



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
Friday, January 06, 2023
10:00 a.m., NMTEch Lower Base Campus

MEETING MINUTES

- I. **Call to Order** Call to order at 10:08am. Attendance: Chair Attao, Vice Chair Holl, Treasurer Faisao, Trustee Tomokane, Trustee Stewart, Secretary Mendiola
- II. **Adoption of Agenda** Moved by Millie, seconded by Irene
- III. **Adoption of Meeting Minutes**
 - a. December 05, 2022 Motion to adopt by Trustee Millie, seconded by Trustee Zenn
- IV. **Public Comments** Mr. Valentino wished everyone HNY and he is glad to be here. Mr. Rip shared about the contract for EDA on updates of its progress.
- V. **Unfinished Business**
 - a. NMTEch By-Laws Chair Attao sent the updated draft to DAG for a final review on her inquiry on the last portion of comments that was added by DAG. Not able to adopt the By-Laws today but we are on the final stretch and when DAG is back to office will complete the final review. Motion to adopt via email by Trustee Zenn seconded by Trustee Faisao upon the final completion received from DAG.
 - b. HR Policy Thought process is well written. Motion to adopt by Trustee Faisao seconded by Trustee Zenn to move to promulgation.
 - c. Student Policy Strongly structured and well written. Motion to adopt by Trustee Holl seconded by Trustee Faisao to move to promulgation.
 - d. Nomination Committee Trustee Mendiola had not heard anything back on the Tinian vacancy and will follow up with it. Chair Attao & Trustee Stewart term expires in March and would like to start leading the Nomination Committee to get started on their replacements. Chair Attao explained the process to the other members to seek who will lead. Trustee Faisao will Chair the Nomination Committee for the Saipan vacancies.
- VI. **New Business**
 - a. Financial Report Trustee Faisao shared the Treasurer Report from the balance of FY22 to present date with both Local and Federal accounts.
 - b. Updated Bank Account Signatories Letter prepared to remove Trustee Ana Mendiola as a signatory on the account. Letter prepared to remove former Chairman Mario Valentino as a signatory on the account. Letter to add Trustee Zenn Tomokane as a signatory to the account. Motioned by Trustee Faisao seconded by Trustee Holl.



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VII. Committee Updates

- a. Finance Trustee Faisao introduced the Finance Policy for review and promulgated. Pending policies for review are IT, Finance, and Curriculum. Char will share both Finance & IT Policy to the board via email.
- b. Personnel NMTEch is at 26 FTE with 1 vacant as Admin Asst for WIOA
- c. Programs Trustee Zenn shared with the introduction of the internship program with Crowne Plaza; meeting with Instructor, CEO, and relevant departments to get an internship program going for NMTEch.
- d. Foundation Trustee Mendiola shared that they were unable to meet to move forward with the next steps. They will schedule a meeting with their availability.

VIII. Executive Session Motion by Trustee Faisao seconded by Trustee Zenn. Executive Session begins at 11:01am.

Exit out of Executive Session 11:21 am.

Chair Attao announced that Trustee Mendiola & Trustee Holl will render their resignation effective today and thanked them for their services. Recap on the Nomination Committee already delegated Trustee Faisao to chair the committee and follow up on the Tinian Vacancy and add the Rota vacancy as there is still one more year left on the term. Courtesy resignation of Trustee Stewart & Trustee Attao is based on the acceptance thereof.

IX. Announcements CEO announced that she met with a company that manufactures drones and they will establish an office on the island. Two separate companies out of Guam that are interested in sharing the industry on island to include grade school students. They offer opportunities such as pilot training, manufacturing, education, partnerships, and entertainment.

X. Adjournment Motion by Trustee Faisao seconded by Trustee Zenn 11:30am.

Adopted on: _____

Chairwoman Signature: _____