

MINUTES
NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
ORGANIZATIONAL MEETING
LIBRARY CONFERENCE ROOMS 1 & 2
Monday, January 9, 2023 – 4:00 p.m.

1. CALL TO ORDER

President David Roland Finley, Ph.D., called the meeting to order at 4:00 p.m.

2. READING OF THE CALL OF THE MEETING

“Pursuant to Paragraph 2 of Section III of Act 331 of the Public Acts of 1966 as amended, I, Dr. David Roland Finley, president of North Central Michigan College, hereby call an Organizational Meeting for the Board of Trustees of North Central Michigan College for 4 p.m., Monday, January 9, 2023, in Conference Rooms 1 & 2 of the Library/Conference Center of North Central Michigan College.

3. ATTENDANCE

Roll call was taken:

PRESENT: Trustees Etienne, Fought, Kring, Rasmussen, Shirilla, and Shorter

ABSENT: Trustee Keiswetter

4. APPROVAL OF AGENDA

It was moved by Trustee Fought and supported by Trustee Shirilla that the agenda be approved as submitted.

AYES: Trustees Etienne, Fought, Kring, Rasmussen, Shirilla, and Shorter

NAYS: None

ABSENT: Trustee Keiswetter

5. SCHEDULED PUBLIC COMMENT

None

6. ELECTION OF OFFICERS

It was moved by Trustee Shirilla and supported by Trustee Kring that Dan Rasmussen be elected as chairman, Dave Kring as vice chairman, Melissa Keiswetter as secretary, and John Fought as treasurer.

AYES: Trustees Etienne, Fought, Kring, Rasmussen, Shirilla, and Shorter

NAYS: None

ABSENT: Trustee Keiswetter

President Finley turned the meeting over to Chairman Rasmussen.

Chairman Rasmussen shared that the Board of Trustee Committee Assignments for 2023-

2024 had two changes from the previous revision, which were that Trustee Keiswetter will take the place of Trustee Shorter on the Foundation Committee, and that standing meetings for the Personnel Committee have been reserved for the year on the third Thursday of each month at 4 p.m.

7. ADOPTION OF RULES

It was moved by Trustee Rasmussen and supported by Trustees Shorter and Kring that the Roberts Rules of Order, as revised, be adopted to govern the proceedings of the North Central Michigan College Board of Trustees, and that the bylaws, including the rules to govern the Board of Trustees meetings, be adopted and continue to be followed.

AYES: Trustees Etienne, Fought, Kring, Rasmussen, Shirilla, and Shorter
NAYS: None
ABSENT: Trustee Keiswetter

8. ESTABLISHMENT OF REGULAR MEETING SCHEDULE (2023-2024)

It was moved by Trustee Shorter and supported by Trustee Etienne that the Regular Board Meetings of the North Central Michigan College Board of Trustees be held at 4 p.m. on the fourth Tuesday of each month, in Conference Rooms 1 and 2 of the Library/Conference Center, unless otherwise noted.

AYES: Trustees Etienne, Fought, Kring, Rasmussen, Shirilla, and Shorter
NAYS: None
ABSENT: Trustee Keiswetter

9. ESTABLISHMENT OF DEPOSITORIES

The following PREAMBLE and RESOLUTION were offered by Trustee Fought and supported by Trustee Kring:

“WHEREAS, there will, hereafter from time to time, come into the hands of Trustee Fought, Treasurer of North Central Michigan College, certain public monies belonging to said North Central Michigan College, and

WHEREAS, it is incumbent upon the Board of Trustees of the said North Central Michigan College to provide by resolution for the deposit of all public monies including tax monies coming into the hands of said Treasurer, in one or more banks to be designated in such resolution and in such manner as may therein be provided, now

THEREFORE BE IT RESOLVED, that JP Morgan-Chase Bank, Huntington Bank, and Fifth Third Bank are hereby designated as depositories in which the said Treasurer is hereby directed to deposit all monies including tax monies coming into the hands of the Treasurer in his name as Treasurer.”

AYES: Trustees Etienne, Fought, Kring, Rasmussen, Shirilla, and Shorter
NAYS: None

ABSENT: Trustee Keiswetter

10. ESTABLISHMENT OF PROCEDURES FOR DISBURSEMENT OF FUNDS.

The following PREAMBLE and RESOLUTION were offered by Trustee Fought and supported by Trustee Shorter:

WHEREAS, it is in the general interest to provide for the orderly handling of funds belonging to North Central Michigan College, now

THEREFORE BE IT RESOLVED, THAT

1. A blanket Fidelity and Faithful Performance Bond covering the Board of Trustees, and each employee of \$100,000 be secured, the amount to be changed at the will of the Board of Trustees.
2. Money and Securities insurance covering the Board of Trustees and each employee be secured in the amount of \$100,000.
3. Disbursement of funds of North Central Michigan College will be handled in the following way:

Accounts will be established in which all public monies will be deposited in the name of the College. Disbursements from the account will be valid by check when signed by two of the following persons:

President David Roland Finley
Vice President of Finance and Facilities Tom Zeidel
Treasurer of the Board, John E. Fought, or
Secretary of the Board, Melissa Keiswetter

4. The President be authorized to secure loans up to the amount of \$15,000 from JP Morgan-Chase Bank (in the form of credit card use), and that the President at his discretion be allowed to issue credit cards of up to \$5,000 to members of the administration as he sees fit.
5. The College has the authority to negotiate an unsecured \$1,000,000 line of credit at local banks in case it is needed for cash flow purposes, and that the President and/or Vice President of Finance and Facilities be authorized to sign for this line of credit.
6. All resolutions of this Board's authorization of all above transactions be furnished to the financial institutions where necessary."

AYES: Trustees Etienne, Fought, Kring, Rasmussen, Shirilla, and Shorter

NAYS: None

ABSENT: Trustee Keiswetter

11. UNSCHEDULED PUBLIC COMMENT

None

11. ADJOURNMENT

There being no further business, the meeting was declared adjourned at 4:10 p.m.

AYES: Trustees Etienne, Fought, Kring, Rasmussen, Shirilla, and Shorter

NAYS: None

ABSENT: Trustee Keiswetter



/S/ Melissa Keiswetter, Secretary



/S/ Dan Rasmussen, Chairman