

NORTHERN MARIANAS TECHNICAL INSTITUTE

Board of Trustees Regular Meeting
NMTI Facility, Lower Base
May 12, 2021 @ 2:00 p.m., Recess at 3:19 pm
Reconvened May 17, 2021 @ 2:04 p.m.

I. Roll Call:

a) Meeting called to order at 2:22 pm by Trustee Faisao

b) Present:

Treasurer Carmelita Faisao
Trustee Catherine Attao
Trustee Rick Kautz
Trustee Ana Mendiola
Interim CEO Jodina Attao

Excused Absence:

Chairman Mario Valentino
Secretary Irene Holl

Unexcused Absence:

Vice Chair Ray Pangelinan

II. Adoption of Agenda

a) Motion to adopt by Trustee Kautz, seconded by Trustee C. Attao, all in favor

III. Adoption of Minutes (March 20,2021) (March 22, 2021) (April 9, 2021)

a) Motion to table minutes until Chairman Valentino and Secretary Holl are present for signature during next meeting – Trustee Kautz, seconded by Trustee C. Attao.

IV. Public Comments

a) David Pan

- Rep. from Tang's Corp., Chief Strategy and Operations Office, signed Memorandum of Understanding between Tang's Corp. and NMTI to help facilitate, design, organize and implement apprenticeship program for construction services with NMTI. Copy of signed agreement to be provided by ICEO J. Attao to Trustees for review.

b) Rep. Leila Staffler

- Reported that she has been approached by many individuals from the community regarding the support and reopening of NMTI. She has reassured them by stating that efforts (not specified) from the legislature side are being made for the reopening of the institution and assuring the public that meetings are still happening as the institution is still getting organized.

- Applauded ICEO J. Attao for adoption of minutes per Rep. Staffler's request of OGA, however, gave reminder that minutes are not official until adopted. Official minutes are needed to ensure that programs continue and acknowledge where there might have been gaps that need to be addressed.

V. CEO Report

a) Update on SAM registration

- Rochelle H. voluntary gives her time to assist. NMTI login information found, but unable to renew because NMTI needs credit card to pay for fees.
- 1 year fee \$599, 2 year fee \$1,049, 3 year fee \$1,348 – need to renew ASAP, membership to terminate in July.

b) Grant update

- Mariano Iglecias assigned as project officer for EDA grant, will assist with technical assistance
- Mr. Iglecias recommends one consultant for first 6 months to assist with architectural and engineering issues regarding the potential new NMTI campus building(s).

c) Miscellaneous

- Bank account established with BOG on 5/12/21 with use of Federal and Local Employer Identification Numbers to operate autonomously.
- Request for Trustee Faisao, as signatory and Treasurer, to sign BOG log in order to obtain temporary checks until order is placed.
- All NMTI vehicles located in Saipan have been registered as govt vehicles and have govt license plates, all drivers issued govt drivers licenses. Trustee Mendiola requests for update on NMTI vehicle in Rota.
- Coordinating with Mr. Sean San Nicolas from PSS to conduct assessments with vans to ensure safety of students that are being transported.
- Weekly inspection protocols implemented for upkeep of vehicles.
- Trustee Kautz questions types of insurance and stresses importance of it:
 - 1) are vehicles insured by government?
 - 2) Does NMTI have general liability insurance for accidents such as slip and fall, cut, etc.? ICEO J. Attao to look into policies in place and what will need to be established. Trustee Kautz to ask around regarding insurances.
- NCCER Accreditation audit status and findings –
 1. non-audited classes did not have individual student folders
 2. students complete latest NCCER registration and release forms
 3. files were disorganized and bundled
 4. non-compliance in failing to create individual class folders
 Weekly updates provided by Mr. Wendell Posadas, NCCER ATU Representative, submitted trainings and certifications on May 7, 2021.
- Module Testing no longer accepting paper forms and to transition to electronic forms beginning August 1, 2021. Training for transition will begin in June, but still waiting on funding which is needed to get computers assessed and set up along with testing of network.
- Met with Bert Johnston who is the accreditation training sponsor located on Guam, who provided updates and guidance on renewing accreditation as a technical institute and recommended that NMTI (technical institute) shift from

being an “accreditation training unit” to an “accredited education training facility.”

- Core Book – new edition printed, NMTI needs to update
- PSS requesting to conduct summer courses with NMTI for middle school students. Career Pathways discussion with Dr. Jessica Taylor to create study plans that will align with PSS curriculum so that high school students will complete basic courses and then be able to enroll in more advanced level courses with NMTI or NMC.
- Construction trades study plan (study outline) already completed along with Hotel and Restaurant Operations - Pending automotive and culinary.
- State Apprenticeship Expansion Grant – met with NMC Core Group (sponsor of SAEP) along with PSS to build infrastructure to connect private businesses to SAEP.
- Unfinished government modules – list compiled by Mr. Wendell for those have yet to finish. Per Trustee Kautz, if funding is needed right away local appropriations regarding CW funds may be looked into.
- Senate session on 5/18/21 at 10 am, NMTI on agenda for funding

VI. Treasurer’s Report

- a) Gov. Torres will provide \$100,000 as seed money from discretionary funds to assist with immediate needs for operations and maintenance of facility. Payables need to be addressed - CUC \$1,062 with disconnection notice, ITE \$1,028, owes due to Marianas Variety and Saipan Tribune for announcement of meetings. Discretionary funds will be transferred into account opened on 5/12/21 with BOG. No set date on when funds will be transferred, but as of 5/11/21, SOF Atalig obtained signature for approval of funds and will need to go through process. ICEO to follow up Friday for status of funds.

VII. Unfinished Business

- a) CW Funds from 2019, 2020
 - Confirmed that all funding received despite confusion with legislature
 - however, why was only \$13,000 transferred to NMTI? If most of SY was closed, where is the \$750,000? Raises questions in which audit should be done for clarification in where monies have gone. Finances should have been included in Financial Report during transition.
 - Period of 10/1/2019 - 9/2020 FY \$750,000 awarded. Since then no money has been awarded as Per Trustee Kautz. \$13,000 was rollover funds.
 - Trustee Kautz reports that 2020-2021 money was vetoed. He will communicate with chairman of the transition finance committee, Secretary Atalig, to get all information pertinent such as financial statement to NMTI asap.
 - Trustee Attao suggested gathering of data and to move this topic to next meeting, where motion could be decided then. Motion to move CW Funds 2019 & 2020 by Trustee C. Attao, seconded by Trustee Mendiola.
- b) HR status update from ICEO J. Attao
 - JVA ready for posting on Master List vs individual to save money, target date to post is 5/17/21, begin recruitment in June with hopes of getting funding.
 - 11 full-time administrative positions, 10 instructor positions both full-time and part-time, interview sheets complete, interview panel needs to be identified, look into board members to sit in on some interviews, interview schedules to be created as applications are received.

- New hire orientation format being created in which mission and vision statements need to be revisited with board members or with employees or both. Job description set for onboarding and onboarding plan will be set for every instructor and administrative staff, which will include visuals.
- Employment contracts and personnel action are ready for staff and faculty. 2 year contract for full-time employees, as needed basis for part-time employees.
- HR personnel working on policy and procedures to align with Office of Personnel Management along with slight amendment to procedures with how HR policies were done with NMTI Board.
- JVAs will be sent via email to former employees first and then will be announced to public.

****Motion to Recess at next earliest convenience due to power outage made by Trustee C. Attao, seconded by Trustee Mendiola. Motion made with all in favor 3:19 pm.**

MEETING RECONVENED on 5/17/2021 at 2:04 pm, NMTI Campus Lower Base

Motion from Trustee Kautz to re-open public comments for former CEO Agnes McPheters, seconded by Trustee C. Attao. Public Comments moved to Item X, under announcements.

VIII. New Business

- a) CW Funding Expenditure Plan for 2022
 - Trustee Kautz questions if we need to approve 2021 expenditure plan as a board. ICEO submitted 2021 and 2022 expenditure plan, mirrored copy. Appropriated budget from Local appropriation needs to be worked on for salaries, etc., which are not included in the CW expenditure plan. Motion to adopt the CW 2022 expenditure plan with reservation to come back and restructure based on realistic expectations, by Trustee Kautz, seconded by Trustee C. Attao. All in favor, no opposed.
- b) Financial Assistance for 2021
 - \$100,000 from Gov. Torres' discretionary funds, however, business unit needs to be established first. House joint resolution might be introduced on floor for Senate and then revisited.
 - CW Funding as approved by board
 - ICEO trying to obtain additional funding from American Rescue Plan Act (ARPA), Governor's Emergency Education Relief Fund, Compact/Impact to provide \$200,000 as long as data is provided on FSM student enrollment

IX. Executive Session

- a) Motion to move after new business by Trustee C. Attato, seconded by Trustee Mendiola
- b) Executive session ended at 3:16 pm on 5/17/2021

X. Announcements

- a) Public Comment – Agnes McPheters

- Two sources of funding - no appropriation needed for federal monies, only local. Other source of funding may include educational tax credit which will need to be approved by the board.
- Leftover funding from personnel to all others and vice versa cannot be reprogramed without approval of board, however, board may give certain percentage to be reprogramed without having to go back for approval. All this will need to be reported in the following year.
- Submission of letter to Board of Trustees to address, "Where is the money? – Where is the 737k?" Please see attachment for letter.
- Accreditation for trades is different from institutional accreditation as institutional accreditation is more comprehensive. Trades is not accredited under USDOE, but under Guam Construction Association, NCCER, which is managed by University of California.
- Mr. Wendell Posadas was appointed to be in charge of NCCER due to discrepancies found in a student's file from the previous person in charge. Instructors were not filing required documents for students.
- Guam did audit and found more discrepancies in files. Trades corrected discrepancies and were resolved.


b) Reminder for Senate Hearing on 5/18/21 at 10 am

XI. Adjournment

- 3:18 pm – Motion to adjourn by Trustee C. Attao, Seconded by Trustee Kautz

Reviewed by:


NMTI BOT Secretary, Irene Holl


NMTI BOT Chairman, Mario Valentino

Adopted by Board of Trustees:

Date

7/15/2021

