



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
April 23, 2021
Board Conference Room

MINUTES

Present:

- | | |
|----------------------|---|
| 1. Stevenson Kotton | Chair/Vice President of Business & Administration Affairs |
| 2. Linus Kebos | Physical Plant Director |
| 3. David Debrum | Campus Safety and Security Director |
| 4. Jessio Latrick | Arrak Campus Director |
| 5. Johnny Silk | Assistant Director, Physical Plant |
| 6. Johnny John | Assistant Director of Physical Plant |
| 7. Meyar M. Mamis | Student Services Representative |
| 8. Dako Nating | Faculty Senate Representative |
| 9. Roshiania Minor | Staff Senate Representative |
| 10. Lanie Villafania | Staff Senate Representative |
| 11. Christian Nipp | SBA Representative |

I. Called to Order

- A. The Plant & Facilities Committee's monthly meeting for April 2021, was called to order by the Chairperson at 11:10 a.m.
- B. The Chairperson commenced the meeting in welcoming the new Plant & Facilities members from the Staff Senate.

II. Approval of Previous Meeting Minutes

- A. After a thorough review of the minutes, the SBA representative made a motion to approve the minutes, seconded by the Assistant Director of Physical Plant

III. Informations and Issues

A. Current and Future Construction Updates - Director of Physical Plant

1. Uliga Campus

- a) The Student Services area is now undergoing construction by the Physical Plant's team.
- b) The Admin Building is next on the list, as per the Director.
- c) Fences are still in the progress of being put up all around the CMI Uliga Campus.
- d) The VPBAA added that both floors of the Residence Hall will also be renovated
- e) The VPBAA also shared with the committee member's



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- f) The Chairman/VPBAA informed the committee that the College is working on constructing two additional facilities, all part of a Master Plan from 2010.
- g) The Chairman/VPBAA also informed the committee of an upcoming landfill project in partnership with the RMI Government.
- h) A Day Care Center is also being worked on by the College to assist our female students in achieving their educational goals.

2. Ebeye Campus

- a) The Director also reported on the status of the Ebeye Campus, which is currently undergoing construction, including renovating the restrooms. The target date for completion is before the start of the Fall Semester.
- b) The VPBAA added that the College's plan is to try to bring back the Ebeye Campus to what it was before.
 - The Director also reported on the status of the Ebeye Campus, which is currently undergoing construction, including renovating the restrooms. The target date for completion is before the start of the Fall Semester.

3. Wotje DE Center

- a) The Wotje DE Center have proposed for their classrooms to be divided.

4. Arrak Campus

- a) The fence at the Arrak Campus has been completed.
- b) The VPBAA added that there's an existing plan to demolish and rebuild the facilities at the Arrak Campus within the next 5 years.

5. Jaluit DE Center

- a) Materials are ready and waiting to be shipped to Jaluit.

6. 20-Year Maintenance Plan - VPBAA

- a) The VPBAA shared with the committee members that a draft is being worked on with BECA Consultants.
- b) Once the draft is completed, it'll be shared with the Plant and Facilities Committee to review and comment. After it's embedded by the P&F Committee, it'll be shared with the CMI Community.
- c) The VPBAA explained thoroughly to the committee members the difference between the *20-Year Maintenance Plan* and the *20-Year Facilities Master Plan*.

B. Preventative Maintenance for Facilities and Ground Work -Assistant Director of Physical Plant

1. The Assistant Director reported to the committee on the ongoing maintenance going around the Uliga Campus, including the Student Services area.



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2. The Admin Building has been pressure washed and the Physical Plant team has moved onwards to the Tolemour Building.
3. The buildings are to be painted afterwards, and the schedule will be worked on by the Assistant Director.
4. In regards to the College's ground work, as per the Assistant Director, the CMI Courtyard's was completed on April 22, 2021.
5. The Assistant Director also informed the committee that every Monday morning, the Physical Plant team cleans up around the campus.
6. The VPBAA informed the Student Services Representative to remind the student in the dorms not to do any landscaping work.
7. The Assistant Director informed the committee that landscaping is done around CMI Campus on a monthly basis.

C. Preventative maintenance for Equipments - Assistant Director of Physical Plant

1. The Assistant Director reported to the committee that the college's generator is working and a fan belt has been ordered and it's on its way.
2. The RO unit's replacement parts are enroute and on their way, since experiencing a PFP problem for the past three weeks. However, the Assistant Director reported to the committee that although the RO unit is still working, but experiences problems from time to time.
3. The snorkel lift is operating well.
4. As per the Assistant Director, there's no issues on the buses, however, he reported to the committee on a minor accident that occurred on the way back from returning students to Laura.
5. Out of the 144 A/Cs throughout the campus, there's been only one complaint reported.
6. The Assistant Director informed the committee that electrical works still in progress throughout the campus.
7. The SBA representative pointed out that some of the cords at the Business Lab have caused some of the students to trip.
 - a) As a result, the VPBAA briefly informed the committee of a possible change in the computer lab is being worked on and should be ready before the start of the Summer Semester.
 - (1) The VPBAA, Physical Plant Director, and the Assistant Directors are to meet at 4:00pm today, April 23, 2021, to further discuss the matter.

D. Director of Arrak

1. The Director of Arrak inquired on the status of his office and Arrak's dumpsite, in which the VPBAA ensured a possible site visit by himself and the President in the coming weeks. The VPBAA will confirm the date.



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2. The Director reported to the committee that the 11 coconut trees had been cut down on Tuesday, April 20, 2021, however, had experienced problems with MEC's truck in the process.

3.

E. Director of Safety and Securities

1. The Director commended the Physical Plant team for improving the lighting throughout the campus.
2. The Director reminded the committee of the block-off of the basketball court area.
3. As per the Director, the toilets around the campus need to be checked.
4. The Director also reminded the committee to share with their respective constituents of the need for available space for the CMI buses.
5. One of the Staff Senate representatives raised a concern if our Safety and Security Department can be more strict in regards to the college's entry/exit points.
 - a. As per the Staff Senate representative, there's been tobacco/betelnut-like substances seen throughout the campus.
 - b. The VPBAA asked the committee members to start considering ways to be more proactive to prevent problems from occurring. The VPBAA will discuss the matter further with the Safety and Securities Department.

IV. Other Matters

- A. The Chairman asked the committee members to review the following for the next Plant & Facilities meeting on April 30, 2021:

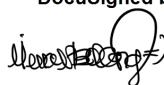
1. *CMI Building Emergency Plan (Draft)*
2. *New Safety and Security Policy & Procedures (Draft)*
3. *Revised Facilities and Security Wappepe - Completed*

- B. The Chairman/VPBAA commended all the committee members for their roles at CMI, especially, the Physical Plant team and the Safety and Security department.

V. Adjournment


The Plant and Facilities' meeting for the month of April 2021 was adjourned at 12:03pm.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

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Stevenson Kotton, VPBAA
Chairperson, Plant & Facilities Committee

Approval Date:

April 29, 2021

Certificate Of Completion

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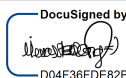
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Stevenson Kotton
 skotton@cmi.edu
 Vice President Business and Administrative Affairs
 College of the Marshall Islands
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