



Northern Marianas Technical Institute

P.O. Box 504880 Saipan MP 96950

Tel. No.: (670) 235-6684

Northern Marianas Technical Institute
Board of Trustees Special Meeting
Monday, June 13, 2022
1:30 p.m., NMTech Lower Base Campus

MEETING MINUTES

I. Call to Order

Chair called the meeting to order at 1:32 pm.

Attendance: Carmelita Faisao, Keith Stewart, Zenn Tomokane, Cathy Attao, Irene Holl is excused absence due to off-island [Trustee Holl joined via zoom at 2:04pm], Ana Mendiola

II. Adoption of Agenda Chair motion to include Executive Session in the agenda underneath Item 5. Motion by Trustee Faisao seconded by Trustee Ana.

III. Adoption of Meeting Minutes

a. June 3, 2022 CEO Attao read the meeting minutes on 6.3.2022

Inserted that Trustee Holl will gather evaluations from Chair Mario for his and Trustee Faisao evals in the minutes. All in favor of adopting minutes.

IV. Public Comments No public comments

V. Unfinished Business

a. CEO Evaluation Chair reached out to Valentino to send out a copy of his evaluation for the CEO. All other evals were sent to Char (HR) via email to discuss in the Executive Session. New evaluation for 2022 is shared by the CEO. CEO shared the process of the new evaluation form. The form is simplified and amended when the process that the CEO completes a Self-Evaluation and five competencies based on duties of the CEO is focused on the Trustee Evaluation form for the CEO. New evaluation form is distributed to all Board members. Based on policy, the deadline for evaluation is in July. BOT must meet in July to finalize the CEO evaluation. CEO will send updated eval to BOT on or before June 21. Deadline for BOT to submit to the Chair is on July 6. Chair will summarize and send back to members on July 8. Set next BOT meeting for July 18 Regular meeting at 1:30pm.

b. Review of Emergency Procurement Regulations Trustee Tomokane wants to go through all the comments by Amy Babauta. Amy: with review with AG office on procurement regulations, they took PSS procurement regs and mirrored it. What was included was the electronic media verbiage into the regs; to accept electronic signatures for digital purposes and purchases. Amy shared a sample of how e-signatures are applied. Purchase Orders are sent out to vendors; there are security measures with how electronic signatures are applied such as contracts with PSS; amend the Authoritative terms to be applicable to NMTech vs. PSS; Procurement Officer will make the changes; Small Purchases to copy the Central Govt policy vs. PSS; Keep threshold at 5k for both local & federal; 5k is one quote, 10k is up



Northern Marianas Technical Institute

P.O. Box 504880 Saipan MP 96950

Tel. No.: (670) 235-6684

to three quotes mandatory, 50k is up for bid; Petty cash policy: current threshold is \$250 for both Local & Federal each; recommend to scrap the policy on petty cash and apply NM Tech petty cash unto here; CEO recommend to update the current petty cash policy to reflect the examples and detailed items of the functionality of petty cash; Zenn – change order on page 16 under B is incomplete, Amy to find out the missing piece; Prequalification of contractors: statute of how long they stay pre-qualified, is it annually or 6 months? It is checked by several different lists/websites to reference check of their standing; page 4 on conflict of interest with employees & appointed officials – how can we avoid a potential conflict of interest? Page 25 – breach of ethical standards; Stewart wants AG to approve or confirm that the employee as defined herein that allows themselves to recuse from the process that creates a conflict of interest; bonding – share electronic file to members so Stewart can insert his concerns for AG to provide clarity; Page 19 A&E to remove that is not applicable; Verbiage to be inserted under Warranty on contracts; Protests: an AG question if they protest on a federal side due to ramifications as oppose to locally without any ramifications; AMY can make all the amendments and submit for approval due to time sensitivity; Submit LSR to AG in regards to questions raised by Trustee Stewart; omit pending information that needs further information and can be added in when LSR is received; Motion to approve Emergency Procurement by Trustee Faisao and seconded by Trustee Tomokane. For the record, need to input the pending (4) LSR.

- c. Committees: Chair shared background information on roles in committees.
- Executive –
 - Finance/Personnel – Trustee Faisao
 - Programs – Trustee Tomokane & Trustee Stewart
 - Foundation – Trustee Mendiola
 - Policy – Chairwoman Attao
- VI. Executive Session – Back on record at 16:05pm
- VII. Announcements – Sponsor invite for PMG at Kensington on Tuesday; Admin leave granted on Friday, June 17 for PMG participation; Trustee Tomokane gets good vibes out of this and wants to learn more on how to improve and move forward with what they do; Trustee Stewart shared updates on the opening of new airline; Trustee Stewart inquired on funding sources available to NM Tech and CEO shared the grant opportunities that NM Tech is currently applying for
- VIII. Adjournment at 16:17pm. Motion by Trustee Faisao seconded by Trustee Stewart

Chair, Board of Trustees: _____

Adopted on (Date): _____