

**MINUTES**  
**NORTH CENTRAL MICHIGAN COLLEGE BOARD OF TRUSTEES**  
**ORGANIZATIONAL MEETING - Library Conference Rooms 1 & 2**  
**Tuesday, January 28, 2025 (4:00 p.m.)**

1. CALL TO ORDER AND READING OF THE CALL OF THE MEETING.

President David Roland Finley, Ph.D., called the meeting to order at 4:00 p.m. and read the following 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 to order an Organizational Meeting for the Board of Trustees of North Central Michigan College for 4 p.m., Tuesday, January 28, 2025, in Conference Rooms 1 & 2 of the Library/Conference Center of North Central Michigan College.”*

2. ACCEPTANCE OF ELECTION RESULTS.

*President Finley shared that the Board of Trustees received a Certificate of Determination from the Emmet County Board of Canvassers certifying the November 5, 2024, election results for the North Central Michigan College Board of Trustees. The elected trustees have accepted and taken the Constitutional Oath of Office pursuant to the Michigan Compiled Law Act 116 of 1954 and will serve the following terms:*

- *Mr. Keith Pretty will serve a two-year term ending December 31, 2026*
- *Dr. James Shirilla will serve a six-year term ending December 31, 2030*
- *Ms. Janelle Wozniak will serve a six-year term ending December 31, 2030*

3. ATTENDANCE ROLL CALL TAKEN.

PRESENT: Trustees Etienne, Pretty, Rasmussen, Shirilla, and Wozniak

ABSENT: Trustees Keiswetter and Kromm

4. APPROVAL OF AGENDA.

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

AYES: Trustees Etienne, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustees Keiswetter and Kromm

5. SCHEDULED PUBLIC COMMENT

None

6. ELECTION OF OFFICERS

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

AYES: Trustees Etienne, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustees Keiswetter and Kromm

President Finley noted that per Act 331 of 1966, the Board Chair and Vice Chair must be trustees. The Treasurer and Secretary need not be trustees. Electing John Fought as Treasurer will enable us to retain his knowledge of institutional finances.

As a special advisor to the Board in this role, he can provide counsel and advice based on his knowledge and expertise. This understanding can help our organization navigate tricky waters, recognize potential risks and opportunities, and help the Board carry out its duties.

President Finley turned the meeting over to Chairman Rasmussen.

#### 7. COMMITTEE ASSIGNMENTS

Chair Rasmussen shared that there have been several changes to the Board of Trustee Committee Assignments for 2025-2026. Trustee Kromm has been assigned to the Bylaws & Policy and Finance & Facilities Committees. Trustee Wozniak has been assigned to the Curriculum Committee and as a Liaison to the Foundation.

#### 8. ADOPTION OF RULES

It was moved by Trustee Rasmussen and supported by Trustees Etienne 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, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustees Keiswetter and Kromm

#### 9. ESTABLISHMENT OF REGULAR MEETING SCHEDULE (2025-2026)

It was moved by Trustee Pretty and supported by Trustee Shirilla 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, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustees Keiswetter and Kromm

#### 10. ESTABLISHMENT OF DEPOSITORIES\*

The following PREAMBLE and RESOLUTION was offered by Trustee Rasmussen.

“WHEREAS, there may, hereafter from time to time, come into the hands of John E. 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, 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.”

\*Note agenda items 10 & 11 were combined for approval.

11. ESTABLISHMENT OF PROCEDURES FOR DISBURSEMENT OF FUNDS.  
The following PREAMBLE and RESOLUTION were offered by Trustee Rasmussen and supported by Trustee Pretty:

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, John E. Fought, or  
Secretary of the Board, Melissa Keiswetter

4. The President be authorized to secure loans up to the amount of \$50,000 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 \$10,000 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, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustees Keiswetter and Kromm

#### 12. REMINDER OF TRUSTEE NOMINATION PROCESS.

Chairman Rasmussen shared that the Board of Trustees collects names of those that are interested in serving on the Board. The current process would be to send an email to the Board at [boardoftrustees@ncmich.edu](mailto:boardoftrustees@ncmich.edu) with qualifications, background, and a statement of interest. We as a Board are working to establish a process for future trustee appointments following retirement or resignation. To this end we have sought input from various stakeholders and best practices from external sources. Please understand that many times we are working under a very tight 30-day requirement to fill vacant positions, so it helps to have an existing pool of candidates that are desiring to serve and have been partially vetted.

#### 13. UNSCHEDULED PUBLIC COMMENT.

None

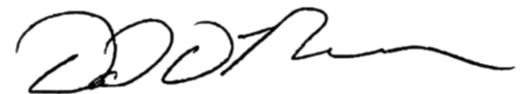
#### 14. ADJOURNMENT.

There being no further business, it was moved by Trustee Pretty and supported by Trustee Etienne that the meeting be adjourned at 4:10 p.m.

AYES: Trustees Etienne, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustees Keiswetter and Kromm



/S/ Dan Rasmussen, Chairman



/S/ Melissa Keiswetter, Secretary