



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

Accredited by the Western Association of Schools and Colleges

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Plant & Facilities Committee  
March 11, 2021  
Board Conference Room

MINUTES

Present:

Stevenson Kotton	Chair/Vice President of Business & Administration Affairs
Linus Kebos	Physical Plant Director
Valyn Chong Gum	Management Group Representative
David Debrum	Campus Safety and Security Director
Meyar M. Mamis	Student Service Representative
Dako Nating	Faculty Senate Representative
Marson Ralpho	Faculty Senate Representative
Johnny Silk	Assistant Director, Physical Plant
Angie Laaw	Management Group Representative
Junior Titus	IT Representative
Christian Nipp	SBA Representative
Elmi Keju (via Zoom)	Ebeye Distance Education Coordinator

A special meeting for the Plant & Facilities Committee was called to order by the Chairperson at 11:10 a.m. in preparation for the upcoming virtual visit of the ACCJC.

**Update/Reminders from the Chairperson/VPBAA**

- a. The Chairperson reminded the Committee members of the upcoming ACCJC's virtual visit, which is from March 16th-19th 2021.
- b. The Chairperson also reiterated to the Committee members the importance of reading and understanding the ISER, especially Standard III. B.
  - i. The Committee discussed and reviewed Standard III.B.
- c. It was also reminded upon the Committee members to know and understand the RSA of the Plant & Facilities Committee.
- d. The Chairperson/VPBAA also reviewed and discussed the 20-Year Maintenance Plan with the Committee members.
  - i. The Chair reminded the Committee members that the 20-Year Maintenance Plan includes the Uliga campus only.



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- ii. The Arrak, Kwajalein, Jaluit, and Wotje's Maintenance Plans are currently being worked on by the President, the EVP, the VPBAA, and the Physical Plant Director in coordination with PMU.
  - 1. CMI's currently working closely with PMU in bringing in BECA consultants to revise the Maintenance Plan, to include the missing components.
    - a. The main purpose of the delay is due to the travel restrictions in regards to the COVID-19.
- e. The Chairperson/VPBAA also reminded the Committee members to review and understand the Master Plan for the college.
  - i. The same pathway in revising the Maintenance Plan will also be undertaken in revising the Master Plan.
    - 1. CMI will also be in coordination with PMU in bringing in BECA.
    - 2. Arrak Campus' Master Plan will be different than Kwajalein, Jaluit, and Wotje's plan, due to the various programs that are being offered at Arrak.
- f. The Hippo System
  - i. The Chairperson reminded the Committee members that the requested job orders should be reported via the Hippo System.
  - ii. The Hippo System was designed to compliment the 2 plans:
    - 1. Maintenance Plan
    - 2. Master Plan
- g. The Maintenance Fund Investment Account - Reported by the Chair/VPBAA
  - i. The Chairperson/VPBAA reported that there's approximately \$1.7 million in the Maintenance Fund Investment Account at the Bank of Guam.
  - ii. The Maintenance Fund Investment Account is for the Facilities and Security Wappepe.
  - iii. The Chair also explained to the Committee members the process for funds to be withdrawn from the Maintenance Fund Investment Account.
- h. The Chairperson reminded the Plant and Facilities Committee members of the Committee's upcoming virtual meeting with the ACCJC, which is scheduled for March 16, 2021.

**Wotje Library** - Reported by the Physical Plant Director

- a. As per the Director, CMI's currently using the Northern Island High School's library.
- b. The permit for the project is still pending.
- c. The Physical Plant Department is in coordination with the Marshall Island's Shipping Company in regards to the materials being transported to Wotje.
  - i. The materials are being worked on to be loaded and shipped to Wotje by the end of this week.

**Jaluit Library** - Reported by the Physical Plant Director

- a. The CMI Jaluit Library is completed.
- b. The Coordinator's quarters, however, needs renovation.

**Kwajalein Campus**



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- a. This project is still pending, due to the difficulty in transporting the materials.
  - i. The main problem is transportation between Majuro and Ebeye.
  - ii. The Physical Plant is in coordination with the Marshall Islands Shipping Company in regards to transporting the materials from Majuro to Ebeye, Kwajalein.


**ADJOURNMENT**


The Special Meeting for the Plant and Facilities Committee was adjourned at 12:00 p.m.

Submitted By:

Concurred By:

Approval Date:

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April 23, 2021

Meria N. Bollong  
Secretariat Officer, EC

Stevenson Kotton, VPBAA  
Chairperson, Plant & Facilities Committee

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Secretariat Officer - Executive Council  
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Stevenson Kotton  
skotton@cmi.edu  
Vice President Business and Administrative Affairs  
College of the Marshall Islands  
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