

**AGENDA**  
**NORTH CENTRAL MICHIGAN COLLEGE**  
**BOARD OF TRUSTEES**  
**ORGANIZATIONAL MEETING**  
**LIBRARY CONFERENCE ROOMS 1 & 2**  
**JANUARY 7, 2019**  
**4 P.M.**

Pursuant to Paragraph 2 of Section III of Act 331 of the Public Acts of 1966 as amended, Dr. David Roland Finley, president of North Central Michigan College, hereby calls an Organizational Meeting for the Board of Trustees of North Central Michigan College for 4 p.m., Monday, January 7, 2019, in Conference Rooms 1 & 2 of the Library/Conference Center of North Central Michigan College.

**AGENDA**

1. The meeting will be called to order by President David Roland Finley, Ph.D.
2. Reading of the Call of the Meeting.
3. Roll Call: John Fought, Melissa Keiswetter, Dave Kring, Phil Millard, Irma Noël, Dan Rasmussen and James Shirilla.
4. Approval of Agenda.
5. Scheduled Public Comment.
6. Election of Officers. (Officers to be elected: Chairman, Vice Chairman, Secretary, Treasurer.)
7. Adoption of rules to govern the proceedings of the Board of Trustees.
8. Establishment of time and place for the regular meetings of the Board of Trustees.
9. Establishment of depositories.
10. Establishment of procedures for disbursement of funds.
11. Unscheduled Public Comment.
12. Adjournment.

**MINUTES  
NORTH CENTRAL MICHIGAN COLLEGE  
BOARD OF TRUSTEES  
ORGANIZATIONAL MEETING  
LIBRARY CONFERENCE ROOMS 1 & 2  
Monday, January 7, 2019**

President David Roland Finley, Ph.D., called the meeting to order at 4:05 p.m. in Library Conference Rooms 1 & 2 of North Central Michigan College.

President Finley read the call of the meeting as follows:

*“Pursuant to Paragraph 2 of Section III of Act 331 of the Public Acts of 1966 as amended, Dr. David Roland Finley, president of North Central Michigan College, hereby calls an Organizational Meeting for the Board of Trustees of North Central Michigan College for 4 p.m., Monday, January 7, 2019, in Conference Rooms 1 & 2 of the Library/Conference Center of North Central Michigan College.”*

Roll call.

PRESENT: Trustees Fought, Kring, Keiswetter (via conference phone), Millard, Noël (via conference phone), Rasmussen and Shirilla.

ABSENT: None.

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

AYES: Trustees Fought, Kring, Keiswetter, Millard, Noël, Rasmussen and Shirilla.

NAYS: None.

It was moved by Trustee Shirilla and supported by Trustee Rasmussen that Phil Millard be elected as chairman, Dave Kring as vice chairman, Irma Noël as secretary, and John Fought as treasurer.

AYES: Trustees Fought, Kring, Keiswetter, Millard, Noël, Rasmussen and Shirilla.

NAYS: None.

It was moved by Trustee Millard and supported by Trustee Fought 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 Fought, Kring, Keiswetter, Millard, Noël, Rasmussen and Shirilla.

NAYS: None.

It was moved by Trustee Noël and supported by Trustee Kring 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, with the exception of the April 30, 2019 meeting, in Conference Rooms 1 and 2 of the Library/Conference Center, unless otherwise noted.

AYES: Trustees Fought, Kring, Keiswetter, Millard, Noël, Rasmussen and Shirilla.  
NAYS: None.

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

WHEREAS, there may, 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 of Petoskey, Chemical Bank of Petoskey, and Fifth Third Bank of Petoskey 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 Fought, Kring, Keiswetter, Millard, Noël, Rasmussen and Shirilla.  
NAYS: None.

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

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, or any other such documentation as required by the banks, when signed by two of the following persons:

President David Roland Finley  
Vice President of Finance and Facilities David Hartnett  
Treasurer of the Board John E. Fought or  
Secretary of the Board Irma Noël

4. The President be authorized to secure loans up to the amount of \$7,000 from JP Morgan-Chase Bank of Petoskey, Michigan (in the form of credit card use), and that the President at his discretion be allowed to issue credit cards of up to \$2,500 to members of the administration as he sees fit.
5. The College has the authority to negotiate an unsecured \$500,000 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 Fought, Kring, Keiswetter, Millard, Noël, Rasmussen and Shirilla.  
NAYS: None.

There being no further business, the meeting was declared adjourned at 4:12 p.m.

/S/ Irma Noël, Secretary  
/S/ Phil Millard, Chairman