



**Plant & Facilities Committee
11:10am, October 11, 2022
BoR Conference Room**

MINUTES

Present:

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

Attendees via Zoom

- | | |
|-------------------------------------|--|
| 15. Stevenson Kotton | Chair/VPBAA |
| 16. Elmi Keju | Ebeye DE Center Coordinator |
| 17. Alexandria Johnny | Wotje DE Center Coordinator |
| 18. Rithen Lajar | Student Representative, DE Centers |
| 19. Bradly Jacob (Excused) | Jaluit Assistant DE Center Coordinator |

Not Present (*)

I. Called to Order

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

II. Review of the Minutes and Action Items

- A.** [June 20, 2022 \(Draft\)](#)



1. After the committee reviewed the minutes, the Student Services Representative/Dean of Student Success made a motion to approve, seconded by the Asst. Director of Physical Plant for Facilities & Ground. The motion was passed unanimously by the majority with no abstentions.

a) **DECISION**

- (1) **Having no corrections, the meeting minutes for June 20, 2022, were approved, as read.**

B. RSA AY 2022-2023

1. After being thoroughly reviewed, the Student Services Representative/Dean of Student Success made a motion to approve the **RSA AY 2022-2023**. The motion was seconded by the Staff Senate Representative, and the motion was successfully passed by the majority with no abstentions.

a) **DECISION**

- (1) **With the minor modifications, the RSA AY 2022-2023, was approved, as presented.**

III. Update from the Chairperson/VPBAA

A. Welcoming of New Members

1. The Chairperson allowed time for the new members to introduce themselves to the committee.
 - a) Rithen Lajar - Student Representative from the DE Centers
 - b) Joshua Ralpho - Student Representative(1) The Chairperson and the committee members welcomed the new members.

B. FY 2022-2023

1. The Chairperson informed the committee members of the FY 2022-2023 budget being passed and ready for departments daily operations.

IV. Update Reports

A. Safety and Security Department

1. The Director reminded the committee of the campus entry requirements.
 - a) The Assistant Director for Facilities and Ground was to check the doors to the Administration Building and send an update to the Plant and Facilities Committee.
 - b) Discussion on relocating the security station at the Administration Building occurred, and was to be looked into by the Assistant Director for Facilities and Ground, the IT Department, and the Director of Safety and Security.

B. Physical Plant Department

1. The Director updated the committees regarding the following:
 - a) Waste Management Training



- b) Residence Hall Project Progress
 - (1) As per the Director, the project is 40% completed and the target date for completion is January 2023.
 - (a) A living quarter for the Residence Coordinator would also be included.
 - c) Fencing Project
 - d) Boy's Residence Hall at Arrak Project
 - (1) The Director was tasked by the Chairperson to provide an updated written report on CMI's ongoing projects to the committee by Friday, October 14, 2022.
2. The Assistant Director for Electrical and Equipments updated the committee regarding the status of the generators for the DE Centers.
- a) The generator for Jaluit DE Center had received their generator, however, the installation and commissioning was still in progress.
 - (1) An AC was also ready to be transported to the Jaluit DE Center.
 - b) The Wotje DE Center's generator was ready and awaiting being transported to Wotje.
 - c) The status of the generator requested by the Ebeye DE Center was still in progress with the vendor.
 - (1) The Ebeye Coordinator stressed his concern regarding the delay of the DE Center's generator.
 - (a) As per the Chairperson, the Ebeye Coordinator was to coordinate with the Assistant Director for Electrical and Equipment and the Ebeye vendors regarding the requested generator.
 - d) The Santo DE Center will be visited after the visitation to the Jaluit DE Center to install air conditionings.
 - (1) The estimation time for the visit was to be confirmed in the follow up meeting.
3. The Assistant Director for Facilities and Ground updated the committee regarding the maintenance work throughout the Uliga campus.
- a) The Assistant Director brought a concern regarding the existence of rats around the Uliga campus.
 - b) The FABS Director followed up on the pending renovations regarding the FABS Director's office.
 - (1) As per the Chairperson/VPBAA, a meeting was to be held between the VPBAA, Physical Plant Director, and the FABS Director regarding the pending renovations.



- c) The Student Services Representative/Dean of Student Success brought a concern regarding an urgent need for a cleaning custodian.

(1) As per the Assistant Director and the Chairperson, this request was already in process.

C. Arrak Campus

1. The Director shared the ongoing projects at the Arrak Campus.
 - a) The wet/dry lab had been completed.
 - b) The fire fighting area was also reported to be completed.
 - (1) A follow-up meeting was to be held after the P&FC meeting, regarding the fire fighting area. The following were to meet with the VPBAA:
 - (a) Maritime Training Center Director
 - (b) Director of Arrak
 - (c) Physical Plant Department Director and Assistant Directors
 - (d) Safety and Security Directors
 - (e) IT Department Representative
 - (f) DE Centers
 - (g) Dean Student Success
2. The Chairperson reminded the Director regarding the covid signs at the Arrak campus.
 - a) The Chairperson requested that reports be provided with a visual map of the areas mentioned for the next Plant and Facilities meeting, especially for the Assistant Director for Facilities and Ground and the Arrak Director.

D. Ebeye DE Center

E. Wotje DE Center

F. Jaluit DE Center

1. The DE Centers were to report their issues in the follow-up meeting.

V. Matters from the Previous Meeting

A. CMI Campus Security Policies and Procedures

1. The *CMI Campus Security Policies and Procedures* was deferred.

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. The Faculty Senate representative reported existing hazard areas around the Uliga campus.



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- a) The Plant and Facilities Department noted these issues and were tasked to check these areas as soon as possible.
- 2. The Faculty Senate representative mentioned the need for window blinds in some of the classrooms.
 - a) The Chairperson/VPBAA requested the Faculty Senate representative to remind the Faculty in regards to keeping classrooms closed and secured at all times.

C. Student Government Association

- 1. As per the Student Government Association representative, there were no issues from the SGA.

Adjournment

The Plant and Facilities Committee meeting adjourned at 12:08 p.m.

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:

November 25, 2022