



# CMI

Plant and Facilities Committee

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258  
Uliga Campus

Tel: (692) 625-3394/3291/4931

Fax: (692) 625-7203

Email: [pp@cmi.edu](mailto:pp@cmi.edu)

**Plant & Facilities Committee  
11:10 am, June 19, 2023  
BoR Conference Room**

**MINUTES**

**Present:**

- |                          |  |
|--------------------------|--|
| 1. Dr. Irene J. Taafaki* | President  |
| 2. Krishna Swamy         | Designated Chairperson/Physical Plant Director         |
| 3. Linus Kebos           | Project Management Unit                                |
| 4. Benjamin Bathery      | <i>for</i> Auxiliary and Commercial Services Director  |
| 5. Vacant                | Student Services Representative                        |
| 6. Ruthy Maun            | <i>for</i> Director of FABS                            |
| 7. Johnny Silk **        | Asst. Director of Physical Plant (Facilities & Ground) |
| 8. Johnny John           | Asst. Director of Physical Plant (Electrical & Equip.) |
| 9. Michael Tiberke       | Jaluit Campus Coordinator                              |
| 10. Junior Titus         | IT Department Representative                           |
| 11. Edward Adiniwin      | Faculty Senate Representative I                        |
| 12. Vacant               | Faculty Senate Representative II                       |
| 13. Lanie Unlayao *      | Staff Senate Representative I                          |
| 14. Rinton Kios          | Staff Senate Representative II                         |
| 15. Ashiyah Eolae Lewi   | Student Government Representative I                    |
| 16. Nikky Malolo         | Student Government Representative II                   |

**Attendees via Zoom**

- |                          |  |
|--------------------------|--|
| 17. Stevenson Kotton     | Vice President Business Administration Affairs |
| 18. Jessio Latrick *     | Director of Arrak Campus                       |
| 19. Vacant               | Ebeye Campus Coordinator                       |
| 20. Alexandria Johnny ** | Wotje Campus Coordinator                       |
| 21. Vacant               | Student Representative, DE Centers             |

**Not Present ( \* )**

**On Leave (\*\*)**

**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 11:10 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. May 9, 2023 (Draft)

1. After being thoroughly reviewed, the Assistant Director of the Physical Plant's Electrical & Equipment Department made a motion to approve, seconded by the Staff Senate Representative. The motion was passed by the majority, with 1 abstention.

#### a) **DECISION**

- (1) **With no modifications, the meeting held on May 9, 2023 (Draft), were approved, as read.**

## III. Update from the Chairperson/Director of Physical Plant

- A. With the attendance of the newly elected SGA Representatives, the Chairperson requested for a brief introduction session of the members of the Plant and Facilities Committee.
- B. The Chairperson informed the committee members and conveyed his condolences with the passing of a Physical Plant employee, Mr. Romer Joseph.
- C. The Chairperson updated the Plant and Facilities Committee members regarding the following:
  1. Department Report
    - a) The Chairperson shared with the P&FC members the current status of the pending contracts for the Physical Plant department.
  2. Staff Organizational Structure
    - a) As per the Chairperson, the proposed staff organizational structure was in process and was currently in review by the VPBAA.
      - (1) In addition, the Chairperson informed the P&FC of the following work study students at the Physical Plant department:
        - (a) 3 LSA Students
        - (b) 6 CMI Students
        - (c) 10 VCARP Students
  3. Plant & Facility Wapepe - Progress Reports
    - a) According to the Chairperson, the department budgeting was in progress.



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- (1) The CMI Uliga campus was in close coordination with the Wotje, Jaluit, and Kwajalein campus, in terms of the budgeting for the upcoming projects.
- (2) The Chairperson/Director, informed the P&FC of the Physical Plant's Assistant Directors being tasked to work on the scope of work for the CMI campuses.
  - b) As per the Chairperson, once the Plant & Facility Wapepe was completed, it would be shared with the P&FC.
4. Plant and Facility Policies and Procedures
  - a) Energy Management and Property Policy
  - b) Physical Plant Operational Policy
    - (1) Both policies had been submitted to the VPBAA, per his review and consideration.
      - (a) The following policies were in progress:
        - (i) Maintenance Manual
        - (ii) Safety Manual
        - (iii) Capital Manual
5. eFacility Management Software
  - a) The Chairperson informed the P&FC of the Physical Plant department's close coordination with the vendors in regards to the development of the department's SOPs.
    - (1) As per the Chairperson, the department was currently in the process of replacing HIPPO.

#### **D. Other Matters for the Chairperson/Director of Physical Plant**

1. The Chairperson/Director updated the committee regarding the Wotje Campus Coordinator's request for training to be conducted in terms of generator operation.
2. The Chairperson/Director informed the Jaluit Campus Coordinator in terms of the request regarding the ongoing air conditioning and the roofing problems at the Jaluit campus.
  - a) As per the Chairperson, the reported issues by the Jaluit Campus Coordinator, were currently in progress.

#### **IV. Update Reports**

##### **A. Safety & Security Department**

###### **1. Christian Sebastian - Director, Auxiliary and Commercial Services**

- a) As per the proxy, there were no updates given by the Director from the ACS department.

##### **B. Physical Plant**

###### **1. Linus Kebos - Project Management Unit Manager**

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

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a) The Assistant Director briefly updated the committee members regarding the following:

- (1) **Backup Generator Report**
- (2) **RO System Report**
- (3) **Air Conditioning Report**
- (4) **Reserve Water Tank Report**
- (5) **Electricity Consumption Report**
- (6) **Fleet Report**

(a) In the interest of time, the Assistant Director referred the committee members to his written report.

- (i) For the Assistant Director's written report, [click here](#).

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

a) The Assistant Director of the Physical Plant's Facilities and Grounds Department was on leave and was not able to attend the meeting.

**V. Report from Arrak/CMI Centers**

**A. Arrak Campus Director**

1. The Arrak Campus Director was not present.

**B. Kwajalein Campus**

1. A coordinator was still in the process of being selected for the Kwajalein Center.

**C. Wotje Campus**

1. The Coordinator for the Wotje Campus was on leave and was not able to attend the meeting.

**D. Jaluit Campus**

1. The Jaluit Campus Coordinator followed up in regards to the requested A/C and generator parts needed at the Jaluit campus.

- a) As per the Assistant Director for Electrical & Mechanical Maintenance Unit department, the needed parts/materials for the Jaluit campus, were enroute to Majuro and were expected to arrive on June 28, 2023.

**E. Kili Campus**

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.



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**VII. Action Items**

**VIII. Adjournment**

A. The Plant and Facilities Committee meeting for the month of June 2023, was adjourned at 12:12 p.m.

Submitted By:

Concurred By:

Approval Date

DocuSigned by:

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Meria N. Bollong  
Secretariat Officer, EC

DocuSigned by:

A9658C0F8E1049A...

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

7/11/2023