

Draft Minutes of the Board of Trustees Meeting
Northwestern Mindanao Christian Colleges, Inc.

Date: May 27, 2023

Time: 10:00 AM

Venue: Conference Room, Northwestern Mindanao Christian Colleges, Inc.

Members Present:

- Glenda Priscille S. Hapitan (Chairman)
- Darell Jules B. Sumabat (Treasurer)
- Ailyn B. Sumabat (Corporate Secretary)
- Josefino T. Hapitan
- Primo D. Rance

Members Absent:

- None

Determination of Quorum:

The meeting was called to order at 10:00 AM by Chairperson Glenda Priscille S. Hapitan. A roll call was conducted, and it was determined that a quorum was present with all five members of the Board of Trustees in attendance.

Agenda and Matters Discussed:

1. President's Report

- Discussion: The President, Glenda Priscille S. Hapitan, presented an overview of the current state of the college. He highlighted key achievements, ongoing projects, and future plans.
 - Key Achievements:
 - Successful recertification of the Junior High School Program by PEAC, enhancing the school's reputation and attracting more students.
 - Completion of the CSS NC II Work Area, providing students with better training for the TechVoc Department and also the Senior High School on TVL Track.
 - Implementation of a new online learning management system offered by Schoology and Rex Inc., which has improved the efficiency and accessibility of course materials.
 - Ongoing Projects:
 - Renovation of the library in order to improve students usage and support for classroom instruction
 - Development of a comprehensive student support program aimed at improving student retention and success rates.

- Collaboration with local industries for internship programs to provide students with practical experience and job placement opportunities.
 - Future Plans:
 - Expansion of the campus facilities to include a new auditorium and additional classrooms to accommodate increasing enrollment.
 - Introduction of new TESDA qualifications in technology and agriculture to meet the evolving needs of the job market.
 - Strengthening partnerships with international institutions for exchange programs and collaborative research projects.
- Resolution: The report was acknowledged and accepted by the board.

2. Treasurer's Report:

- Discussion: The Treasurer, Darell Jules B. Sumabat, provided a detailed financial report, covering the following points:
 - Current Financial Status:
 - The school maintains a stable financial position with total assets amounting to PHP 5,716,601.59
 - Current liabilities stand at PHP 3,772,196.03, resulting in a net asset value of PHP 1,944,405.56.
 - The school's liquidity ratio is at 1:0.66, indicating a strong ability to meet short-term obligations.
 - Budget Allocations:
 - The current budget allocation for the academic year 2023-2024 is PHP 30 million.
 - Major allocations include PHP 10 million for academic programs, PHP 5 million for facility improvements, PHP 3 million for student services, and PHP 12 million for administrative and operational expenses.
 - An additional PHP 2 million has been set aside for contingencies and emergency expenses.
 - Financial Forecasts:
 - Projected revenue for the upcoming year is 6 million, based on expected enrollment increases and new program offerings.
 - Expected expenses are forecasted at PHP 4 million, ensuring a surplus of PHP 1 million for future investments and savings.
 - Long-term financial planning includes a focus on diversifying income streams through partnerships, grants, and fundraising activities.
- Resolution: The report was reviewed and accepted by the board.

3. Offering Tuition-Free and Miscellaneous Fees, Uniforms, and School Supplies for Incoming Grade 7 and Grade 11:

- Discussion: The board discussed the opportunity to offer tuition-free education, along with free miscellaneous fees, uniforms, and school supplies for incoming Grade 7 and Grade 11 students, thanks to an external sponsor from abroad.
- Resolution: The proposal was unanimously approved.
- Voting Results:
 - Approving: 5
 - Dissenting: 0
 - Abstaining: 0

4. School Improvement: Allocation of Funds for the Repair of the Gutter and Faculty Room:

- Discussion: The board reviewed the necessity for repairing the gutter and faculty room to improve the school's infrastructure.
- Resolution: The allocation of funds for the repairs was approved unanimously.
- Voting Results:
 - Approving: 5
 - Dissenting: 0
 - Abstaining: 0

5. Offering of Driving NC II:

- Discussion: The board considered the proposal to offer a Driving NC II course to provide students with additional vocational skills.
- Resolution: The offering of the Driving NC II course was approved unanimously.
- Voting Results
 - Approving: 5
 - Dissenting: 0
 - Abstaining: 0

Voting and Vote Tabulation Procedures:

Voting was conducted via a show of hands for each agenda item. The Corporate Secretary, Ailyn B. Sumabat, recorded the votes and ensured that all votes were accurately counted and documented.

Questions Asked and Answers Given:

All members of the board were given the opportunity to ask questions and express their opinions during the discussions. The Chairperson ensured that each member's questions were addressed satisfactorily.

1. Question: Josefino T. Hapitan inquired about the long-term sustainability of offering tuition-free education.
 - Answer: Glenda Priscille S. Hapitan explained that the external sponsor has committed to funding the program for the next five years, with potential for renewal.
2. Question: Primo D. Rance asked about the timeline for the repair of the gutter and faculty room.
 - Answer: Darell Jules B. Sumabat responded that the repairs would commence immediately after the allocation of funds and are expected to be completed within two months.
3. Question: Darell Jules B. Sumabat raised a question about the prerequisites for enrolling in the Driving NC II course.
 - Answer: Glenda Priscille S. Hapitan clarified that students must be at least 18 years old and hold a valid student driver's permit to enroll in the course.
4. Question: Glenda Priscille S. Hapitan asked if there are any additional costs associated with the new online learning management system.
 - Answer: Josefino T. Hapitan stated that while there was an initial setup cost, the ongoing maintenance and support fees are minimal and within the budget.
5. Question: Ailyn B. Sumabat inquired about the strategies to enhance the partnership with local industries.
 - Answer: Darell Jules B. Sumabat outlined plans to organize regular industry-academia meets, develop tailored internship programs, and invite industry experts for guest lectures and seminars.
6. Question: Primo D. Rance asked about the expected enrollment increase for the new degree programs.
 - Answer: Josefino T. Hapitan projected an initial increase of 10-15% in enrollment, with further growth anticipated as the programs gain recognition and popularity.
7. Question: Darell Jules B. Sumabat questioned the long-term benefits of the proposed student support program.
 - Answer: Glenda Priscille S. Hapitan explained that the program is designed to improve student retention and success rates, leading to higher graduation rates and better overall performance, which in turn enhances the college's reputation and attractiveness to prospective students.

Adjournment:

There being no further business, the meeting was adjourned at 12:00 PM.

Prepared by:

Ailyn B. Sumabat, Corporate Secretary