



CMI

Plant and Facilities Committee

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uluga Campus

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: pp@cmi.edu

**Plant & Facilities Committee
11:10 am, March 14, 2023
BoR Conference Room**

MINUTES

Present:

- | | |
|--------------------------|--|
| 1. Dr. Irene J. Taafaki* | President |
| 2. Stevenson Kotton* | Vice President Business Administration Affairs |
| 3. Krishna Swamy | Designated Chairperson/Physical Plant Director |
| 4. Linus Kebos | Project Management Unit |
| 5. David Debrum | Campus Safety and Security Director |
| 6. Angela Franklin | Student Services Representative |
| 7. Pradeep Prakash | Director of FABS |
| 8. Johnny Silk | Asst. Director of Physical Plant (Facilities & Ground) |
| 9. Johnny John | Asst. Director of Physical Plant (Electrical & Equip.) |
| 10. Junior Titus * | IT Department |
| 11. Edward Adiniwin | Faculty Senate Representative I |
| 12. Marson Ralpho * | Faculty Senate Representative II |
| 13. Lanie Unlayao | Staff Senate Representative I |
| 14. Rinton Kios | Staff Senate Representative II |
| 15. Yuli Maddison | Student Government Representative |

Attendees via Zoom

- | | |
|------------------------|--|
| 16. Jessio Latrick | Director of Arrak Campus |
| 17. Vacant | Ebeye DE Center Coordinator |
| 18. Alexandria Johnny* | Wotje DE Center Coordinator |
| 19. Rithen Lajar* | Student Representative, DE Centers |
| 20. Michael Tiberke | Jaluit Assistant DE Center Coordinator |

Not Present (*)

I. Called to Order

- A. The monthly meeting for the Plant and Facilities Committee, was called to order by the designated Chairperson/Physical Plant Director at 11:20 a.m.

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B. The meeting started off with the mission being recited by the Chairperson.

II. Review of the Minutes and Action Items

A. November 25, 2022 (Draft)

1. After being thoroughly reviewed, the Student Services Representative made a motion to approve, seconded by the Assistant Director of the Physical Plant's Electrical & Equipment Department. The motion was passed by the majority, with no abstentions.

a) **DECISION**

- (1) **With no modifications, the meeting held on November 25, 2022 (Draft), were approved, as read.**

III. Update from the Chairperson/Director of Physical Plant

A. The Chairperson updated the Plant and Facilities Committee members regarding the following:

1. Plant & Facility Wapepe
 - a) As per the Chairperson, the following SOPs were in progress:
 - (1) Administrative Support Services
 - (2) Maintenance
 - (3) Safety
 - (4) Energy Management and Property Protection Policy
 - (5) Physical Plant Operation Policy
2. Plant and Facility Policies and Procedures
 - a) The policies and procedures that were informed to be in progress by the Chairperson were:
 - (1) Maintenance Manual
 - (2) Capital Project Manual
3. eFacility Management Software
4. Personal Protective Equipment
5. Backup Generator Report
 - a) The Chairperson shared that the Physical Plant department were working with MEC technicians in regards to the backup generator.
6. RO System Report
 - a) As per the Chairperson, the Physical Plant department was working closely with the vendors abroad to replace the needed parts for the RO system.

IV. Update Reports

A. **Safety & Security Department**

1. David Debrum - Director

B. **Physical Plant**

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Email: pp@cmi.edu**1. Linus Kebos - Project Management Unit Manager**

a) The PMU Manager updated the committee in regards to the following:

- (1) New Recycle Office
- (2) Eating area for the residence hall
- (3) Student lounge area for the residence hall
- (4) Wotje Projects
- (5) Completion of the NTC office space
- (6) CMI Uliga Campus Fencing

(a) As per the PMU Manager, the targeted dated was shared to be April 3, 2023

2. Johnny John - Assistant Director of Physical Plant (Electrical & Mechanical Maintenance Unit)

a) The Chairperson, along with the Assistant Director for the Physical Plant's Electrical & Mechanical Maintenance Unit department, informed the committee members of the upcoming CMI's general cleanup that had been scheduled for March 31, 2023.

b) The Assistant Director also informed the members that an Energy Policy was in development and was undergoing review by the VPBAA.

c) The Assistant Director shared the updated status of the following:

(1) Air-Conditioning

(a) As per the Assistant Director, the air conditioners at the CMI campus that were affected due to the frequent unscheduled power outages, had been replaced, and were working properly.

(2) Back-Up Generator

(a) According to the Assistant Director, the needed parts for the back-up generator had been ordered.

(b) The Assistant Director shared with the committee members that SOPs for the backup generator, were being developed, in coordination with the Physical Plant Director.

(3) Reverse Osmosis

(a) As per the Assistant Director, an assessment had been conducted for the reverse osmosis system.

(i) As a result, the old piping was in the process of being replaced.

(ii) The membrane, along with the booster pump, also needed to be replaced.



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3. Johnny Silk - Assistant Director of Physical Plant (Facilities and Ground)

- a) The Physical Plant's Assistant Director for Facilities and Ground, elaborated more on the PMU Manager's update regarding the following to the Plant and Facilities members:
 - (1) Old Library Renovation - **Completed**
 - (2) HR/Finance Office Renovation - **Completed**
 - (3) Math Lab - **Completed**
 - (4) Dormitory Student Lounge - **Completed**
 - (5) Dormitory Student Bed Railing/Study Tables - **Completed**
 - (6) Dormitory Coordinator's Residence - **In Progress**
 - (7) Uliga Campus Fencing - **In Progress**
 - (8) Landscaping Works - **In Progress**
 - (9) Waste Plastic Recycling Office - **In Progress**
 - (10) Wapepe Building's Outside Painting - **In Progress**

V. Report from Arrak/CMI Centers

A. Arrak Campus Director

1. The Arrak Campus Director requested for the Physical Plant department to consider the Arrak Campus when processing supply and materials' purchases.
 - a) The Arrak Campus Director mentioned the need for PPE and radios for the Arrak campus.
 - (1) Issues regarding shipping supplies to the CMI centers were discussed by the Plant and Facilities Committee.

B. Kwajalein Center

1. The Kwajalein Center was not present in the meeting.

C. Wotje Center

1. Due to the bad internet connection, the Coordinator was unable to attend the meeting.
2. The Coordinator sent a message to the Secretariat Officer to share the Wotje Center's followup regarding the following:
 - a) Bathrooms
 - b) Generator
 - c) Requested Tools
 - (1) Both the Assistant Directors were in contact with the Coordinator and would provide an update regarding the issues.



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D. Jaluit Center

1. The Coordinator for the Jaluit Center followed up in regards to the air conditioning installation and requested solar lights for the center.
 - a) As per the Chairperson and the Assistant Director for Electrical & Mechanical Maintenance Unit, the air conditioner and the generator for the Jaluit Center were in the process of being shipped out to Jaluit Atoll.
 - b) As per the Assistant Director for Electrical & Mechanical Maintenance Unit, the request for solar lights have been processed.

E. Kili Center

1. The Kili Center was not present in the meeting.

VI. Matters from the Previous Meeting

A. CMI Campus Security Policies and Procedures

1. The agenda item was deferred.

VII. Action Items:

- A. The issue regarding CMI's electricity consumption was recommended by the committee members to be discussed in the next Plant and Facilities Committee meeting scheduled for April 11, 2023.

VIII. Adjournment

- A. The Plant and Facilities Committee meeting for the month of March 2023, was adjourned at 12:18 p.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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Krishna Swamy, Physical Plant Director
Chairperson, P&F Committee

May 9, 2023