



Board of Trustee Meeting  
~~Thursday~~ Wednesday, September 23 29, 2021  
2:00 p.m. @ NMTI Facility, Lower Base

Meeting Minutes

---

Please note that this meeting was posted in the papers for September 23, 2021 at 4:00 p.m., but due to Tropical Storm Condition II in effect, all non-essential offices were advised to shut down at noon on September 23, 2021.

The NMTI Admin. Officer informed print media outlets to post for rescheduling on Wednesday, September 29, 2021 at 2:00 p.m. – due to late notice, it was only able to be posted online.

I. Call to Order – *Meeting called to order at 2:18 p.m. by Chairman Valentino.*

*Attendees:*

*Mario Valentino, Chairman*

*Catherine M. Attao, Trustee*

*Victorino Cepeda*

*Natalia Sablan, NMTI Accountant*

*Carmelita Rabauliman-Faisao, Treasurer*

*Ana S. Mendiola, Trustee (via zoom)*

*Char Quitano, NMTI HR Manager*

*Jodina Attao, CEO*

*Irene T. Holl, Secretary (Excused Absence)*

II. Adoption of Agenda –

*Motion to adopt agenda by Trustee Attao and seconded by Trustee Faisao*

III. Adoption of Meeting Minutes:

a. August 19, 2021 – BoT Special Meeting

*Amend as written – remove verbiage under executive session and move to after calling meeting back to order. Include “Announcements” as roman numeral 10 and place Trustee Kautz’s resignation and Lifting of Interim in CEO’s Title; “Adjournment” becomes roman numeral 11.*

*Motion to adopt after changes by Trustee Faisao and seconded by Trustee Attao.*

b. September 9, 2021 – Nomination Committee Meeting

*As chairperson for nomination committee, Trustee C. Attao provided brief overview of meeting; motion to adopt meeting minutes by Trustee Faisao and seconded by Chairman Valentino.*

IV. Public Comments – *No public comments.*

V. Old Business

a. **Nomination Committee Process** – Proposal to Adopt to Policy

*CEO suggested providing a thorough review of the process and forms to Board members who did not participate in the nomination committee prior to adoption. This item will be included in the next Board meeting agenda.*

b. **Schedule of Fees** – Proposal to Adopt to Policy



*Thorough discussion amongst all Trustees present and concurred. Formal policy will be drafted by CEO for Board adoption in the next Board meeting.*

c. Trades Adult High School/ NMC ABE Updates – *See Slides attached.*

d. CEO Appraisal forms from Board of Trustees

*Trustees will submit their appraisals to Chairman by October 31, 2021.*

e. Survey with Instructors Updates

*Trustees were provided copies of all surveys submitted by former Trades staff to review (see attachments). Chairman and other trustees concur with no longer providing transportation for students as there are other options, i.e., COTA in which we can request to be included in their routes, however, should the need arise in the future this topic may be revisited.*

VI. CEO Report – *See Slides.*

VII. New Business

a. Kick Off Ceremony Planning Updates –

*Due to rescheduling of the September 23, 2021 Board meeting, Board was updated with planning via email. Instead, we discussed turn out of the event – Trustees concurred that ceremony went extremely well and suggested some things to improve on, such as, guided tour of the facility by staff rather than tour being optional so guests are aware of our needs; Trustees as ushers so it is welcoming and have the opportunity to network with guests.*

----- ***Lost Quorum at 3:20 p.m.; Chairman called for a recess and will take poll with Trustees for continuation*** -----

On October 8, 2021, 9:12 a.m. meeting called back to order after recess. Quorum established –

*Attendees:*

*Mario Valentino, Chairman*

*Catherine M. Attao, Trustee*

*Ana S. Menidola, Trustee*

*Natalia Sablan, Accountant*

*Rip Stephanson, Consultant*

*Carmelita Rabauliman-Faisao, Treasurer*

*Irene T. Holl, Secretary (via zoom)*

*Char Quitano, HR Manager*

*Victorino Cepeda, External Relations*

*Jodina Attao, CEO*

*CEO provided brief overview of each agenda item discussed on September 29 prior to recess.*

b. Free classes for NMTI Staff – Proposal for Policy

*Trustee Catherine read policy verbatim for board feedback – Concurred by all Trustees, this policy will fall under Employee Benefits in HR Policies; Trustee Catherine suggests to annotate under Finance Department Policies that NMTI FTE will not avail to scholarship opportunities, rather for NMTI to shoulder the costs. See attached for a copy of the policy.*

c. Work | Office Hours – Proposal for Policy

*CEO Attao and other administrative staff agree that this is an administrative item, therefore no policy should be proposed, rather a memorandum to the staff. Memo has been prepared for the*



*change of office hours – now 8:30 a.m. – 5:30 p.m. effective October 12, 2021. New office hours will be monitored to assess if more time is needed for students and other customers after working hours. Should the need arise, we will revisit office hours and try 9:00 a.m. – 6:00 p.m. to better accommodate those we serve. See attachment for copy of the memo.*

d. E-Signatures for Signatories – Proposal for Policy

Trustee Faisao read policy verbatim for board feedback – Secretary Holl suggests to include “prior written approval for the use of any e-signature via email”; Chairman Valentino suggests to include the word “All” in front of “Financially-related documents” so there is no question around those grounds. See attached for a copy of the policy.

VIII. Executive Session –

*Board unanimously agreed that there is no need for an Executive Session.*

IX. Announcements –

- *NMTI is a member of the Marianas Alliance of Non-Governmental Offices; as per PL 20-92, NMTI is considered a non-profit public corporation; Tax & Rev. Director is looking into our status as an organization.*
- *HR Manager (Char Quitano) and Accountant (Natalia Sablan) attended MANGO members Luncheon Meeting with presentations from Secretary of Finance David Atalig on ARPA Funding for non-profits, and Representative Sheila Babauta on SNILD Funding for applications. See attached for a copy of write-up received from Natalia.*
- *Representative Sheila Babauta reached out to CEO about NMTI’s interest in utilizing the Marianas Resort – currently under litigation between E-Land Group and the Government. Although the space is much needed and it is a great space to increase enrollment capacity, Board members, do not want involvement in the legal matters to this property.*
- *FEMA requests presentation from NMTI for the Yutu Inter Agency Coordination Group – involves EDA, DoED, DOI/OIA, HUD, USACE, DOEnergy, EPA, and FEMA Region 9 – CEO will be presenting to these partners on October 21, 2021 at 6:00 a.m.; as soon as zoom link is available, it will be shared with Board of Trustees.*
- *Mr. Vic Cepeda was contacted by FHB stating that an account under the Northern Marianas Trades Institute that he is a signatory of still holds \$97,000. Mr. Cepeda is requesting for a Board Resolution that includes a Transition Report to be able to transfer these funds to “Technical” account. Other signatories are former CEO, Agnes McPhetres, BOD Chairman John Gonzales, Velma Palacios, and Herman Cabrera. Trustee Catherine will prepare a Legal Service Request for Chairman Valentino’s review and submission to the AG’s Office for guidance on how to proceed; Trustee Millie will reach out to former CEO and/or Former Chairman of BOD for additional clarifications on these funds.*
- *Trustee Catherine announces that Policy Review Sub-Committee had its initial meeting on October 7, 2021 – all policies have been divided for review by committee*



## Northern Marianas Technical Institute

P.O. Box 504880 Saipan MP 96950

Tel. No.: (670) 235-6684

*members; All committee members will be formulating questions, updates, and feedback for Board discussion; they will also be placing all policies on an updated uniform template. Next meeting will be held on Thursday, October 21, 2021, 9:00 a.m. at the CEO's Office.*

- *Natalia Sablan, Accountant announced that students have been coming in to make payments, but are unable to because we do not accept cards. Requesting from the Board, Resolutions for a Merchant Machine and a Corporate Card for other online purchases. CEO will draft these resolutions for the Board's review, feedback, and signatures to assist Mrs. Sablan for the completion of documents.*
- *Chairman Valentino would like to see "EDA Construction Project Updates" on all agendas moving forward so we are able to see progression.*

*Next Meeting has been scheduled for Thursday, October 28, 2021 at 2:00 p.m. with the following items to be included in the agenda:*

- *Adoption of Schedule of Fees (See attached)*
- *Audit service fees*
- *Policy Sub-Committee updates*
- *Nomination Committee Overview*
- *Logo / Letterhead*
- *NMTI Mission / Vision*
- *EDA Construction Project Updates*

### X. Adjourn

Chairman motions to adjourn, Trustees unanimously agree to adjourn at 10:04 a.m.

Date Adopted: \_\_\_\_\_

Chairman's Signature: \_\_\_\_\_