



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, January 30, 2024
BoR Conference Room**

MINUTES

Present:

- | | |
|--------------------------|--|
| 1. Stevenson Kotton | Vice President Business Administration Affairs |
| 2. Christian Sebastian | Designated Chairperson/ACS Director |
| 3. Vacant | Student Services Representative |
| 4. Valyn Chong Gum | Acting Director of FABS |
| 5. Jessio Lattrick | Director of Arrak Campus |
| 6. Johnny Silk | Asst. Director of Physical Plant (Facilities & Ground) |
| 7. Johnny John | Asst. Director of Physical Plant (Electrical & Equip.) |
| 8. Junior Titus | IT Department Representative |
| 9. Edward Adiniwin* | Faculty Senate Representative I |
| 10. Waisiki Baleikorocau | Faculty Senate Representative II |
| 11. Johnson Langidrik* | Staff Senate Representative I |
| 12. Vasemaca Savu* | Staff Senate Representative II |
| 13. Ashiyah Eolae Lewi* | Student Government Representative I |
| 14. Junior Subillie* | Student Government Representative II |

Attendees via Zoom

- | | |
|------------------------|------------------------------------|
| 15. Michael Tiberke* | Jaluit Center Coordinator |
| 16. Ricky Raymond* | Ebeye Center Coordinator |
| 17. Alexandria Johnny* | Wotje Center Coordinator |
| 18. Vacant | Kili Sub-Center Coordinator |
| 19. Vacant | Student Representative, DE Centers |

Members On Leave

- | | |
|-------------------|---------------------------------------|
| 20. Krishna Swamy | Chairperson/Physical Plant Director |
| 21. Linus Kebos | Associate Director for Physical Plant |

Not Present (*)



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I. Called to Order

- A. 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.

II. Review of the Minutes and Action Items - Approved

A. September 12, 2023 (Draft)

1. After being reviewed, the Physical Plant's Assistant Director for Electrical & Mechanical Maintenance Unit made a motion to approve the minutes of September 12, 2023 (Draft). The motion was seconded by the IT Department's Representative and passed unanimously, by the majority, with no abstentions.

a) DECISION

- (1) **With no modifications, the minutes for the meeting held on September 12, 2023 (Draft), were approved, as presented.**

- (2) Physical Plant Operational Policy

- (a) With the absence of the Director of the Physical Plant, the Assistant Director of Electrical & Mechanical Maintenance Unit updated the

- (a) Proposed Organizational Chart for Physical Plant

- (ii) **Plant & Facility Wapepe - Progress Reports**

- (b) **Update Reports**

- (i) **Auxiliary Commercial and Services**

- (a) **Chris Sebastian - Chief of Commercial Services**

- (c) Auxiliary & Commercial Services (ACS) Subcommittee regarding the two policies.

- (i) Due to the reason that the comments from the Faculty Senate still needed to be addressed in terms of the two

III. Update from the Chairperson/Director of Physical Plant

A. **Department Report**

- (1) The VPBAA informed the Director and the P&FC members of the need to merge the Auxiliary & Commercial



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(2) Plant and Facility Policies and Procedures

- (a) [Energy Management and Property Protection Policy](#) documents, both documents were deferred to the next P&FC meeting on February 13, 2024.

(3) Facility Management Software

- (4) [Services \(ACS\) Subcommittee](#) to the Plant and Facilities existing RSA.

- (a) The ACS Director was to work on the VPBAA's recommendation and re-submit it for the committee's review and consideration.

B. Physical Plant

1. Linus Kebos - Associate Director of Physical Plant

- a) The Associate Director of Physical Plant was on leave.

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

- a) The Assistant Director updated the committee in regards to the following:

(1) Backup Generator

(2) RO System

- (a) The needed parts had been ordered and were on their way to Majuro.

(3) Reserve Water Tank

- (a) According to the Assistant Director, the reserve water tanks were in full capacity

(4) Air-Conditioning

- (a) All air conditionings have been fixed and reported complaints have been addressed.

(5) Electricity Consumption

- (a) As per the Assistant Director, an update report regarding the electricity consumption was to be shared in the next P&FC meeting on February 13, 2024.

(6) Fleet Report

- (a) According to the previous P&FC meetings, the fleet's reports were to be addressed by the P&FC's newly established subcommittees.

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

- a) The Assistant Director for Facilities and Grounds reported on the following:

(1) CMI Arrak Campus

(2) Wet/Dry Lab Assessment



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(3) CMI Uliga Campus Update

- (a) Re-painting around the campus
- (b) Pressure washer throughout the campus
- (c) Conversion of the security's checkpoint
- (d) Completed projects

IV. Report from Arrak/DE Centers

A. Arrak Center Director (Concerns/Recommendations)

- 1. As per the Director, there was no report/issue.

B. Kwajalein Center Coordinator (Concerns/Recommendations)

C. Wotje Center Coordinator (Concerns/Recommendations)

D. Jaluit Center Coordinator (Concerns/Recommendations)

- 1. The Kwajalein, Wotje, and Jaluit's Center Coordinators were not present in the meeting.

E. Kili Sub-Center Coordinator (Concerns/Recommendations)

V. Matters from the Previous Meetings

A. CMI Campus Security Policies and Procedures

VI. Other Matters Arising

VII. Action Items

A. RSA

1. Plant and Facilities Sub-Committee

- a) The Plant and Facilities Sub-Committee and the Auxiliary & Commercial Services (ACS) Subcommittee need to be merged into the Plant and Facilities RSA for 2023-2024.

B. Annual Assessment Report AY 2022-2023


- 1. Need to be confirmed by the VPBAA.

VIII. Adjournment

- A. The Plant and Facilities Committee meeting for the month of January 2024, was adjourned at 3:50 p.m.

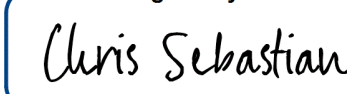
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 Meria N. Bollong
 Secretariat Officer, EC

Concurred By:

DocuSigned by:


 3028A41A15564BD
 Christian Sebastian, ACS Director
 Designated Chairperson, P&F Committee

Approval Date

March 15, 2024

Certificate Of Completion

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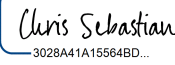
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csebastian@cmi.edu
Director of Auxiliary & Commercial Services
College of the Marshall Islands
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