



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

10:00 a.m, August 16, 2024

BoR Conference Room

MINUTES

Present:

- | | |
|-------------------------|---|
| 1. Stevenson Kotton* | Vice President Business Administration Affairs |
| 2. Linus Kebos | Acting Designated Chairperson/Associate Director for Physical Plant |
| 3. Johnny Silk | Asst. Director of Physical Plant (Facilities & Ground) |
| 4. Vacant | Asst. Director of Physical Plant (Electrical & Equip.) |
| 5. Vacant | Student Services Representative |
| 6. Valyn Chong Gum | Acting Director of FABS |
| 7. Alindol Candle | <i>for</i> Auxiliary Commercial Services Director |
| 8. Edward Adiniwin* | Faculty Senate Representative I |
| 9. Waisiki Baleikorocau | Faculty Senate Representative II |
| 10. Ruthy Maun | <i>for</i> Staff Senate Representative I |
| 11. Vasemaca Savu* | Staff Senate Representative II |
| 12. Ivan Kaneko | Student Government Representative I |
| 13. Gina Dominick | Student Government Representative II |

Attendees via Zoom

- | | |
|-----------------------|------------------------------------|
| 14. Jessio Lattrick | Director of Arrak Campus |
| 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 |
| 20. Junior Titus | IT Department Representative |

On Leave

- | | |
|-------------------------|--|
| 21. Krishna Swamy | Designated Chairperson/Physical Plant Director |
| 22. Christian Sebastian | ACS Director |
| 23. Johnson Langidrik | Staff Senate Representative I |

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 August 2024, was called to order at 10:27 a.m. by the designated Chairperson. Before the meeting convened, the Chairperson recited the mission statement to the committee members.

II. Remarks from the Chairperson

- A. In the interest of time, there was no update from the Chairperson.

III. Review of the Minutes and Action Items**A. July 25, 2024**

1. After being reviewed carefully, the majority members of the committee agreed for the meeting minutes to be voted on electronically.

a) Matters Arising from the Minutes**(1) Energy Management and Property Protection Policy**

- (a) The proxy for the Staff Senate Representative I requested if the committee could allow more time for the policy to be reviewed by the Staff Senate, in which the request was approved and agreed on by the majority members of the committee.

(2) CMI Campus Security Policies and Procedures

- (a) As per the Chairperson, this was part of the agenda and was to be reviewed in the meeting.

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 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 discussed how the standard and the review criterion were practiced at CMI.

- (a) Some of the discussions included:



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- (i) The development of the 20-Year Maintenance Plan
- (ii) The development of the Five-Year Construction Plan
- (iii) The development of the CMI Campus Security Policies and Procedures.
 - (a) The P&FC discussed the importance of developing implementation plans for each of the following.
 - (b) The P&FC recognized the importance of considering students with disabilities.

V. Update from the Chairperson/Director of Physical Plant

A. Department Report

B. Plant & Facility Waapepe - Progress Reports

C. Plant and Facility Policies and Procedures

1. Physical Plant Operational Policy

- a) As per the Chairperson, the Physical Plant Operational Policy was still in development and was to be shared in the upcoming meetings.

D. Facility Management Software

- 1. The Chairperson shared that the following had been presented to the SLT.

VI. Matters from the Previous Meetings

A. CMI Campus Security Policies and Procedures

- 1. After being reviewed carefully, and with the consideration of the timeframe that had been given for the policy to be reviewed by the committee and the respective senates, the Staff Senate Representative I made a motion to approve the CMI Campus Security Policies and Procedures. The motion was seconded by the Faculty Senate Representative and passed successfully by the majority, with no abstentions.

a) DECISION

- (1) With the modifications, the CMI Campus Security Policies and Procedures was approved, as presented.

VII. Other Matters Arising

A. Develop a Five-Year Capital Construction Plan



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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.**

(a) **After careful consideration, the P&FC members recommended that the required quoracy for the committee be changed from nine (9) members to seven (7) members. The Acting Director of the Physical Plant moved to approve the recommendation. The Acting Director of FABS seconded the motion as it was unanimously passed by the majority, with no abstentions.**

(i) **DECISION**

(a) **With the recommendation that the required committee's quoracy be changed from nine (9) members to seven (7) members was approved.**

B. Annual Assessment Report AY 2023-2024 - 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



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1. The committee members requested if a budget breakdown could be shared by the Acting Director of the Physical Plant regarding the facilities' assessment that was previously shared with the committee.
 - 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. - PP Asst. Director (Electrical & Equipment) / 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**
 1. As per the IT Department's Representative, the classrooms did not have clocks in them and needed the committee's feedback regarding a way forward.
 - a) Feedback was to be shared via electronically.
 - N. Develop a firefighting system for the College. - PP Asst. Director (Electrical & Equipment)/ DE Center / Arrak**
 1. As per the Acting Director of the Physical Plant, all the buildings were, currently, equipped with fire extinguishers.
- IX. Other Matters Arising**
- A. SGA
 1. The SGA Representative I brought up the following matters to be discussed by the P&FC:
 - a) Air conditioning at the Residence Halls
 - (1) As per the SGA Representative, a survey was to be conducted by the students residing at the Residence Halls and was to be shared in the next P&FC meeting on September 10, 2024.
 - b) The importance of classrooms to be assessed before the first day of instruction each semester.
 - (1) The Acting Chairperson thanked the SGA's representatives for their recommendation and assured them that the recommendation should be considered by the committee members as a way forward towards improving CMI's services to the student population.
- X. Adjournment**
- A. The Plant and Facilities Committee's meeting for the month of August 2024, was adjourned at 11:17 a.m.



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Submitted By:

DocuSigned by:

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

Concurred By:

DocuSigned by:

3B2FDACEF02943C...
Linus Kebos, Associate Director of Physical Plant
Designated Chairperson, P&F Committee

Approval Date

September 10, 2024