 - **Activity 2:** Develop a schedule for reviewing the 20 year maintenance plan.
 - **Activity 3:** Conduct annual assessment of the 20 year maintenance plan and submit to Plant and Facilities by January 31st.
 - **Activity 4:** Conduct a study on the existing old facilities at CMI.

- c. **Goal 4: Capital investment-** Ensure CMI has comparable capital infrastructure to address its current and future plans.
 - **Objective 1:** Ensure CMI has sufficient safety and safe infrastructure (cross reference to SMP).
 - **Activity 1:** Conduct an assessment study on CMI's current fire protection capabilities. (cross reference to SMP).
 - **Activity 2:** Construct and maintain an emergency operation center (EOC) with a secured storage (cross reference to SMP).



- **Activity 3:** CMI Campuses fencing and gate security improvements. (cross reference to SMP).

➤ **Objective 2:** Ensure CMI has sufficient capital infrastructure.

- **Activity 1:** Conduct a need assessment for new facilities.
- **Activity 2:** Develop and review College wide 10 Year Facility Master Plan.
- **Activity 3:** Conduct a need assessment study for new staff housing.
- **Activity 4:** Conduct a need assessment for a new cafeteria/food court.
- **Activity 5:** Conduct a need assessment for a multi-purpose facility.
- **Activity 6:** Conduct a need assessment for fresh water storage facility (ies).

➤ **Objective 3:** Ensure CMI has sufficient coastline protection for Uliga and Arrak campuses.

- **Activity 1:** Strengthening the existing sea-wall protection at Uliga campus
- **Activity 2:** Develop ocean side coastline studies for Arrak campus.
- **Activity 4:** Seek funding for constructing Arrak campus ocean side sea wall, and revamping of Uliga campus sea wall protection barrier.

2. SAFETY AND SECURITY MASTER PLAN - DAVID

a. **Goal 1: Campus Community and Environment - Maintain a safe campus community and environment.**

- Assist in the development and implementation of the college's emergency preparedness and management program.
 - i. Develop a program for review and approved by the relevant committees, for effectiveness and consistencies throughout the campuses and centers.
 - ii. Assist with conducting drills and exercises, based on approved emergency preparedness and management program.
 - iii. Establish and maintain Emergency Management and Operation Centers for the campuses and centers.
- Develop and maintain a campus safety awareness program with the relevant stakeholders, offices and departments.
 - i. Meet with the relevant offices, agencies and departments to develop a safety awareness program for the college.
 - ii. Conduct safety orientation and exercises at the beginning of each school year.



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- iii. Develop and maintain annual campus and center safety plans.
 - Develop and disseminate/disclose college safety and security information and reports, under the US Clery Act and campus security reporting requirements.
 - i. Develop and maintain a reporting procedure towards the U.S Clery Act and Campus Security Reporting requirements.
 - ii. Develop and maintain annual fire and security reports.
 - Ensure security personnel are well trained and better informed of their duties and responsibilities.
 - i. Develop and maintain a security operating procedure.
 - ii. Conduct regular security briefings.
 - iii. Conduct annual campus security retreats/workshops.
 - iv. Ensure adequate security uniforms, tools and equipment.
 - v. Develop an annual security training and fitness program.
 - vi. Develop and maintain a security request and safety concern procedure.
- b. **Goal 2: College Equipment and Properties - Ensure the protection of college equipment and properties.**
- Develop an effective campus and center security services, safeguarding college equipment and properties.
 - i. Improve and maintain CCTV security monitoring and capabilities.
 - ii. Develop and maintain a campus security patrol, monitoring and incidents reporting.
 - iii. Develop and maintain a fire prevention and safety assessment programs.
 - iv. Enforcing campus rules and regulations.
 - v. Develop and maintain a building access and key control system.
 - vi. Develop and maintain campus rules and regulations.
 - vii. Develop and maintain an effective loss prevention program for the college.

Meeting adjourned @ 12:30 PM & 3:33 PM

Kelly Luce Sebastian, Recording Sec.
Scribe

Plant and Facilities
Reviewed & Approved by

17 - 10 - 2017
Date approved

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