



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 a.m, June 13, 2024
BoR Conference Room**

MINUTES

Present:

- | | |
|--------------------------|--|
| 1. Stevenson Kotton* | Vice President Business Administration Affairs |
| 2. Krishna Swamy | Designated Chairperson/Physical Plant Director |
| 3. Vacant | Student Services Representative |
| 4. Valyn Chong Gum | Acting Director of FABS |
| 5. Johnny Silk | Asst. Director of Physical Plant (Facilities & Ground) |
| 6. Johnny John | Asst. Director of Physical Plant (Electrical & Equip.) |
| 7. Junior Titus | IT Department Representative |
| 8. Edward Adiniwin* | Faculty Senate Representative I |
| 9. Waisiki Baleikorocau* | Faculty Senate Representative II |
| 10. Johnson Langidrik* | Staff Senate Representative I |
| 11. Vasemaca Savu** | Staff Senate Representative II |
| 12. Vacant | Student Government Representative I |
| 13. | Student Government Representative II |

Attendees via Zoom

- | | |
|------------------------|---------------------------------------|
| 14. Michael Tiberke | Jaluit Center Coordinator |
| 15. Ricky Raymond | Ebeye Center Coordinator |
| 16. Alexandria Johnny* | Wotje Center Coordinator |
| 17. Vacant | Kili Sub-Center Coordinator |
| 18. Vacant | Student Representative, DE Centers |
| 19. Linus Kebos | Associate Director for Physical Plant |
| 20. Jessio Latrick | Director of Arrak Campus |

On Leave

- | | |
|-------------------------|--------------|
| 21. Christian Sebastian | ACS Director |
|-------------------------|--------------|

Not Present (*)

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Email: pp@cmi.edu**I. Meeting Called to Order**

- A. The Plant and Facilities Committee's meeting, for the month of June 2024, was called to order at 10:20 a.m. by the designated Chairperson. Before the meeting convened, the Chairperson recited the mission statement for the committee.

II. Remarks from the Chairperson

- A. The designated Chairperson stressed the importance of the members' attendance and their participation regarding the committee's monthly meetings.
- B. The designated Chairperson requested for the meeting minutes to be disseminated to the committee members in an earlier timely manner for the members' reference in terms of assigned tasks.

III. Review of the Minutes and Action Items - Approved**A. April 25, 2024****B. May 14, 2024**

1. After careful consideration, the majority members agreed that both sets of meeting minutes were to be deferred to allow the members more time to review the minutes.

IV. ACCJC Standard Pertaining to the Committee

- A. **3.8. The institution constructs and maintains physical resources to support and sustain educational services and operational functions. The institution ensures safe and effective physical resources at all locations where it offers instruction, student services, and/or learning supports.**

1. Review Criteria

- a) **The institution aligns planning and maintenance of facilities and other physical resources with the institutional mission and goals and needs of program and services.**

(1) What has the college done to meet the standard?

(2) What was learned?

(3) What was the outcome?

(4) What's next?

- (a) Due to the interest of time, the standard and the review criterion were not discussed in the meeting and were deferred.

V. Update from the Chairperson/Director of Physical Plant**A. Department Report****B. Plant & Facility Wapepe - Progress Reports - Linus****C. Plant and Facility Policies and Procedures**



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

2. [Physical Plant Operational Policy](#)

a) The Chairperson allowed more time for the respective senates to review the two policies.

(1) The policies were to be tabled in the next scheduled Plant and Facilities meeting on July 9, 2024.

D. efacility Management Software

1. A brief update regarding the e-Facility Management Software was given by the Chairperson/Physical Plant’s Director.

VI. Matters from the Previous Meetings

A. CMI Campus Security Policies and Procedures

1. As per the Chairperson, the [CMI Campus Security Policies and Procedures](#), should be reviewed thoroughly by the members and a way forward was to be tabled in the next meeting on July 9, 2024.

VII. Other Matters Arising

A. Develop a Five-Year Capital Construction Plan

1. As this was one of the ACCJC’s recommendations, this was one of the Plant and Facilities Committee’s immediate “action items.”

The agenda items from V.A. to VII.A., were deferred to the next Plant and Facilities Committee’s meeting, which was scheduled for July 9, 2024.

VIII. Action Items

A. RSA

1. [Plant and Facilities Sub-Committee](#)

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

a) Both RSAs to be merged into one document.

(1) It was decided by the majority that both of the Staff Senate Representatives were to ensure that this task was carried out.

(a) It was decided, by the majority, that the Chief of Operation for the ACS was to be one of the Chairpersons for the subcommittees for the ACS department, which was to be mentioned in the RSA.

(b) It was decided, by the majority, that the Physical Plant’s Assistant Director for Grounds and Facilities was to be one of the Chairpersons for the subcommittees for the Physical Plant’s department, which was to be mentioned in the RSA.

B. Annual Assessment Report AY 2022-2023 - Valyn



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1. The Secretariat will send a reminder to the respective members that were tasked.
 - a) The Secretariat Officer to the Executive Council reminded the Chairperson and the committee members of the ten months delay in submitting the two documents for the Executive Council's review and consideration.
 - (1) As a way forward, the newly appointed working group was to merge the two RSAs in two weeks time and share among the committee members to provide their feedback prior to the committee's next meeting in July 2024.
- C. Develop Standard operating procedures and operations manuals for all Technical Areas.**
 1. As per the Chairperson, this was currently in development and was forty to fifty percent enroute to completion.
 - a) An update report to the committee regarding the action item, was to be provided by the Chairperson for the upcoming committee meetings.
- D. Develop and Implement land and Infrastructure space usage and/ or utilization guideline /manual**
 1. **This was in development as data was still in the progress of being collected.**
 - a) An update report to the committee regarding the action item, was to be provided by the Chairperson for the upcoming committee meetings.
- E. Develop a space utilization policy wherein classroom and space can be better utilized**
 1. This was currently in progress for the Uliga and Arrak campus.
- F. Revise the [20 year maintenance plan](#) to include all CMI facilities**
 1. The Chairperson shared the previous CMI [20 Year Maintenance Plan](#) with the committee members.
 - a) It was recommended that all members review the document thoroughly and provide their feedback.
 - (1) It was also suggested by the committee members that the document be reviewed by a subcommittee.
 - (a) The subcommittee members that were selected by the majority members of the committee consisted of:
 - (i) Faculty Senate Representative I
 - (ii) Associate Director for Physical Plant
 - (iii) Assistant Director of Physical Plants' Facilities & Grounds



- (iv) Assistant Director of Physical Plants' Electrical & Equipment.
- (v) IT Department Representative
- (vi) All DE Center Representatives

G. Develop a schedule for reviewing the 20 year maintenance plan.

1. The following were tasked to the action item:
 - a) Faculty Senate Representative I
 - b) Associate Director for Physical Plant
 - c) Assistant Director of Physical Plants' Facilities & Grounds
 - d) Assistant Director of Physical Plants' Electrical & Equipment.
 - e) IT Department Representative
 - f) All DE Center Representatives

H. Conduct an assessment on the existing old facilities at CMI

1. This action item was tasked to the Associate Director for Physical Plant

I. Construct and maintain an emergency operations center (EOC) with a secured storage

1. This was assigned to the Physical Plant Director and the Arrak Campus Director.

J. Develop and maintain building access policy and [key control](#) systems.

1. The following were tasked with the action item:
 - a) Assistant Director of Physical Plants' Facilities & Grounds
 - b) Arrak Campus Director

K. Review and re-affirm all safety and emergency-related policies and procedures

1. The following members were tasked with the action item:
 - a) Assistant Director of Physical Plants' Electrical & Equipment.
 - b) SGA Representative
 - c) IT Department Representative

L. Increase renewable energy capacity - solar panels, lighting, A/C units, etc.

1. This action item was tasked to:
 - a) Assistant Director of Physical Plants' Electrical & Equipment.
 - b) Acting FABS Director

M. Ensure that all classrooms and offices have working and accurate clocks. Clocks should also be visible in strategic locations on campus.

1. The action item was assigned to:
 - a) Staff Senate Representative II
 - b) IT Department Representative

N. Develop a firefighting system for the College.

1. The action item was tasked to:
 - a) The Physical Plant's Assistant Director for Electrical and Equipment
 - b) DE Centers' Coordinators



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c) Arrak Director

(1) It was agreed by the majority that a target date was to be voted on electronically for each action item.

IX. Adjournment

A. The Plant and Facilities meeting, for the month of June 2024, was adjourned at 10:32 a.m.

Submitted By:

Concurred By:

Approval Date

DocuSigned by:

DocuSigned by:

July 25, 2024

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Meria N. Bollong
Secretariat Officer, EC

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