



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, March 15, 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 March 2024, was called to order by the designated Chairperson at 2: 15 p.m. Before convening with the meeting, the Chairperson requested for the Staff Senate Representative I to recite the mission statement for the committee.
- B. The Chairperson suggested that the department reports were 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. January 30, 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 no corrections, the minutes for the meeting held on January 30, 2024, 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 aligns planning and maintenance of facilities and other physical resources with the institutional mission and goals and needs of programs 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) The P&FC reviewed how the standard was currently practiced at CMI.
 - (i) The following were discussed:
 - (a) The newly implemented designated parking for disabled individuals and pregnant women.



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- (b) The installation/construction of rails throughout the campus.
 - (i) Rails should also be installed at the other CMI centers.

IV. Update from the Chairperson/Director of Physical Plant

A. Department Report

1. Proposed Organizational Chart for Physical Plant

B. Plant & Facility Wapepe - Progress Reports

C. Plant and Facility Policies and Procedures

1. Energy Management and Property Protection Policy

2. Physical Plant Operational Policy

- a) The two policies were to be shared with the respective senate groups and brought back in the next meeting for the committee's final review and consideration.

D. Facility Management Software

- 1. This was to be shared with the subcommittees to review and report the final outcome to the committee.

V. Update Reports

A. Auxiliary Commercial and Services

1. Chris Sebastian - Chief of Commercial Services

B. Physical Plant

1. Linus Kebos - Associate Director of Physical Plant

a) Ongoing Maintenance Report

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

a) Backup Generator Report

b) RO System Report

c) Reserve Water Tank Report

d) Air-Conditioning Report

e) Electricity Consumption Report

f) Fleet Report

- (1) Refer reports to the P&FC's newly established subcommittee

3. Johnny Silk - Assistant Director of Physical Plant (Facilities and Ground)

a) Grounds & Cleaners Report

C. Report from Arrak/DE Centers

1. Arrak Center Director

(Concerns/Recommendations)

2. Kwajalein Center Coordinator

(Concerns/Recommendations)



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3. **Wotje Center Coordinator**
(Concerns/Recommendations)
4. **Jaluit Center Coordinator**
(Concerns/Recommendations)
5. **Kili Sub-Center Coordinator**
(Concerns/Recommendations)
 - a) All the reports were to be shared with the two subcommittees.

VI. Matters from the Previous Meetings

A. CMI Campus Security Policies and Procedures

1. This was to be brought back to be reviewed by the committee in the next meeting.

VII. Other Matters Arising

- A. There were no other matters arising from the committee members.

VIII. Action Items

A. RSA

1. **Plant and Facilities Sub-Committee**
2. **Auxiliary & Commercial Services (ACS) Subcommittee**

(1) Both RSAs to be merged into one document.

- (a) 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

- C. Electronic Voting of RSA and AAR, once confirmed by the VPBAA.
- D. Develop standard operating procedures and operation manuals for all technical areas.
- E. Develop and implement land and infrastructure space usage and/or utilization guidelines/manual.
- F. Develop a space utilization policy wherein classrooms and space can be better utilized.
- G. Revise the 20 year maintenance plan to include all CMI facilities.
- H. Develop a schedule for reviewing the 20 year maintenance plan.
- I. Conduct an assessment on the existing old facilities at CMI.
- J. Construct and maintain an emergency operations center (EOC) with a secured storage.
- K. Develop and maintain building access policy and key control systems.
- L. Review and re-affirm all safety and emergency-related policies and procedures.
- M. Increase renewable energy capacity- solar panels, lighting, A/C units, etc.
- N. Ensure that all classrooms and offices have working and accurate clocks. Clocks should also be visible in strategic locations on Campus.



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- O. Develop a firefighting system for the College.
 - 1. The re-scheduled monthly meeting for the Plant and Facilities Committee for the month of January 2024, was called to order by the designated Chairperson/ACS Director at 3:15 p.m.


IX. Adjournment

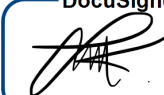
- A. The Plant and Facilities Committee meeting for the month of March 2024, was adjourned at 3:14 p.m.

Submitted By:

Concurred By:

Approval Date

DocuSigned by:

 D04F36FDE82B468...
 Meria N. Bollong
 Secretariat Officer, EC

DocuSigned by:

 3B2FDAGEF02943C...
 Linus Kebos, Acting Physical Plant Director
 Chairperson, P&F Committee

September 13, 2024

Certificate Of Completion

| | |
|---|----------------------------|
| Envelope Id: CC37ABD4321D422F8AB0AA2C9285DC0F | Status: Completed |
| Subject: Complete with Docusign: P&FC Minutes March 15, 2024 (Approved) | |
| Source Envelope: | |
| Document Pages: 5 | Signatures: 2 |
| Certificate Pages: 5 | Initials: 0 |
| AutoNav: Enabled | Envelope Originator: |
| Envelopeld Stamping: Enabled | Meria Bollong |
| Time Zone: (UTC+12:00) Fiji | 1258 |
| | Majuro, MH 96960 |
| | mbollong@cmi.edu |
| | IP Address: 117.103.91.226 |

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| 11/15/2024 3:56:19 PM | mbollong@cmi.edu | |

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mbollong@cmi.edu
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Electronic Record and Signature Disclosure:
Accepted: 4/12/2022 3:22:50 PM
ID: df73e34a-c18a-4c7e-b371-e7636d0046a3

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

DocuSigned by:

3B2FDACEF02943C...
Signature Adoption: Pre-selected Style
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Signed using mobile

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Signed: 11/15/2024 7:07:24 PM

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ID: 39917f75-1be3-47e1-9414-1a2004b5f3f7

| In Person Signer Events | Signature | Timestamp |
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| Agent Delivery Events | Status | Timestamp |
| 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 3:57:52 PM |
| Certified Delivered | Security Checked | 11/15/2024 7:07:14 PM |

| Envelope Summary Events | Status | Timestamps |
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| Completed | Security Checked | 11/15/2024 7:07:24 PM |

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