



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

Accredited by the Western Association of Schools and Colleges

Tel: (692) 625-3291/3843
Fax: (692) 625-7203
Website: plantandfacilities@cmi.edu

Plant & Facilities Committee
11:10 a.m. November 9, 2021
CMI Community Conference Room

MINUTES

Present:

- | | |
|-----------------------|--|
| 1. Stevenson Kotton * | Chair/VPBAA |
| 2. Linus Kebos | Physical Plant Director |
| 3. David Debrum | Campus Safety and Security Director |
| 4. Jessio Latrick * | Director of Arrak Campus |
| 5. Ruthy Maun | <i>for</i> Director of FABS |
| 6. Johnny Silk * | Asst. Director of Physical Plant (Facilities & Ground) |
| 7. Johnny John | Asst. Director of Physical Plant (Electrical & Equip.) |
| 8. Andreas Ned | Student Services Representative |
| 9. Edward Adiniwin | Faculty Senate Representative |
| 10. Marson Ralpho * | Faculty Senate Representative |
| 11. Lanie Villafania | Staff Senate Representative I |
| 12. Roshiania Minor * | Staff Senate Representative II |
| 13. Daniel Dribo | Student Representative |

Attendees via Zoom

- | | |
|-----------------------|-----------------------------|
| 14. Elmi Keju | Ebeye DE Center Coordinator |
| 15. Alexandria Johnny | Wotje DE Center Coordinator |

Not Present (*)

I. Called to Order

- A.** The meeting for the Plant & Facilities Committee for November 2021, was called to order by the Chairperson/Vice President of Business and Administration Affairs at 11:10 a.m.

II. Approval of Previous Meeting Minutes

- A.** Due to the absence of the Secretariat Officer, the previous MINUTES will be reviewed in the next meeting.

III. Reports and Updates



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A. Chairperson/Vice President of Business Administration Affairs

1. The Chairperson shared with the Committee members that the status of the work done on Santo is almost completed.
2. The Chairperson informed the Committee members of the status of the collaboration between CMI and NTA in regards to putting up more towers throughout Majuro in preparation of possible island wide lockdown, should Covid-19 arrive in the RMI.
3. An update on the CMI Basketball Court was also shared to the Committee by the Chair/VPBAA.
4. The Chairperson also reminded the Committee members on the process of reporting any job orders throughout the CMI campus and reiterated the importance of using the Hippo System.
5. According to the Chairperson/VPBAA, the Ebeye DE Center's Projects were completed.
6. The upcoming projects shared by the Chairperson/VPBAA were:
 - a) The pavement of the front side of the student center.
 - b) The pavement of the backside near the Physical Plant building will also be paved to allow more parking space.
 - (1) The Chairperson shared the plan in regards to the parking space concept at the Uliga Campus with the Committee members.
 - c) CMI Recycling Project
 - d) Seawall Extension Project
 - e) Fire Hydrant Project

B. Wotje DE Center

1. The Wotje DE Center Coordinator brought to the Committee's attention of Wotje DE Center's proposed building project plan, which included:
 - a) Bathrooms
 - b) Library
 - c) Administration Office
2. The Coordinator emphasized on how the proposed buildings will be a way forward towards preparing, should a nation-wide lockdown occur, as a result of Covid-19.
 - a) The Chair/VPBAA informed the Committee that the issue will be discussed with the Physical Plant Director in regards to the budgets available to accommodate the Wotje DE Center's proposed building project plan.
 - (1) As per the Chairperson/VPBAA, the proposed buildings will be built in phases, prioritizing the bathrooms first.

C. Faculty Senate



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1. The Faculty Senate Representative commended the Physical Plant team for addressing and fixing the air conditioning problems that were mentioned in the previous Plant & Facilities meeting.
2. The Faculty Representative also informed the Committee that the Faculty Senate had started discussing the *CMI CCT-Policy Procedures*.
3. The Faculty Senate Representative also followed up on the Hippo System Report, inquiring on possible ways to see the status of the submitted requests, work orders, concerns, etc.
 - a) As a result, the Chairperson/VPBAA also suggested that any Senate bodies that need further clarification, or training, in regards to the use of the Hippo System, to submit their request.
 - (1) The Physical Plant's Assistant Director (Electrical & Equipment) was tasked to send out a 3-page visual image of the Hippo System to cmicom@cmi.edu to explain how to obtain the automated feedback or status of a submitted request.
 - (2) The Assistant Director for Electrical & Equipment was also tasked to check and update the access controls within the Hippo System.
4. The Faculty Senate Representative brought up a concern in regards to additional space for the Marine Science's equipment and gears, usually located at the "dive room." The dive room's air conditioning was also an issue shared with the Committee members.
 - a) A meeting was to be scheduled consisting of the following members:
 - (1) VPBAA
 - (2) Physical Plant Director
 - (3) Physical Plant Assistant Directors
 - (4) Facility and Security Committee's Faculty Senate Representative
 - (5) Marine Science Department Faculty
5. The doors and the bathrooms at the DH building were also concerns brought up by the Faculty Senate Representative and were discussed by the Committee members.
6. The Faculty Senate Representative informed the Committee that the RMI Ports Authority and the RMI Lomor Patrol have made arrangements to observe the firefighting simulation at the Arrak campus tomorrow, November 10, 2021.

D. Staff Senate



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1. As per the Staff Senate Representative, the Staff Senate stressed their concern of having more trash bins throughout the campus.
 - a) The Committee discussed this issue and how to maintain and ensure a clean and healthy environment for the students.
2. The Committee also reviewed and discussed student misconduct.

E. Ebeye DE Center

1. As per the Coordinator, the restroom renovations are completed.
2. The Ebeye Coordinator followed up on late last year’s assessments in regards to Ebeye DE Center’s generator and buildings.

IV. Other Matters for the Next Meeting

A. *Campus Safety and Security Policies and Procedures*

1. This was deferred for the next meeting.

B. *CMI Building Emergency Plan*

1. This was deferred for the next meeting.

C. *Draft CMI CCTV - Policy- Procedures*

1. As per the Chairperson/VPBAA, this will be referred to the ITC.

Adjournment

The Plant and Facilities’ meeting for November 2021 was adjourned at 12:25pm.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

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Stevenson Kotton
Chairperson, P&F Committee

Approval Date:

June 20, 2022



**Plant & Facilities Committee
2:00pm, April 25, 2022
BoR Conference Room**

MINUTES

Present:

- | | |
|-------------------------|--|
| 1. Stevenson Kotton | Chair/VPBAA |
| 2. Dr. Irene J. Taafaki | President |
| 3. Linus Kebos | Physical Plant Director |
| 4. David Debrum | Campus Safety and Security Director |
| 5. Jessio Latrick | Director of Arrak Campus |
| 6. Amelia Timon | Director of FABS |
| 7. Johnny Silk | Asst. Director of Physical Plant (Facilities & Ground) |
| 8. Johnny John | Asst. Director of Physical Plant (Electrical & Equip.) |
| 9. Angela Franklin | Student Services Representative |
| 10. Edward Adiniwin | Faculty Senate Representative |
| 11. Marson Ralpho * | Faculty Senate Representative |
| 12. Lanie Villafania | Staff Senate Representative I |
| 13. Roshiania Minor * | Staff Senate Representative II |
| 14. Joshua Ralpho | Student Representative |

Attendees via Zoom

- | | |
|-----------------------|--|
| 15. Elmi Keju * | Ebeye DE Center Coordinator |
| 16. Alexandria Johnny | Wotje DE Center Coordinator |
| 17. Bradly Jacob | Jaluit Assistant DE Center Coordinator |
| 18. Bonifacio Sanchez | IT Department |

Not Present (*)

I. Called to Order

- A.** The Special Meeting for the Plant & Facilities Committee, was called to order by the Chairperson/Vice President of Business and Administration Affairs at 2:09 p.m.

II. Matters from the Previous Meeting

- A. Draft CMI CCTV-Policy-Procedures**



1. After clarifying locations of the CCTV cameras, the representative from the Student Services made a motion to approve the ***Draft CCTV-Policies-Procedures***. The motion was seconded by the Staff Senate representative, as the motion was passed successfully by the majority with no abstentions.

DECISION

Having no modifications, the *CCTV-Policies-Procedures*, was approved, as presented.

B. CMI Campus Security Policies and Procedures

1. The members discussed the context of the document and recommended that definitions be added to categorize incidents.
 - a) The President recommended that the definitions should be aligned with the RMI Judicial Branch.
2. It was also recommended that a geographical map of the campus be added to the document.
 - a) The committee members thoroughly discussed CMI campus security's jurisdictions, in which the Chairperson will seek legal advice from the CMI Legal Counsel.
 - b) As a result, the ***CMI Campus Security Policies and Procedures***, was deferred.

C. CMI Building Emergency Action Plan

1. The committee members discussed carefully adding building names to the CMI buildings, in order to carry out **Section 2.4** in the **CMI Building Emergency Action Plan**.
 - a) ***Section 2.4: "Each building or partial building will have a building leader (BL) and an Assistant Building Leader (ABL) who will be responsible for coordinating the Emergency Action Plan."***
2. After being thoroughly reviewed, the FABS Director made a motion to approve, seconded by the Faculty Senate Representative. The motion was approved by the majority with no abstentions.

DECISION

Having no corrections, the *CMI Building Emergency Action Plan*, was approved, as projected.

III. Other Matters

A. Residential Students



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1. The Student Services Representative inquired about the students residing at the MIR Hotel, in which the President and the Chairperson/VPBAA clarified that there was an MOU between CMI, MIR, and the RRE Hotel.

B. Graduation

1. The Chairperson shared briefly of the upcoming CMI Graduation 2022 venue, which will be at the CMI Sgt. Solomon Sam Basketball Court.

Adjournment

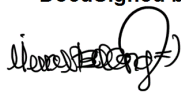
The Plant and Facilities' Special Meeting was adjourned at 2:35p.m.

Submitted By:

Concurred By:


Approval Date:

DocuSigned by:


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Meria N. Bollong
Secretariat Officer, EC

DocuSigned by:


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Stevenson Kotton
Chairperson, P&F Committee

June 20, 2022



Plant & Facilities Committee
11:10 a.m. January 11, 2022
BoR Conference Room

MINUTES

Present:

- | | |
|-----------------------|--|
| 1. Stevenson Kotton | Chair/VPBAA |
| 2. Linus Kebos * | Physical Plant Director |
| 3. Lakije Edmond | <i>for</i> Campus Safety and Security Director |
| 4. Jessio Latrick | Director of Arrak Campus |
| 5. Amelia Timon | Director of FABS |
| 6. Johnny Silk * | Asst. Director of Physical Plant (Facilities & Ground) |
| 7. Johnny John | Asst. Director of Physical Plant (Electrical & Equip.) |
| 8. Andreas Ned | Student Services Representative |
| 9. Edward Adiniwin | Faculty Senate Representative |
| 10. Marson Ralpho * | Faculty Senate Representative |
| 11. Lanie Villafania | Staff Senate Representative I |
| 12. Roshiania Minor * | Staff Senate Representative II |
| 13. Daniel Dribo* | Student Representative |

Attendees via Zoom

- | | |
|-----------------------|-----------------------------|
| 14. Elmi Keju | Ebeye DE Center Coordinator |
| 15. Alexandria Johnny | Wotje DE Center Coordinator |

Not Present (*)

I. Called to Order

- A.** The meeting for the Plant & Facilities Committee for January 2022, was called to order by the Chairperson/Vice President of Business and Administration Affairs at 11:20 a.m.

II. Approval of Previous Meeting Minutes

- A.** The meeting MINUTES for September 23, 2021, were reviewed by the Committee members. After being reviewed, the Faculty Senate Representative moved to approve, seconded by the Staff Senate Representative. The motion was passed unanimously by the majority with no abstentions.



1. DECISION

- a) **With no modifications, the MINUTES for September 23, 2022, were approved, as presented.**

III. Reports and Updates from the Chairperson/VPBAA

A. The Chairperson shared the following ongoing CMI projects:

1. Renovation of the Basketball Court
2. Uliga Campus Parking Lots
 - a) The Chairperson informed the Committee members of the Parking Space Fees that are in development, and will be enforced once the parking spaces are completed.
3. Re-Painting of the Uliga Campus
4. Minor Renovations at the Arrak Campus
 - a) The NDC will be using the facilities until July 31, 2022.
 - b) The students that had resided at the Arrak Campus have now been relocated to reside at the MIR and the RRE Hotel.

IV. Update Reports

A. Physical Plant, Assistant Director for Electrical & Mechanical Maintenance Unit

1. The Assistant Director shared with the Committee of the 7 air conditionings that were currently not working and were being worked on.
2. There were no issues regarding any of the CMI vehicles.
3. The generators for the Jaluit and the Wotje DE Centers are still in process with the vendors.

B. Director of Safety and Security

1. The proxy for the Director of Safety and Security inquired if there could be on-site visits to the DE Centers and if training could be conducted to the Safety and Security Departments on Majuro and the DE Centers.

C. Arrak Campus

1. The Arrak Director updated the Committee members in regards to the quarantine site at the Arrak campus.
2. There were minor renovations that have been taking place at the Arrak campus such as:
 - a) Temporary roofing for the container used by the Maritime Vocational Training Program
 - b) Replacement of overhanging ceilings.
 - c) Paintings of the Arrak staffs' work areas

D. Ebeye DE Center

1. The Coordinator updated on the ongoing projects on Ebeye's DE Center.
2. The Coordinator inquired on the PAF contracts for the Ebeye DE Center and the Santo Center's personnel.



- a) The Chairperson/VPBAA was not aware of the pending contracts and requested to meet with the Ebeye Coordinator at 4:00p.m. today, January 11, 2022.
3. 95% of the Santo Center has been completed.
 - a) Materials are in the process of being transported to Santo Island.
 - b) The Chairperson also mentioned not receiving progress reports regarding the Ebeye and Santo projects.
 - (1) The Chairperson/VPBAA stressed the importance for the Ebeye Coordinator to provide the progress report for the Ebeye and the Santo Island projects.
 - (a) A written progress report and the remaining project quotations were to be submitted by the Ebeye Coordinator as soon as possible.
4. The Coordinator agreed that there should be training in regards to the Safety and Security department.

E. Wotje DE Center

1. The Wotje DE Center followed-up on the following:
 - a) Wotje DE Center Bathrooms
2. The DE Center Coordinator brought to the Committee's attention that the Wotje DE Center's Maintenance had resigned and are in the process of recruiting.

F. Jaluit DE Center

1. The Jaluit DE Center was not present.

V. Matters for the Next Meetings

A. *Campus Safety and Security Policies and Procedures*

B. *CMI Building Emergency Plan*

VI. Other Matters

- A.** The Student Services' Representative inquired on the Vehicle Permit confirmation process and the current outstanding payments for the vendors from previous student events and activities.
 1. Although the matter was relevant to the Budget Committee, the Chairperson/VPBAA reiterated the importance of processing POs and the authorization letters *before* the events occur.
- B.** The Staff Senate Representative inquired on the target date for the completion of the Basketball Court and the dissemination of more trash bins around the Uliga campus.
 1. The Chairperson/VPBAA shared with the P&FC members that the target date for the Basketball Court was the end of January 2022.
 2. As per the trash bins, the Physical Plant team will look into this issue.

Adjournment

The Plant and Facilities' meeting for January 2022, was adjourned at 12:08p.m.



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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

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Stevenson Kotton
Chairperson, P&F Committee

Approval Date:

April 21, 2022