



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, July 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. Vacant | Student Services Representative |
| 5. Valyn Chong Gum | Acting Director of FABS |
| 6. Vacant | Asst. Director of Physical Plant (Electrical & Equip.) |
| 7. Danielson P. Tawoj | <i>for</i> Auxiliary Commercial Services Director |
| 8. Bruce Kattil | IT Department Representative |
| 9. Edward Adiniwin* | Faculty Senate Representative I |
| 10. Johnson Langidrik | Staff Senate Representative I |
| 11. Vasemaca Savu* | Staff Senate Representative II |
| 12. Vacant | Student Government Representative I |
| 13. Vacant | 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. Scott William | <i>for</i> Director of Arrak Campus |

On Leave

- | | |
|---------------------------|--|
| 20. Christian Sebastian | ACS Director |
| 21. Johnny Silk | Asst. Director of Physical Plant (Facilities & Ground) |
| 22. Waisiki Baleikorocau* | Faculty Senate Representative II |

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 July 2024, was called to order at 2:18 p.m. by the designated Chairperson. Before the meeting convened, the Chairperson asked the IT Representative to recite the mission statement for the committee.

II. Remarks from the Chairperson

- A. The Chairperson notified the committee of his upcoming leave of absence.
 1. In regards to his absence, the Associate Director for Physical Plant was to convene with the upcoming Plant and Facilities Committee meetings.

III. Review of the Minutes and Action Items

- A. [April 25, 2024](#)
- B. [May 14, 2024](#)
- C. [June 13, 2024](#)

1. After the committee reviewed the meeting minutes of [April 25, 2024](#), [May 14, 2024](#), and [June 13, 2024](#), the Staff Senate Representative II made a motion to approve the three (3) sets of minutes. The Acting Director for FABS seconded the motion. The motion was passed, by the majority, with no abstentions.

- a) **DECISION**

- (1) **Having no corrections, the minutes for meeting held on [April 25, 2024](#), [May 14, 2024](#), and [June 13, 2024](#), were approved, as presented.**

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?

- (a) **Facilities Assessment and Planning:** The Physical Plant Department conducts regular assessments of its facilities to identify maintenance needs, improvements, and alignments with current and future program requirements. This includes evaluating the



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condition of buildings, classrooms, labs, and other physical resources. Recently the building assessments were carried out for Uliga Campus / Arrak Campus and Ebeye Campus.

- (b) **Strategic Planning:** Integrating facilities planning into the overall strategic planning process ensures that physical resources support the college's mission and goals. This involves identifying priorities, allocating resources, and setting timelines for facility upgrades or expansions.
 - (c) **Stakeholder Engagement:** Engaging stakeholders such as faculty, students, administrators, and community members in the planning process ensures that their needs and feedback are considered. This can involve surveys, focus groups, and consultations to gather input on facility priorities and improvements.
 - (d) **Budgeting and Resource Allocation:** Allocating sufficient resources in the budget for facility maintenance, upgrades, and new construction is crucial. This includes balancing immediate needs with long-term investments to support the institution's growth and development.
- (2) What was learned?
- (a) Through this process, colleges learn about the critical importance of integrating facility planning with academic and college goals. They understand the impact that well-maintained and strategically planned facilities have on student learning outcomes, faculty satisfaction, and overall institutional effectiveness.
- (3) What was the outcome?
- (a) The outcomes of aligning facility planning with institutional goals include improved infrastructure that supports teaching, research, and student services. This alignment enhances the campus environment, fosters a sense of community, and contributes to the overall reputation and attractiveness of the college.
- (4) What's next?
- (a) Looking forward, colleges continue to refine their approach to facilities planning and maintenance. This involves ongoing assessment of needs, adapting to

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changes in technology and pedagogy, and ensuring sustainability and efficiency in resources use. Future steps might include leveraging data analytics for predictive maintenance, exploring green building initiatives, and enhancing campus accessibility and safety.

V. Update from the Chairperson/Director of Physical Plant

A. Department Report

1. A detailed report was shared by the Chairperson/Director of Physical Plant with the committee members.
 - a) **Plant and Facility Policies and Procedures**
 - (1) [Energy Management and Property Protection Policy](#)
 - (a) The Chairperson stressed the importance for the respective senates to provide their feedback regarding “**APPENDIX 1 PROCEDURES ON PENALTIES.**”
 - (2) [Physical Plant Operational Policy](#)
 - b) **efacility Management Software**
2. For more of the Chairperson/Director of Physical Plant’s written report, [click here](#).

B. Plant & Facility Wapepe - Progress Reports: Associate Director for Physical Plant

1. The Associate Director for the Physical Plant explained thoroughly the following shared documents to the committee members:
 - a) [Uluga Campus - Preventive Maintenance SOW](#)
 - b) [CMI Uluga Campus Rapid Assessment Report](#)
 - (1) The Chairperson conveyed his appreciation to the employees at the Physical Plant department for all their cooperation and dedication regarding CMI’s past projects, current projects, and upcoming projects.
 - (2) The Chairperson recognized and conveyed his appreciation to the active Plant and Facilities Committee members that have partaken with discussions and provided productive feedback with the shared documents from previous committee meeting agendas.

VI. Matters from the Previous Meetings

A. CMI Campus Security Policies and Procedures

1. As per the Chairperson, should there be no feedback by the next committee meeting on August 13, 2024, the [CMI Campus Security](#)



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Policies and Procedures, was to be voted on and submitted as is, to the VPBAA to forward to the Executive Council.

VII. Other Matters Arising

A. Develop a Five-Year Capital Construction Plan

VIII. Action Items - Target dates for the Action Items to be voted on electronically by the members.

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.

B. Annual Assessment Report AY 2022-2023 - Valyn

1. The Secretariat will send a reminder to the respective members that were tasked.

a) Merging of the RSA -Two Weeks Time

C. Develop Standard operating procedures and operations manuals for all Technical Areas. - Krishna

D. Develop and Implement land and Infrastructure space usage and/or utilization guideline /manual - Krishna

E. Develop a space utilization policy wherein classroom and space can be better utilized - Krishna

F. Revise the 20 year maintenance plan to include all CMI facilities - Waisiki / Linus / Junior / PP Asst. Director (Electrical & Equipment) / Silk / DE Centers / Arrak

G. Develop a schedule for reviewing the 20 year maintenance plan. Waisiki / Linus / Junior / PP Asst. Director (Electrical & Equipment) / Silk / DE Centers / Arrak

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

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

J. Develop and maintain building access policy and key control systems. - Johnny Silk / Student

K. Review and re-affirm all safety and emergency-related policies and procedures - PP Asst. Director (Electrical & Equipment) / Student / Junior

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

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

N. Develop a firefighting system for the College. - PP Asst. Director (Electrical & Equipment)/ DE Center / Arrak



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IX. Adjournment

- A. The Plant and Facilities Committee's meeting for the month of July 2024, was adjourned at 3:02 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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Linus Kebos, Acting Physical Plant Director
Chairperson, P&F Committee

September 13, 2024

Certificate Of Completion

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Linus Kebos
lkebos@cmi.edu
Director Plant and Facility
College of the Marshall Islands
Security Level: Email, Account Authentication (None)

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Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/15/2024 4:01:55 PM
Certified Delivered	Security Checked	11/15/2024 4:25:09 PM

Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	11/15/2024 7:05:42 PM
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