



**Plant & Facilities Committee**  
**11:10 a.m. August 27, 2021**  
**CFI Community 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                       | Director of Arrak Campus                                      |
| 5. Amelia Timon                         | Director of FABS  |
| 6. Johnny Silk                          | Assistant Director of Physical Plant (Facilities & Ground)    |
| 7. Johnny John                          | Assistant Director of Physical Plant (Electrical & Equipment) |
| 8. Meyar M. Mamis                       | Student Services Representative                               |
| 9. Dako Nating ( <b>Not Present</b> )   | Faculty Senate Representative                                 |
| 10. Marson Ralpho                       | Faculty Senate Representative                                 |
| 11. Roshiania Minor                     | Staff Senate Representative I                                 |
| 12. Lanie Villafania                    | Staff Senate Representative II                                |
| 13. Daniel Dribo ( <b>Not Present</b> ) | Student Representative  |

**I. Called to Order**

- A.** The meeting for the Plant & Facilities Committee for August 2021, was called to order by the Chairperson/VPBAA at 11:15 a.m.

**II. Approval of Previous Meeting Minutes**

- A.** After a thorough review of the minutes of July 27, 2021, the Physical Plant Director made a motion to approve the minutes, seconded by the Director of the Arrak Campus. The motion was successfully passed by the majority with no abstention.

**Approval**

**Having no corrections, the meeting minutes for July 27, 2021 were approved.**

**III. Reports and Updates**



### **A. Preventative Maintenance (Facilities and Ground) - Assistant Director**

1. The Assistant Director updated the Committee on the renovations/projects that have taken place at Uliga, Arrak, and the DE Centers.
2. The completion status on the ongoing projects in the WH Building and the Rebellip Building were to be reported to the VPBAA no later than Friday, September 3, 2021.
3. The Staff Senate Representative followed up on the following:
  - a) Elevator Issue
    - (1) Elevator will be included in the new building.
    - (2) Putting up signs, in regards to the elevator, were assigned to the Physical Plant Assistant Directors.
    - (3) A ramp is to be built as soon as possible and was tasked to the Physical Plant Director.
  - b) Library Restroom
    - (1) Library restroom will be included in the new building.
  - c) Residential Hall Follow-Ups
    - (1) As per the VPBAA, the Residential Hall issues will wait for the budget for FY 2021-2022.
    - (2) Hippo Updates will be included in the Plant and Facilities Meeting Agendas.

### **B. Preventative Maintenance (Electrical and Equipment) - Assistant Director**

1. The Assistant Director reported on the electrical, equipment, and the CMI vehicles to the Committee.
2. The VPBAA clarified that “whoever drives a CMI vehicle should be held accountable, if necessary, in an incident. Their paycheck will be deducted.”
3. There’s a survey, in regards to the buses, that’s still ongoing by the student body.
4. The Director of Arrak followed up, in regards to the AC problems at the Arrak Campus.
  - a) The VPBAA tasked the Assistant Director to coordinate with the FABS Director in regards to purchasing the needed parts to resolve the AC problems at the Arrak Campus.
  - b) The VPBAA, along with the Physical Plant Director, are to visit the Arrak Campus on Saturday, August 28, 2021.
5. The VPBAA tasked the Assistant Director and the FABS Director in regards to the increase in the electricity bill.

### **C. Safety and Security - Director**

1. Clery Act



- a) The Safety and Security Director updated the Committee on the status of CMI's report in regards to the Clery Act.
2. Basketball Court
  - a) The Director emphasized the danger in student's still passing through the Basketball Court.
    - (1) After careful discussion, the Committee agreed that the Plant and Facilities Team search for a contractor to remove the Basketball Court's roof.
      - (a) The Physical Plant Director and the Safety and Security Director are to ensure this task is carried out ASAP.
3. Coconut Trees
  - a) The Director brought to the attention of the Committee that there are unsafe coconut trees throughout the College that need to be taken down as soon as possible.
4. Arrak Campus
  - a) The Director also brought to the attention of the Committee of the police at the quarantine area at Arrak, coming out of the gates at night. "What is the protocol and in regards to the Arrak students, is this safe?"

#### **D. Physical Plant - Director**

1. The Director updated the Committee on the following projects:
  - a) Main Campus Mapping Layout
  - b) BECA Design Building
  - c) Temporary Library Ramp
  - d) Dormitories
  - e) New Bubble Zone
  - f) Aluminum Fencing for all Jaluit, Wotje, and Santo's NTA Satellite Dish.
  - g) Ebeye DE Center's Restroom Project
  - h) Jaluit DE Center's materials have been shipped out.
  - i) Wotje DE Center's materials are still pending, awaiting confirmation from Marshall Is. Shipping Co.

#### **IV. Matters from the Previous Meetings**

##### **A. New Facilities and Security Wapepe**

1. Deferred to the next meeting on September 14, 2021.

##### **B. New Safety and Security Policy & Procedure**

1. In the interest of time, this was deferred to the next meeting on September 14, 2021.




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**Adjournment**

The Plant and Facilities' meeting for August 2021 was adjourned at 12:15pm.

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:

September 23, 2021