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Accredited by the Western Association of Schools and Colleges

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**Plant & Facilities Committee
11:10 am, February 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. Andreas Ned | 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. Rinton Kios | Staff Senate Representative II |
| 14. Logan Lelet | Student Government Representative |

Attendees via Zoom

- | | |
|-----------------------------|--|
| 15. Jessio Lattrick | Director of Arrak Campus |
| 16. Vacant | Ebeye DE Center Coordinator |
| 17. Alexandria Johnny | Wotje DE Center Coordinator |
| 18. Rithen Lajar* | Student Representative, DE Centers |
| 19. Bradly Jacob* | Jaluit Assistant DE Center Coordinator |
| 20. Lanie Unlayo Villafania | Staff Senate Representative I |

Not Present (*)

I. Called to Order

- A.** The monthly meeting for the Plant & Facilities Committee, was called to order by the Chairperson/Physical Plant Director at 11:10 a.m.

II. Review of the Minutes and Action Items



A. November 25, 2023 (Draft)

1. The previous Plant and Facilities Committee meeting minutes for November 25, 2023 (Draft), were agreed to be disseminated by the Secretariat Officer electronically to the members, per their review and consideration.

III. Update from the Chairperson

- A. The Chairperson updated the committee members regarding the Plant and Facility Wapepe.
- B. Informations regarding the development of the following were shared by the Chairperson:
 1. Procedures
 2. SOPs
 3. Work Plans
 4. Better Management System
 5. PPE/Implementation Update
 6. Backup Generator
 7. R.O. System
 - a) The Chairperson and the Assistant Director of the Physical Plant's Electrical and Mechanical Maintenance Unit, shared the arrival of the needed parts for the R.O. system and the backup generator.

IV. Update Reports

A. Safety and Security Department

1. The Safety and Security Director updated the committee in regards to the safety of the campus throughout the recent power outages.
2. The Chairperson/Physical Plant Director conveyed his appreciation towards the department of Safety and Security and the IT department for their cooperation with the Physical Plant team throughout the power outage incidents.
 - a) The Chairperson also informed the committee members that 7 solar lights were to be installed by the end of the week throughout the campus.
 - (1) The Chairperson inquired with the Wotje Center's Coordinator regarding solar lights.
 - (a) As per the center's Coordinator, the center , currently, *did not* have solar lights.

B. Physical Plant Department

1. **Linus Kebos - Director of Physical Plant: (Not Present)**



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

- a) The Assistant Director (Electrical & Mechanical Maintenance Unit) informed the committee members of the AC problems that have been encountered throughout the campus.
 - (1) The ACs were in the process of being replaced, as a result of the unscheduled power outage occurrences.
- b) The Assistant Director shared his department's proposal regarding water tanks being connected to collect rainwater, as a way forward in terms of the water supply for the college.
- c) The FABS Director raised a concern regarding electricity cost, in which it was discussed by the committee.

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

- a) The Assistant Director for Facilities and Ground updated the committee in regards to the following projects:
 - (1) HR Office
 - (2) Business Office
 - (3) Rebellip Building's Math Lab
 - (4) Residence Hall's Coordinator's Living Quarters
 - (5) Residence Hall's Study Tables and Bed Railings
 - (6) Fitness Center
 - (7) Bathrooms
- b) The following were the upcoming projects that were in consideration for the coming future:
 - (1) Male/Female Bathrooms
 - (2) Trash Collection Area (Near the Physical Plant Building)
 - (3) Walkway Areas
 - (4) Etonaak Flooring
- c) New Staffs
 - (1) The Assistant Director for Facilities and Ground informed the committee members of the new staff members working at the Residence Halls. (2 Custodians)
- d) The FABS Director conveyed his department's appreciation to the Physical Plant team in regards to the renovations done at the FABS Office.

C. Arrak Campus



1. The Director of the Arrak Campus updated the members regarding the renovations at the campus.
2. The Director was to be in contact with the Chairperson/Director of the Physical Plant regarding any issues in terms of the renovations or other internal matters.

D. Kwajalein Center

1. There were no representative from the Kwajalein Center

E. Wotje Center

1. The Wotje Center's Coordinator followed up on the following:
 - a) Wotje Center's Generator
 - (1) A team was to be sent to the Wotje Center to address this issue next month, March 2023.
 - b) Bathrooms
 - (1) As per the Chairperson, the planning for the requested bathrooms was in process and will be shared with the Wotje Center's Coordinator, once finalized.
2. The following new issues were brought up by the Wotje Center's Coordinator:
 - a) The center's lawn mower's belt was broken and was to be sent to Majuro.
 - b) The Coordinator requested for a water catchment for the center.

F. Jaluit Center

1. There were no representatives from the Jaluit Center.

V. Matters from the Previous Meeting

A. CMI Campus Security Policies and Procedures

1. The Chairperson recommended that a workshop be conducted by the Safety and Security Director regarding the *CMI Campus Security Policies and Procedures*.
 - a) The workshop was discussed by the committee to occur before the policy was finalized and submitted per the Executive Council's review and consideration.
 - (1) The committee members stressed the importance of reviewing the terms of definitions throughout the policy.

VI. Issues from the Senate Groups

A. Staff Senate

1. The Staff Senate representative reported that there were no issues from the Staff Senate.

B. Faculty Senate



1. As per the Faculty Senate representative, there were no issues from the Faculty Senate.

C. Student Government Association

1. The SGA representative shared the following issues with the committee:
 - a) Issues, such as leaks, at the Residence Halls.
 - (1) Regarding these occurrences, the unsuccessful requests to meet with the VPBAA.
 - (a) The Chairperson/Physical Plant Director inquired “how CMI could provide better facilities?”
 - (i) According to the SGA representative, “to provide bed rails, study desks, etc.,”
 - (a) The Chairperson shared with the committee members that these were all currently being addressed by the Physical Plant department.
 - (b) In addition, the Chairperson shared that a Student Lounge for the student’s at the Residence Halls, is also in development.
 - b) The Wotje Center Coordinator inquired about the student’s meal plans and student’s deficiencies.
 - (1) The Chairperson suggested that any questions regarding this issue be referred to the FABS Office.
 - (a) The FABS Director supported this suggestion, and shared his department’s willingness to help with the student’s inquiries.
 - (b) The FABS Director requested that the SGA representative share the list of the students that were encountering problems with their meal plan accounts

VII. Action Items

- A.** The outcomes regarding the issues brought up by the SGA representative will be shared in the next Plant and Facilities meeting on March 14, 2023.
 1. The Chairperson requested that each member kindly share recommendations regarding strategic matters in the next meeting.
- B.** As per the Chairperson, the following will be shared in the next meeting:
 1. Work Plan for Arrak Campus
 2. Work Plan for Wotje Center

Adjournment



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The Plant and Facilities Committee meeting adjourned at 12:05 p.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

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Krishna Swamy, Physical Plant Director
Chairperson, P&F Committee

Approval Date:

March 14, 2023