



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, September 12, 2023
BoR Conference Room**

MINUTES

Present:

- | | |
|--------------------------|--|
| 1. Stevenson Kotton | Vice President Business Administration Affairs |
| 2. Krishna Swamy | Designated Chairperson/Physical Plant Director |
| 3. Linus Kebos | Associate Director for Physical Plant |
| 4. Christian Sebastian | Auxiliary and Commercial Services Director |
| 5. Vacant | Student Services Representative |
| 6. Pradeep Prakash* | Director of FABS |
| 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 Representative |
| 10. Edward Adiniwin* | Faculty Senate Representative I |
| 11. Waisiki Baleikorocau | Faculty Senate Representative II |
| 12. Rinton Kios* | Staff Senate Representative I |
| 13. Vacant | Staff Senate Representative II |
| 14. Ashiyah Eolae Lewi | Student Government Representative I |
| 15. Junior Subillie | Student Government Representative II |

Attendees via Zoom

- | | |
|-----------------------|------------------------------------|
| 16. Jessio Latrick* | Director of Arrak Campus |
| 17. Michael Tiberke* | Jaluit Center Coordinator |
| 18. Ricky Raymond | Ebeye Center Coordinator |
| 19. Alexandria Johnny | Wotje Center Coordinator |
| 20. 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 11:15 a.m.



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

II. Review of the Minutes and Action Items

A. August 10, 223 (Draft)

1. The meeting minutes for August 10, 2023, were deferred to the next P&FC meeting.

III. Update from the Chairperson/Director of Physical Plant

A. Department Report

1. The designated Chairperson shared the [Proposed Organizational Chart for Physical Plant](#) with the members.

B. Plant & Facility Wapepe

1. The Chairperson updated the committee members that this was in progress and was to be shared in the upcoming P&FC meetings.

C. Plant and Facility Policies and Procedures

1. [Energy Management and Property Protection Policy](#)

- a) The Assistant Director for Electrical & Mechanical Maintenance shared with the members the [Energy Management and Property Protection Policy](#).

(1) It was suggested by the Chairperson that the policy be shared with the respective senate groups to obtain their comment/feedback.

2. [Physical Plant Operational Policy](#)

D. eFacility Management Software

1. The Chairperson updated the committee regarding the status of the eFacility Management Software, which was still in progress.

IV. Update Reports

A. Safety & Security Department

1. Christian Sebastian - Director, Auxiliary and Commercial Services

a) [Auxiliary & Commercial Services \(ACS\) Subcommittee](#)

(1) The ACS Director shared with the committee members the newly developed RSA for the [Auxiliary & Commercial Services \(ACS\) Subcommittee](#).

- b) It was recommended, and agreed on, by the majority, that the P&FC and the ACS RSA for 2023-2024, be approved by October 4, 2023.

B. Physical Plant

1. Linus Kebos - Project Management Unit Manager

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

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

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Email: pp@cmi.edu**(1) Backup Generator Report**

(a) This was in process and under review by the Physical Plant Director.

(2) RO System Report

(a) After careful discussion, the Assistant Director was to be in contact with the CLPLO in terms of a communication regarding the RO system's needed parts from the manufacturer.

(3) Air Conditioning Report**(4) Reserve Water Tank Report****(5) Electricity Consumption Report****(6) Fleet Report****3. Johnny Silk - Assistant Director of Physical Plant (Facilities and Ground)**

a) The Assistant Director of the Physical Plant's Facilities and Grounds updated the committee regarding his areas.

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

V. Report from Arrak/CMI Centers**A. Arrak Campus Director**

1. The Arrak Campus Director was not present.

B. Kwajalein Campus**C. Wotje Center****D. Jaluit Center****E. Kili Sub-Center**

1. In the interest of time, there were no urgent matters from the CMI centers at the neighboring islands.

VI. Matters from the Previous Meeting**A. [CMI Campus Security Policies and Procedures](#)****VII. Action Items****A. RSA****1. [Plant and Facilities Sub-Committee](#)****B. Annual Assessment Report AY 2022-2023**

1. Electronic Voting of RSA and AAR by the end August 2023, once confirmed by the VPBAA.

a) Need to be confirmed/approved by the P&FC before the EC's next meeting on October 4, 2023.



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VIII. Adjournment

- A. The Plant and Facilities Committee meeting for the month of September 2023, was adjourned at 12:17 p.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

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Christian Sebastian, ACS Director
Designated Chairperson, P&F Committee

Approval Date

1/30/2024