



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
3:30p.m, April 25, 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. Valyn Chong Gum* | Acting Director of FABS |
| 7. Jessio Latrick* | Director of Arrak Campus |
| 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 Representative |
| 11. Edward Adiniwin* | Faculty Senate Representative I |
| 12. Waisiki Baleikorocau | Faculty Senate Representative II |
| 13. Johnson Langidrik | Staff Senate Representative I |
| 14. Vasemaca Savu* | Staff Senate Representative II |
| 15. Ashiyah Eolae Lewi | Student Government Representative I |
| 16. Junior Subillie* | Student Government Representative II |

Attendees via Zoom

- | | |
|-----------------------|------------------------------------|
| 17. Michael Tiberke | Jaluit Center Coordinator |
| 18. Ricky Raymond | Ebeye Center Coordinator |
| 19. Alexandria Johnny | Wotje Center Coordinator |
| 20. Vacant | Kili Sub-Center Coordinator |
| 21. Vacant | Student Representative, DE Centers |

Not Present (*)



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I. Called to Order

- A. The Plant and Facilities Committee's meeting for April 2024, was called to order by the designated Chairperson at 3:30 p.m. Before convening with the meeting, the Chairperson requested for the Student Representative I to recite the mission statement for the committee.
- B. The Chairperson reminded the committee members of the suggestion from the previous meeting regarding the department reports to be submitted to the subcommittees and the subcommittees were to report to the Plant and Facilities Committee.
 1. The committee was to prioritize the action items, policies, and procedures submitted by the two subcommittees.

II. Review of the Minutes from the Previous Meeting

A. March 15, 2024 (Draft)

1. After being carefully reviewed, the Physical Plant's Assistant Director for Electrical and Equipment made a motion to approve the meeting minutes. The motion was seconded by the Physical Plant's Assistant Director for Facilities and Ground and passed unanimously, with no abstentions.

a) DECISION

- (1) **With the modifications recommended by the committee members, the minutes for the meeting held on March 15, 2024 (Draft), were approved, as presented.**

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 has processes and/or procedures in place to ensure the safety of all facilities, including procedures for reporting of unsafe physical facilities.**
 - (1) The P&FC reviewed how the standard was currently practiced at CMI and ways to improve regarding "procedures for reporting of unsafe physical facilities."
 - (2) What has the college done to meet the standard?
 - (a) The Director mentioned the following:
 - (i) CMI's implementation of several measures, such as processes and procedures to "ensure the safety of all facilities."



- (a) Conducting regular facility inspections.
 - (b) Establishment of transparent reporting mechanisms for unsafe conditions.
 - (c) Conducting training programs for safety protocols.
 - (d) Developing emergency response plans for various scenarios.
 - (e) Implementing maintenance protocols to address issues
- (3) What was learned?
- (a) The following were mentioned by the Chairperson/Physical Plant Director:
 - (i) The college has learned the importance of proactive safety measures in maintaining a secure environment.
 - (ii) Regular communication and training are crucial for fostering the culture of safety awareness.
 - (iii) Addressing potential hazardous areas proactively and having robust reporting mechanisms in place, which would lead to safer environments.
- (4) What was the outcome?
- (a) As per the Director, the following has become the outcome in terms of the standard and its review criterion:
 - (i) The significant reduction in safety incidents reported on campus by implementing proactive measures and fostering the culture and the safeness of the college.
- (5) What's next?
- (a) The Director reported to the committee that the college continuously evaluates and improves the processes and procedures to "ensure the safety of all facilities."



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IV. Update from the Chairperson/Director of Physical Plant

A. Department Report

1. Proposed Organizational Chart for Physical Plant 2024

- a) The Chairperson, once again, shared the approved Organizational Chart with the members.

B. Plant & Facility Wapepe - Progress Reports

1. The Chairperson updated the members regarding the progress in terms of the Plant & Facilities Wapepe.

C.

D. Plant and Facility Policies and Procedures

1. Energy Management and Property Protection Policy

- a) After the Physical Plant's Assistant Director for Electrical and Equipment shared the Energy Management and Property Protection Policy with the members, it was suggested that the policy be shared with the respective constituents and was to be reshared in the next Plant and Facilities meeting.

2. Physical Plant Operational Policy

- a) It was decided by the committee, after being shared by the Physical Plant's Assistant Director for Electrical and Equipment, that the Physical Plant Operational Policy was to be disseminated and shared among the senate groups for their feedback and was to be reshared in the next meeting.

E. efacility Management Software

1. The Chairperson updated the committee members regarding the e-facility Management Software, which was still in progress.

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. The Secretariat Officer reminded the committee of the need to develop a **Five-Year Capital Construction Plan**.
 - a) An update regarding the matter was needed to be included in CMI's midterm report to ACCJC.

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.



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- B. Annual Assessment Report AY 2022-2023
- C. Develop Standard operating procedures and operations manuals for all Technical Areas.
- D. Develop and Implement land and Infrastructure space usage and/ or utilization guideline /manual
- E. Develop a space utilization policy wherein classroom and space can be better utilized
- F. Revise the [20 year maintenance plan](#) to include all CMI facilities
- G. Develop a schedule for reviewing the 20 year maintenance plan.
- H. Conduct an assessment on the existing old facilities at CMI
- I. Construct and maintain an emergency operations center (EOC) with a secured storage
- J. Develop and maintain building access policy and [key control](#) systems.
- K. Review and re-affirm all safety and emergency-related policies and procedures
- L. Increase renewable energy capacity - solar panels, lighting, A/C units, etc.
- M. Ensure that all classrooms and offices have working and accurate clocks. Clocks should also be visible in strategic locations on campus.
- 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 April 2024, was adjourned at 4:36 p.m.

Submitted By:

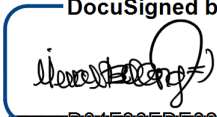
Concurred By:

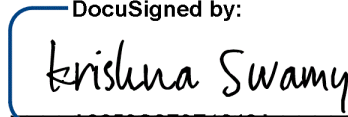
Approval Date

DocuSigned by:

DocuSigned by:

July 25, 2024


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 Meria N. Bollong
 Secretariat Officer, EC


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