



Northern Marianas Technical Institute

P.O. Box 504880 Saipan MP 96950

Tel. No.: (670) 235-6684

Northern Marianas Technical Institute
Board of Trustees Regular Meeting
Thursday, September 29, 2022
2:00 p.m., NMTech Lower Base Campus

Meeting Minutes

- I. Call to Order Meeting called to order at 2:12 p.m. Attendance: Chair [Catherine Attao](#), Vice Chair Irene Holl, Secretary [Ana Mendiola](#), Treasurer Millie Faisao attending online via Zoom, Trustee Keith Stewart, CEO Jodina Attao. Trustee Zenn Tomokane absent.
- II. Adoption of Agenda Add to New Business c. Enrollment Analysis
- III. Adoption of Meeting Minutes
 - a. July 18, 2022 Motion to adopt by Trustee Faisao, seconded by Trustee Mendiola
- IV. Public Comments No comments
- V. Unfinished Business
 - a. Finalize 2021-2022 CEO Evaluation Chair Attao asked to move agenda item to Executive Session. Motion by Trustee Mendiola, seconded by Trustee Faisao
 - b. Emergency Procurement Regulations Emergency Regs published on August 28, 2022 for 120 days (4 months). Next step is 30 days of Public Comments and submit notices to the AG office. Motion to form a subcommittee for Procurement Regulations by Irene Holl, seconded by [Ana Mendiola](#). Chair is Irene Holl, members are Millie Faisao and [Keith Stewart](#). They will work closely with Amy Babauta on the next steps to promulgation.
 - c. Draft NMTech By-Laws Chair explained the red portion from the adopted BOD. Blue portion additions/included. The CEO suggests putting a deadline for By-Laws to be adopted. Chair needs to compile feedback and reviews and due on Monday 10/3. Chair will send back the final complete version for adoption at the next meeting.
- VI. New Business
 - a. Tinian BoT Vacancy Unfortunately the nominee withdrew their nomination due to a new employment. Trustee Mendiola will chair the nominating committee. Members are currently Michie and Crystal. Trustee Mendiola will reach out to them if they will stay on board and continue or need to get a replacement.
 - b. EDA Grant Mr. Rip shared that dealing with EDA is very strict and guidelines to follow. A&E professional services requirements: contracts, inspection, reports, management, close out, permit submittals. There's a lot of things involved. EDA does not want Design Build instead a contract and then design. Motion to form a



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subcommittee for EDA project by Trustee Mendiola, seconded by Trustee Stewart. Chair by Trustee Stewart; member by Trustee Tomokane.

- c. Enrollment Analysis CEO Attao prepared an analysis and shared it with the BOT members. Trustee Stewart asks for data to show how many students are needed to continue operations of courses; CEO will provide data once the end of the year report is completed.
- VII. Committee Updates Keep Committee Updates on the agenda template to continue to receive updates from each committee. 501c3 approval letter from Tax & Rev used as reference to the establishment of NMTI Foundation. Drafted By-Laws must be developed and adopted by BOT. Amendment to the name of the foundation must undergo a process as advised by DAG that must be complied with PL 20-92. Chair Mendiola, Co-Chair Holl for Foundation committee. No updates from HANMI; draft an appreciation letter to HANMI after donation is done.
- VIII. Executive Session Motion to go Executive session by Trustee Ana seconded by Trustee Stewart. 4:11 p.m. Out of Executive Session 4:34 p.m.

Recess to tomorrow (9/30) 10am motioned by Trustee Stewart seconded by Trustee Holl. 4:38 p.m.

9/30/2022: 10:03 a.m. Call a meeting to order. Attendance: Chair Attao, Trustee Mendiola via online, Trustee Faisao, Trustee Stewart via online, Vice Chair Holl via online, Trustee Tomokane.

Motion to move into Executive Session by Trustee Faisao, seconded by Trustee Stewart 10:07 a.m. Out of Executive Session 12:09 p.m.

Motion to recess by Trustee Faisao seconded by Trustee Mendiola to Monday 10/3/22 at 10am.

10/3/2022: 10:10 a.m. continuation from recess. In attendance: Trustee Faisao, Chair Attao, Trustee Tomokane, Vice Chair Holl, Trustee Mendiola messaged that she's in a meeting and will attend when she can, Trustee Stewart is off-island.

Motion to go into Executive Session by Trustee Faisao, seconded by Trustee Tomokane. 10:12 a.m.



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Motion to exit Executive Session 10:48 a.m. motion by Trustee Faisao, second by Trustee Holl

IX. Announcement

CEO announced that she will submit an application for ELDP. 16 months program. An opportunity for her to hone in her skills on executing big projects with leadership capabilities. Recommendation letter from the BOT. Chair supports the CEO to submit an application as the BOT will be in support of her development of her leadership skills.

X. Adjournment

Motion to adjourn by Trustee Holl seconded by Trustee Faisao 10:53 a.m.

Adopted on: _____

Chairwoman Signature: _____