



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

**Plant & Facilities Committee
11:10 am, May 9, 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. Vacant | Student Services Representative |
| 7. Ruthy Maun | 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. Vacant | Faculty Senate Representative II |
| 13. Lanie Unlayao | Staff Senate Representative I |
| 14. Rinton Kios | Staff Senate Representative II |
| 15. Faith Lanwi | 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 11:10 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. March 14, 2023 (Draft)

1. After being thoroughly reviewed, the Staff Senate 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 2 abstentions.

a) **DECISION**

- (1) **With no modifications, the meeting held on March 14, 2023 (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. 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
3. Plant & Facility Wapepe - Progress Reports
 - a) According to the Chairperson, the department budgeting was in progress.
 - (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



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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.

6. Personal Protective Equipment

a) The Chairperson shared the PPEs that had been received by CMI.

b) PPEs will be distributed to the other CMI campuses accordingly.

c) The proxy for the FABS Director recommended the Physical Plant Department to coordinate with the CMI Majuro Campus' Bookstore, to ensure PPEs were readily available at the Bookstore.

B. Other Matters for the Chairperson/Director of Physical Plant

1. The Arrak Campus Director reminded the main campus at Uluga to remember and consider the Arrak campus when purchasing PPEs.

2. The Wotje Campus Coordinator requested training to be conducted in terms of generator operation.

a) As per the Chairperson, a target date, most likely after the CMI graduations, was being scheduled for a team to be sent to the Wotje campus to address the problem in regards to the campus' generator.

(1) Training in terms of operating the generator will also be conducted.

3. The Jaluit Campus Coordinator informed the ongoing air conditioning and the roofing problems at the campus.

a) As per the Chairperson, the reported issues by the Jaluit Campus Coordinator, were currently in process of being addressed.

(1) The materials for the roofing were in process and will be shared and finalized with the Jaluit Campus Coordinator, before they were to be sent out to the Jaluit Campus.

IV. Update Reports

A. Safety & Security Department

1. David Debrum - Director

a) With the pending review of the committee's RSA, there were no reports/updates from the Safety & Security Department.

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Email: pp@cmi.edu**B. Physical Plant****1. Linus Kebos - Project Management Unit Manager****2. Johnny John - Assistant Director of Physical Plant (Electrical & Mechanical Maintenance Unit)****a) Backup Generator Report**

(1) The Assistant Director informed the committee members of the status of the CMI Uluga campus, Wotje campus, and the Jaluit campus' generators parts.

b) RO System Report

(1) As per the Assistant Director, the department was working on searching for the needed parts, as they were only manufactured by the manufacturer and "upon purchase/request."

(a) The P&FC thoroughly discussed the importance for the RO system to be assessed.

(i) The trial-and-error method was discussed, since it was currently being used to assess the RO system.

(a) The Chairperson requested the Assistant Director to provide a recommendation/report to him before the next Plant and Facilities Committee meeting, scheduled for June 12, 2023.

(b) As per the Chairperson, a proper assessment must be conducted before supplies/parts were purchased.

c) Air Conditioning Report

(1) The Assistant Director shared the plan that had been put in place to address issues regarding the reported air conditioning problems throughout the CMI Uluga campus.

(a) The need to establish maintenance schedules were discussed by the P&FC.

(i) The Assistant Director informed the members of the schedule used with the HIPPO system.

(a) The Assistant Director also shared that the AC team was understaffed, consisting, currently, of 3 employees.

d) Reserve Water Tank Report



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- (1) As per the Assistant Director, the reserve water tanks had been fully restored.
- (2) The Assistant Director shared with the P&FC members that the CMI Uliga campus was also connected to the MWSC.
 - (a) The Assistant Director confirmed to the committee that water was obtainable, without electricity, throughout the campus.
- e) **Electricity Consumption Report**
 - (1) The Assistant Director informed the committee members of the increase in CMI's utilities' billings.
 - (a) The P&FC carefully discussed the need for the ACs and the DTEN systems around the Uliga campus to be turned off when they're not being used.
- f) **Fleet Report**
 - (1) The Assistant Director updated the committee members in regards to the 3 CMI vehicles that were involved in previous auto accidents.
 - (a) The submission of CMI's auto reports was clarified by the P&FC.
 - g) For more of the Assistant Director's report, [click here](#).
3. **Johnny Silk - Assistant Director of Physical Plant (Facilities and Ground)**
 - a) **Ongoing Maintenance Report**
 - (1) For an update of completed and ongoing projects, [click here](#).
 - b) **Grounds & Cleaners Report**
 - (1) The Assistant Director shared the newly recruited Custodian assigned to the RH building.
 - (2) An update of the recruited Gardner's progress, was provided by the Assistant Director.
 - (a) The target date, for the fence located at the front of the CMI Uliga campus, was to be completed before the graduation date, May 25, 2023.
 - (3) The Chairperson/Director shared challenges regarding the female's restrooms.
 - (a) Alcohol and tobacco substances had been found, frequently, in the female's restrooms.
 - (i) As per the SGA President, the CMI rules and regulations have been continuously shared with the student community.



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- (a) The need to put up posters to remind students of CMI's rules and regulations, was discussed thoroughly by the P&FC members.

V. Report from Arrak/CMI Centers

A. Arrak Campus Director

1. As per the Director, the Arrak campus was to be used by the Upward Bound.

B. Kwajalein Center

C. Wotje Center

1. The Wotje Coordinator followed up on pending requests.
- a) The Coordinator was informed that the Wotje campus' generator and shed materials had already been shipped.
- (1) As per the Chairperson, once the layout and budget for material's finalized, the layout was to be shared with the campus Coordinator.

D. Jaluit Center

1. According to the Jaluit Coordinator, maintenance training should be conducted for the Jaluit campus.
- a) As per the Chairperson, this will be addressed once the generator's in place and the Physical Plant's team schedules its visit to the Jaluit campus.

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:

VIII. Adjournment

- A. The Plant and Facilities Committee meeting for the month of May 2023, was adjourned at 12:22 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

June 19, 2023