



## Northern Marianas Technical Institute

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Northern Marianas Technical Institute  
Board of Trustees Regular Meeting  
Tuesday, December 05, 2022  
10:00 a.m., NMTEch Lower Base Campus

### Meeting Minutes

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I. Call to Order

Meeting called to order at 10:05am. [attendance: Chairwoman Attao, Trustee Mendiola, Trustee Stewart, Trustee Tomokane, Trustee Faisao, Trustee Holl]

II. Adoption of Agenda

Motion to adopt by Trustee Holl, seconded by Trustee Faisao

III. Adoption of Meeting Minutes

a. September 29, 2022

Motion to adopt by Trustee Holl, seconded by Trustee Tomokane

IV. Public Comments

V. Unfinished Business

a. NMTEch By-Laws

Chairwoman Attao: by-laws were sent to the AG's office for review. Deputy AG sent it back via email with her comments. DAG comments were to include citations of the public laws which accompany the statements. By-laws were shared via email to all BoT members to review. Chairwoman Attao moved to vote on the by-laws at the next board meeting to allow all members to review and go through the comments by DAG.

b. Nominating Committee Tinian BoT Vacancy

Trustee Mendiola: committee met on November 14. Committee came up with a list of nominees to the Governor. Trustee Mendiola and CEO Attao expressed how difficult it is to fill the vacancy for Tinian. Trustee Mendiola will follow up with the governor's office regarding the nominees.

VI. New Business

a. NMTEch Policies Promulgation

-CEO Attao provided copies of policies on HR and students services to the Board to review, along with the process and signature requirements for the promulgation of regulations. Chairwoman inquired if the 30-day comment period begins at the signing of the notice or the publication of the notice. Amy will clarify with the AG's office.

-Procurement Regulations: Amy received the translations of the notices from the language commission. Trustee Holl motions to adopt procurement regulations as permanent, seconded by Trustee Tomokane.

b. FY 2022 Annual Report

CEO Attao went through the Annual Report, informed BoT copies will be distributed to various agencies and partners. Trustee Tomokane suggested to share year highlights possibly in news papers as an insert to reach new partners and other agencies in the community and use as a marketing strategy to high light accomplishments and share with the community.

c. FY 2024 Budget Request

CEO Attao shared with BoT the 2024 budget request. Trustee Tomokane requested for previous years budgets (FY 22 & 23) for a comparison over the years. CEO Attao will provide previous budgets to the board.

d. Five-year Strategic Plan

Trustee Stewart requests an analysis of trades needs and courses offered at NMTech. Chair Attao and Trustee Faisao have met with Department of Commerce, Labor and are still awaiting report from the agencies. When received, it will be forwarded to Programs Committee. Additionally, Chair Attao suggests a meeting with exiting members of office to gather information or feedback from respective officials.

VII. Committee Updates

a. Finance

Sasha reports on current funds: closed out FY 2022 with carryover of \$200,000, just received \$150,000 from FY 2022 CW funds, \$80,000 in General funds.

b. Personnel

None to report

c. Programs

Trustees Tomokane and Stewart to plan a meeting with instructors in January. They have ideas for baseline with instructors. Amy will send a directory of staff information to assist with scheduling the meeting.

d. Foundation

Committee will meet next week and go over the draft of the by-laws.

VIII. Sub-committee Updates

- a. EDA Construction Project: Trustee Stewart: Committee met with EM Chen. AIA contract to be drafted by EM Chen. Joy provided copy of contract just received by EM Chen [during the meeting]. Proposed to consider phasing of the lots, provide number of rooms, detailed budget and contingencies. It was recommended to the team to set hard deadlines and to take minutes of meetings. Joy will share with the board a copy of the actual award and the application. Chair Attao requesting for other members of the board to be actively involved and assist in the meetings. Subcommittee will put together a briefing package. Trustee Stewart asked who has the decision authority over the matters for the contract and details (i.e.

approval of design, plans, etc). CEO Attao has the approval authority, with the concurrence of the Chairwoman, or their designee.

IX. Announcements

CEO Attao introduced the recently hired Curriculum Coordinator, Margie Ray Santos and the Project Coordinator, Leiana Ogumoro.

Chair Attao also stated to ensure that all agendas for Board Meetings must include an Executive Session, as todays did not and was not noticed and included when Agenda was adopted.

CEO Attao announced to schedule next board meeting on January 23, 2023 at 10am.

X. Adjournment

Trustee Holl motioned to adjourn at 12:32pm, seconded by Trustee Tomokane.

Adopted on: \_\_\_\_\_

Chairwoman signature: \_\_\_\_\_