Study Session Meeting Agenda  
Wednesday, January 9, 2019  
at NMC Hagerty Center Room C, 715. E. Front Street

12:00 p.m.  Lunch and Meeting

I. GENERAL BUSINESS
   A. Call to Order
   B. Oath of Office for Trustee Douglas S. Bishop
   C. Oath of Office for Trustee Rachel A. Johnson
   D. Oath of Office for Trustee Jane T. McNabb
   E. Oath of Office for Trustee Kennard R. Weaver
   F. Roll Call
   G. Pledge of Allegiance
   H. Review of Agenda and Approval of Additions, Deletions, or Rearrangements
   I. Annual Meeting Business (Pursuant to Policy A-100.00 Board of Trustees Bylaws)
      i. Reading of Notice and Proof of Service
      ii. Report of Secretary—Rachel Johnson, Secretary
      iii. Report of Treasurer—Michael Estes, Treasurer
      iv. Verification of Residential Address
      v. Conflict of Interest Disclosure Statement
      vi. Election of Officers
         Nomination and election of officers by approved process.
      vii. Regular Board Meeting Dates
         Recommend approval of regular board meeting dates through June 2020 as presented.

II. DISCUSSION ITEMS
   J. Committee Appointments
   K. Search Firm Presentations and Clarifying Questions
      Myers McRae
      Gold Hill Associates
      AGB Search
      Pauly Group, Inc.

III. PUBLIC INPUT
      Request forms for public input are available at the meeting location. Any individual of the public may speak for up to three (3) minutes. The Board will not receive public input from individuals unless they are present at the meeting. The Board will take public remarks into consideration, but will not comment at time of input.
IV. REVIEW OF FOLLOW-UP REQUESTS

Confirm requests made by the Board that require administrative follow-up for information to be provided to the Board at a later date.

V. ACTION ITEMS

L. Closed Session (Pursuant to Policy A-106.00 Other)
   Recommend that the Board convene in closed session as permitted by Section 8(c) of the Open Meetings Act, MCL 15.268, to discuss strategy connected with the negotiation of collective bargaining agreements between the College and the Michigan Education Association. (roll call vote)

M. Reconvene Regular Session (Pursuant to Policy A-106.00 Other)
   Recommend the closed session adjourn and the open session of the regular meeting be reconvened. (roll call vote)

VI. ADJOURNMENT

Upcoming Board Meeting Dates:

All board meetings are open to the public.

January 14, 2019 - NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street (2nd Monday)
February 25, 2019 - NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street
March 18, 2019 - NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street (3rd Monday)
April 22, 2019 - NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street
May 20, 2019 - Great Lakes Campus, Room 112, 715 E. Front Street (3rd Monday)
June 24, 2019 - Great Lakes Campus, Room 112, 715 E. Front Street
Holly Gorton <hgorton@nmc.edu>
To: Board of Trustees <boardoftrustees@nmc.edu>

Trustees:

Per Board Policy A-100.00 Board of Trustees Bylaws section 1.c.ii., this email is notification of the 2019 annual meeting of the Northwestern Michigan College Board of Trustees to be held each year on the first meeting date in January. The logistics of the meeting follow:

Date: January 9, 2019
Time: 12:00 p.m.
Location: NMC Hagerty Center, Room C
715 E. Front Street
Traverse City, MI 49686

The order of business at this annual meeting of the Board of Trustees will include the public swearing in of newly elected trustees and the election of officers for the upcoming year of 2019.

Holly Gorton
Executive Assistant to the President and the Board of Trustees
FOIA Coordinator
President's Office
Tanis Building
Email: hgorton@nmc.edu
Phone: (231) 995-1012

Northwestern Michigan College

BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not forward it to any other individual or copy a reply to other board members.

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Members for group Board of Trustees

<table>
<thead>
<tr>
<th>Email address</th>
<th>Nickname</th>
<th>Group status</th>
<th>Email preference</th>
<th>Posting permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:cbott@nmc.edu">cbott@nmc.edu</a></td>
<td>Chris Bott</td>
<td>member</td>
<td>email</td>
<td>allowed</td>
</tr>
<tr>
<td><a href="mailto:dbishop@nmc.edu">dbishop@nmc.edu</a></td>
<td>dbishop</td>
<td>member</td>
<td>email</td>
<td>allowed</td>
</tr>
<tr>
<td><a href="mailto:dfairbanks@nmc.edu">dfairbanks@nmc.edu</a></td>
<td>Diana Fairbanks Lawson</td>
<td>member</td>
<td>email</td>
<td>allowed</td>
</tr>
<tr>
<td><a href="mailto:hgorton@nmc.edu">hgorton@nmc.edu</a></td>
<td></td>
<td>owner</td>
<td>email</td>
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<tr>
<td><a href="mailto:jmcnabb@nmc.edu">jmcnabb@nmc.edu</a></td>
<td>Jane McNabb</td>
<td>member</td>
<td>email</td>
<td>allowed</td>
</tr>
<tr>
<td><a href="mailto:kchilds@nmc.edu">kchilds@nmc.edu</a></td>
<td>kchilds</td>
<td>member</td>
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<td>allowed</td>
</tr>
<tr>
<td><a href="mailto:kweaver@nmc.edu">kweaver@nmc.edu</a></td>
<td>kweaver</td>
<td>member</td>
<td>email</td>
<td>allowed</td>
</tr>
<tr>
<td><a href="mailto:lmoritz@nmc.edu">lmoritz@nmc.edu</a></td>
<td>Lynne Moritz</td>
<td>member</td>
<td>email</td>
<td>allowed</td>
</tr>
<tr>
<td><a href="mailto:mestes@nmc.edu">mestes@nmc.edu</a></td>
<td>Michael Estes</td>
<td>member</td>
<td>email</td>
<td>allowed</td>
</tr>
<tr>
<td><a href="mailto:rjohnson@nmc.edu">rjohnson@nmc.edu</a></td>
<td>Rachel Johnson</td>
<td>member</td>
<td>email</td>
<td>allowed</td>
</tr>
<tr>
<td><a href="mailto:tnelson@nmc.edu">tnelson@nmc.edu</a></td>
<td>Tim Nelson</td>
<td>member</td>
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Report of Secretary

The 2018 Northwestern Michigan College Board of Trustees Annual Meeting minutes were approved on February 26, 2018, and are available online at the 2018 Trustee Meeting Materials and Minutes website (https://www.nmc.edu/about/board-of-trustees/minutes/2018/01222018-Board-Minutes.pdf).
Northwestern Michigan College
Board of Trustees
Annual Meeting
January 9, 2019
at NMC Hagerty Center Room C, 715. E. Front Street

Report of Treasurer

The annual financial audit for Northwestern Michigan College for the fiscal year ending June 30, 2018, was accepted by the NMC Board of Trustees on October 22, 2018, and is available online at the NMC Audit Reports website (https://www.nmc.edu/departments/finance-administration/audits/files/audit-nmc-2018.pdf).
2019

January 14, 2019 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street (2nd Monday)

February 25, 2019 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street

March 18, 2019 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street (3rd Monday)

April 22, 2019 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street

May 20, 2019 – Great Lakes Campus, Room 112, 715 E. Front Street (3rd Monday)

June 24, 2019 – Great Lakes Campus, Room 112, 715 E. Front Street

July 22, 2019 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street

August 26, 2019 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street

September 23, 2019 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street

October 28, 2019 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street

November 25, 2019 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street

December 16, 2019 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street (3rd Monday)

2020

January 27, 2020 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street

February 24, 2020 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street

March 23, 2020 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street

April 27, 2020 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street

May 18, 2020 – Great Lakes Campus, Room 112, 715 E. Front Street (3rd Monday)

June 22, 2020 – Great Lakes Campus, Room 112, 715 E. Front Street
Board Officer Election Process

Pursuant to Board Policy A-100.00 our January meeting of the Board of Trustees will include the Annual Meeting, during which officers for the next calendar year are to be elected. Section 4 of A-100.00 lists the officers and their primary duties. Part of A-100 is set forth below. The process for nominations and elections is based on Roberts Rules of Order.

4) Officers.

a) **Chairperson.** The Chairperson of the Board of Trustees shall be selected by the members of the Board. The Chairperson shall preside over all meetings of the Board of Trustees. The Chairperson shall ensure that the Board's Bylaws and established rules are followed and that the Board and its standing or ad hoc committees are fulfilling their stated responsibilities. The Chairperson shall represent the Board as appropriate in various public relations functions. An individual may not serve more than three (3) consecutive years as Chairperson. In times of unique challenge to the Board, the Chair may be elected for up to two (2) additional consecutive one-year terms by a vote of no less than five of the seven members of the Board.

b) **Vice Chairperson.** A Vice Chairperson shall be chosen by the membership of the Board. The Vice Chairperson shall perform the duties and exercise the powers of the Chairperson during the absence or disability of the Chairperson.

c) **Secretary.** The Secretary shall be chosen from the membership of the Board. The Secretary shall, by affixing his or her signature, attest to the accuracy of the Board meeting minutes and shall ensure that the Board's records are maintained in an appropriate manner. The Secretary shall authorize all notices required by statute, bylaw or resolution. The Secretary shall perform such other duties as may be delegated by the Board of Trustees. The President or the President's designee shall serve as Assistant Secretary to assist the Secretary in the performance of his or her duties.

d) **Treasurer.** The Board of Trustees shall elect a Treasurer of the Board from its membership who will perform duties in connection with the finances of the College as may be required by the Board. The Board may direct the President to designate a chief financial officer as custodian of the funds who shall report to the President and maintain full and accurate accounts and fiscal procedures.
Process for Election of Officers

Nominations

- The current Chair will ask for nominations for Chair, and he will preside over those nominations and the voting for Chair. The newly-elected Chair will then preside over nominations and voting for each successive officer until all officers are elected.
- Nominations don't need a second or support.
- Any Trustee can nominate himself or herself.
- Each Trustee should offer only one nomination for each position.
- Since our NMC bylaws prohibit any person signing a document in more than one capacity, any Trustee who has been newly elected should not be nominated for another office.
- Nominees do not have to leave the room during the nominations, when the vote is taken, or when the vote is counted.
- The Chair may continue presiding, even if he or she is one of the nominees for the office.
- Any Trustee may rise and decline the nomination during the nominating process.
- Nominations will be taken for successive offices in the order they're listed in the bylaws.

Voting

Nominations for each office will be followed by the election for that office. This allows Trustees to consider the election results of each election before proceeding to the election of another office. The Chair will take nominations from the floor for one office, and when no further nominations are forthcoming, Trustees will vote for that office. Election votes will be cast by roll call.

Committees

Our NMC bylaws provide that the Chair shall appoint Trustees to Board committees. When the officer election is complete, the Chair may then proceed to appoint Trustees to the committees and the Board Chair shall designate the Chair of each committee.

Succession

Election to an office of the Board does not imply that subsequent elections will follow in any line of succession. Election to each office is a new decision each year, made by the Trustees as they decide to vote in the best interests of NMC.
## 2019 Committee Appointments

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<thead>
<tr>
<th>Committee</th>
<th>Members</th>
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<tbody>
<tr>
<td>Audit Committee</td>
<td>Kennard Weaver, Chair</td>
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<td>Rachel Johnson</td>
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<td>Janie McNabb</td>
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<td>Barbecue Board</td>
<td>Janie McNabb</td>
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<td>Building and Site</td>
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<td>Doug Bishop</td>
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<td>Foundation Board</td>
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<td>Michael Estes</td>
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<td>Ross Childs, Alternate</td>
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<td>Policy</td>
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<td>&amp; Compensation</td>
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<td>Rachel Johnson</td>
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