



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, May 14, 2024
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. Danielson P. Tawoj | <i>for</i> ACS Director |
| 5. Vacant | Student Services Representative |
| 6. | |
| 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. Johnson Langidrik* | Staff Senate Representative I |
| 13. Vasemaca Savu* | Staff Senate Representative II |
| 14. Ashiyah Eolae Lewi | Student Government Representative I |
| 15. Junior Subillie* | Student Government Representative II |

Attendees via Zoom

- | | |
|------------------------|------------------------------------|
| 16. Michael Tiberke | Jaluit Center Coordinator |
| 17. Ricky Raymond* | Ebeye Center Coordinator |
| 18. Alexandria Johnny* | Wotje Center Coordinator |
| 19. Vacant | Kili Sub-Center Coordinator |
| 20. Vacant | Student Representative, DE Centers |
| 21. Valyn Chong Gum | Acting Director of FABS |
| 22. Jessio Latrick* | Director of Arrak Campus |

Not Present (*)

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- I. **Meeting Called to Order**
- II. **Review of the Minutes from the Previous Meeting**
 - A. **April 25, 2024**
 1. With the absence of the Secretariat Officer, the meeting minutes for April 25, 2024, were deferred to the next meeting.
- III. **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 evaluates the effectiveness and sufficiency of its facilities and equipment on a regular basis, taking utilization and other relevant data into account, and uses the results to improve.**
 - (1) What has the college done to meet the standard?
 - (2) What was learned?
 - (3) What was the outcome?
 - (4) What's next?
 - (a) The P&FC reviewed how the standard was currently practiced at CMI and ways to improve regarding "procedures for reporting of unsafe physical facilities."
- IV. **Update from the Chairperson/Director of Physical Plant**
 - A. **Department Report**
 1. **Proposed Organizational Chart for Physical Plant 2024**
 - a) The **Organizational Chart** was kept in the agenda for the members' reference.
 - B. **Plant & Facility Wapepe - Progress Reports**
 1. The Chairperson updated the members regarding the progress in terms of the Plant & Facilities Wapepe.
 - C. **Plant and Facility Policies and Procedures**
 1. **Energy Management and Property Protection Policy**
 - a) The committee thoroughly reviewed and discussed Appendix 1, Procedures on Penalties.
 - (1) As suggested by the acting FABS Director, since budgets are allocated in terms of departments, "departments should be penalized" according to Appendix 1.



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(2) It was decided by the majority members that the [Energy Management and Property Protection Policy](#) was to be reviewed, once more, by the members and provide their comments/feedback via email.

2. [Physical Plant Operational Policy](#)

a) After being carefully reviewed, it was agreed that comments were to be provided before the next committee meeting on June 11, 2024.

V. Matters from the Previous Meetings

A. [CMI Campus Security Policies and Procedures](#)

VI. Other Matters Arising

A. Develop a Five-Year Capital Construction Plan

1. As per the Chairperson, this was currently in development and was to be shared with the committee once it was finalized.

VII. 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 by the Staff Senate Representative I and Staff Senate Representative II.

(1) With the absence of both members, the action item was deferred to the next committee meeting on June 11, 2024.

B. **Annual Assessment Report AY 2022-2023**

1. It was agreed that the members were to work on this, inquiring with the previous P&FC members, and provide feedback in the next committee meeting.

a) A status report to the committee regarding the action item, was to be provided by the acting FABS Director for the upcoming committee meetings.

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**



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1. This was in development as data was still in the progress of being collected.
 2. An update report to the committee regarding the action item, was to be provided by the Chairperson for the upcoming committee meetings.
 - 3.
- 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.**



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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 & Mechanical.
- 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 & Mechanical.
- 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. Electronic Voting of RSA and AAR, once confirmed by the VPBAA.
- 2. Each action item was shared and explained thoroughly by the Chairperson, especially the action items on, **VII.D, VII.F, and VII.G.**

- a) These three action items, needed for CMI’s midterm report to ACCJC, were in progress.

(1) As per the Chairperson, once these items were finalized and approved by the VPBAA, they were to be shared with the committee per their review and consideration.

VIII. Adjournment

- A. The Plant and Facilities Committee’s meeting for May 2024, was adjourned at 12:05 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
Designated Chairperson, P&F Committee

July 25, 2024