

**MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
July 8, 2013**

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Busch at 12:03 p.m. President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Dr. John Holcomb, Diane Lowrey and Rob Maloney. Chris Hoffman joined the meeting at 12:05. Also present were Dr. Neil Nuttall, President; Vicki Weaver, Board Secretary; Dr. James Gardner, Vice President of Instruction/Student Services; Tyson Otto, CFO/Director of Operations; and Lee Ann Searcy, Administrative Staff.

The Board reviewed a proposed Board Policy Manual change concerning vacation leave; no action was requested.

Dr. John Holcomb moved and Rob Maloney seconded the motion to accept the resignation of Macey Tipton, A+ Advisor/Testing Coordinator, effective July 19, 2013. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Rob Maloney seconded the motion to accept the resignation of Sari Larson, SSS Tutor Coordinator, effective July 12, 2013. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ Bonnie Yates of Jamesport as Skills Enrichment Learning Specialist, a grant-funded position with MOHealthWINS program, effective July 17, 2013; this is a full-time classified staff position with the salary on the Classified Staff Salary Schedule at 4B-3 (\$11.53/hour). Six votes were cast in favor and none opposed.

Diane Lowrey moved and Chris Hoffman seconded the motion to employ Sarah Williamson of Gilman City as Cashier/Financial Aid effective July 15, 2013; this is a full-time classified staff position with the salary on the Classified Staff Salary Schedule at 3B-10 (\$12.29/hour). Six votes were cast in favor and none opposed.

President Nuttall mentioned some cutbacks due to Governor Nixon's withholdings.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to adjourn the special meeting of the Board of Trustees. Six votes were cast in favor and none opposed. President Busch declared the meeting adjourned at 12:15 p.m.

**MINUTES OF THE RETREAT OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
July 23, 2013**

The retreat of the Board of Trustees, North Central Missouri College, was called to order by President Steve Busch at 12:48 p.m. in the Sugg Room, Ketcham Community Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, John Holcomb, Diane Lowrey, and Rob Maloney. Also present were Neil Nuttall, President; Board Secretary Vicki Weaver; James Gardner, Vice President; Tyson Otto, CFO; Kristen Alley and Jamie Hooyman, Deans; Tina Totten, Faculty; Teresa Cross, Marcie Cutsinger, Jenna Vandel and Randy Young, Administrative Staff; Shellee Castanada, Classified Staff; and Ron Auxier and Jeremy Proctor, architects.

There was a general discussion of long-range facility plans for the downtown Trenton campus. No action was taken.

Don Dalrymple moved and Diane Lowrey seconded the motion to adjourn the retreat of the Board of Trustees. Six votes were cast in favor and none opposed. President Busch declared the retreat adjourned at 3:15 p.m.

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES**

NORTH CENTRAL MISSOURI COLLEGE

July 23, 2013

The regular meeting of the Board of Trustees, North Central Missouri College, was called to order in the President's Office, Frey Administrative Center, by President Steve Busch at 5:31 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Also present were Dr. Neil Nuttall, President; Vicki Weaver, Board Secretary; James Gardner, Vice President; Tyson Otto, CFO; Kristin Alley, Dean; Alan Barnett, Teresa Cross, and Lee Ann Searcy, Administrative Staff; Amy Currie, Becky Schroeder, and Rachael Simmons, students; and John Anthony and Ronda Lickteig, representing the news media.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the meeting agenda as presented. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to approve the Minutes of the meetings of June 20 and July 8 as presented. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to approve the Treasurer's Reports as presented for North Central Missouri College, Head Start, and WIA. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the monthly North Central Missouri College expenditures including FY13 year-to-date operating revenues of \$8,625,664.68 and FY13 year-to-date operating expenditures of \$7,932,444.03; the Head Start year-to-date operating revenues of \$826,659.40 and year-to-date expenditures of \$828,677.36; and Workforce Investment Act FY13 year-to-date operating revenues of \$3,490,184.31 and year-to-date expenditures of \$3,685,049.40. Six votes were cast in favor and none opposed.

The Head Start monthly report and Notice of Award were noted.

Vice President for Instruction and Student Services James Gardner said classes start in three weeks and invited trustees to several activities. Visiting students introduced themselves.

CFO/Director of Operations Tyson Otto reported that auditors are doing their preliminary visit this week, normal maintenance projects are underway, and he is watching reports from Jefferson City regarding Governor withholding. He also briefly discussed the Student Debt Report.

Development Director Teresa Cross talked about Gifts in Action, the Lions Club, Open Line, *Alumni News*, Foundation Board meeting, Barton Sign Dedication, the Gala, Golf Tournament, and Holiday Hoops.

President Neil Nuttall mentioned the Year in Review Report, nursing pinning ceremonies, on-going meetings with legislators, testing changes, capital project RFPs,

certification of the dental hygiene program, and progress toward NLN certification.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve a Board Policy Manual change regarding the recording of vacation leave (see attached). Six votes were cast in favor and none opposed.

Diane Lowrey moved and Rob Maloney seconded the motion to approve the revised Organizational Chart as presented. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to renew the Code of Ethics/Conflict of Interest statement. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to set the annual levy hearing for 5:15 p.m. on Tuesday, August 27. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept a bid of \$11,660.40 from Insight of Tempe, Arizona for notebook PCs. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ Shayna Hyre as Student Services Assistant effective July 24, 2013; this is a full-time classified staff position with the salary set at 2A-2 (\$9.02/hour) on the Classified Staff salary schedule. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to employ Cindy Peterie of Chula as Admissions Representative effective July 29, 2013; this is a full-time classified staff position with the salary set at 4A-10 (\$12.79/hour) on the Classified Staff salary schedule. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Chris Hoffman seconded the motion to employ Colby Searcy as maintenance worker effective August 12, 2013; this is a full-time classified staff position with the salary set at 2B-10 (\$11.15/hour) on the Classified Staff salary schedule. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to transfer Cory Crawford from MO-HealthWINS Recruitment/Advisor Specialist to Advisor/Testing Coordinator effective July 24, 2013; this is a full-time classified staff position with the salary to be set at 4B-10 (\$13.30/hour) on the Classified Staff salary schedule. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ Cynthia Lance, Bridget Robinson, and Linda Siemer as part-time clinical instructors for the nursing programs at \$250/clinical day. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal, real estate, and personnel items, citing statutes 610.021.1, .2, and .3 which allow the Board to do so. Roll call vote showed Busch, aye; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

President Busch called the Executive Session to order at 6:16 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey and Rob Maloney. Also present were Dr. Neil Nuttall, President; Vicki Weaver, Board Secretary; Dr. James Gardner, Vice President; Tyson Otto, CFO; and Teresa Cross, Administrative Staff.

Real estate, legal and personnel items were discussed and no action was taken.

Rob Maloney left the meeting at 6:37 p.m.

Don Dalrymple moved and Diane Lowrey seconded the motion to adjourn the Executive Session and reconvene in regular session. Roll call vote showed Busch, aye; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, absent.

President Busch called the regular session to order at 6:42 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, and Diane Lowrey. Rob Maloney was absent. Also present were Dr. Neil Nuttall, President; Vice President James Gardner; CFO Tyson Otto; and Vicki Weaver, Board Secretary;

Dr. John Holcomb moved and Diane Lowrey seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were cast in favor and none opposed. President Busch declared the meeting adjourned at 6:43 p.m.

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*Board Policy Manual Change*

- 5.12.6211      Vacation charges will be recorded in ½ day increments for Administrative/Management/Professional staff and in hourly increments for Classifie

**MINUTES OF THE LEVY HEARING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
August 27, 2013**

The levy hearing of the Board of Trustees, North Central Missouri College, was called to order in the President's Office, Frey Administrative Center, by Chairman Busch at 5:15 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, and Diane Lowrey. Rob Maloney was absent. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; James Gardner, Vice President of Instruction and Student Services; Tyson Otto, CFO/Director of Operations; Alan Barnett, and Teresa Cross, Administrative Staff; Bev Hooker, representing Head Start; and John Anthony and Ronda Lickteig, representing the news media.

Member Rob Maloney joined the meeting at 5:18 p.m.

President Nuttall announced that the proposed tax levy rate for the 2013-14 year is \$.40 per hundred of assessed valuation, and opened the floor for public comments. There were no comments.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to adjourn the levy hearing of the Board of Trustees. Six votes were cast in favor and none opposed. Chairman Busch declared the meeting adjourned at 5:31 p.m.

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES**

NORTH CENTRAL MISSOURI COLLEGE

August 27, 2013

The regular meeting of the Board of Trustees, North Central Missouri College, was called to order in the President's Office, Frey Administrative Center, by President Steve Busch at 5:31 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Also present were Dr. Neil Nuttall, President; Vicki Weaver, Board Secretary; James Gardner, Vice President; Tyson Otto, CFO/Director of Operations; Kristen Alley, Dean; Alan Barnett, Teresa Cross, and Lee Ann Searcy, Administrative Staff; Amy Guthrie, faculty; and John Anthony and Ronda Lickteig, representing the news media.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to approve the meeting agenda as presented. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Don Dalrymple seconded the motion to approve the Minutes of the meetings of July 23 as presented. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the Treasurer's Reports as presented for North Central Missouri College, Head Start, and WIA. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the monthly North Central Missouri College expenditures including FY13 year-to-date operating revenues of \$2,098,414.04 and FY13 year-to-date operating expenditures of \$673,755.45; the Head Start year-to-date operating revenues of \$924,645.70 and year-to-date expenditures of \$948,784.62; and Workforce Investment Act FY13 year-to-date operating revenues of \$1,681,002.51 and year-to-date expenditures of \$1,927,764.06. Six votes were cast in favor and none opposed.

The Head Start monthly report and program planning report were noted.

Vice President for Instruction and Student Services James Gardner introduced Kristen Alley who presented a demographic report on the current student body and discussed student move-in. Also, Dr. Gardner talked about a new data-gathering procedure for HLC and the recent in-service.

CFO/Director of Operations Tyson Otto reported on roof issues with Geyer and Layson Halls and the KCC. He also noted that the Governor's withholding has resulted in a loss of \$16,000 for NCMC and gave a brief synopsis of Bookstore activity prior to the start of the fall semester.

Development Director Teresa Cross talked about Gifts in Action and packets of promotional literature for the campaign, the Alumni News, the Foundation's quarterly meeting, the Barton sign dedication, the golf tournament, Holiday Hoops, and the annual Gala.

President Neil Nuttall presented the NISOD medal to Amy Guthrie, this year's winner. He also reviewed the Governor's withholding, a faculty handbook, a proposed new lactation area, the MCCA annual convention in October, meetings he will be attending next week, full accreditation for the dental hygiene program, updates on the Memo of Agreement with NWMSU, statewide testing changes, and activities of Trenton's Downtown Improvement Association.

Diane Lowrey moved and Don Dalrymple seconded the motion to set the annual tax levy at \$.40 per hundred of assessed valuation for the 2013 year. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to renew a drug screening agreement with Wright Memorial Hospital effective September 4, 2013 as presented. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Rob Maloney seconded the motion to accept a sole source bid of \$12,862 from Higher One of Buffalo, New York for Campuslabs software. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to accept the resignation of Chelsea Woodard, Cashier/Admissions, effective September 4, 2013. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to employ Jamie Cunningham of Chillicothe as MOHealthWINS Recruitment and Advisement Specialist effective July 29, 2013; this is a full-time grant-funded classified staff position with the salary set at 4B-7 (\$12.51/hour) on the Classified Staff salary schedule. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Chris Hoffman seconded the motion to employ Traci R. Norris as an adjunct instructor in the math department. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to add a new full-time grant-funded nursing faculty position for the MOHealthWINS program effective immediately. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to accept the resignation of Jamie Matheney, Head Start Linn County Home Visitor, effective immediately. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to employ Marie Jobson as Head Start Linn County Home Visitor. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal, real estate, and personnel items, citing statutes 610.021.1, .2, and .3 which allow the Board to do so. Roll

call vote showed Busch, aye; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

President Busch called the Executive Session to order at 6:35 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey and Rob Maloney. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; James Gardner, Vice President; Tyson Otto, CFO; and Teresa Cross, Administrative Staff.

Real estate and legal items were discussed and no action was taken.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to adjourn the Executive Session and reconvene in regular session. Roll call vote showed Busch, aye; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

President Busch called the regular session to order at 7:16 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Also present were Neil Nuttall, President; Vice President James Gardner; CFO Tyson Otto; and Vicki Weaver, Board Secretary;

Diane Lowrey moved and Don Dalrymple seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were cast in favor and none opposed. President Busch declared the meeting adjourned at 7:17 p.m.

Workforce Investment Board  
Meeting Minutes  
September 3, 2013

Cameron Nutrition Center

The Northwest Region Workforce Investment Board (WIB) met Tuesday September 3, 2013, at Cameron Nutrition Center, Cameron, MO. There were eighteen (18) Board Members present, three (3) Board Members who joined the meeting via conference call, four (4) Presiding Commissioners, seven (7) guests and three (3) WIB staff present. Those participating included the following:

Board Members

Bruce Baker*	Kent Osborn	Don Gitthens	Rick Gronniger	John Zeliff
Jeff Andrews	Anita Coulter	Priscilla Whitt	Chad Boyd	Danah Fowler
Juanita Assel	Robin Hammond*	Aaron Franklin	Randy Railsback	Tom Bliss*
Tye Parsons	Debb Trautloff	Neil Nuttall	Penny Adams	Bill Caldwell
Rodney Rice				

\* Participated via conference call

Presiding Commissioners

Jack Hodge, Harrison County Commissioner	Bud Motsinger, Caldwell County Commissioner
Eva Danner Horton, Livingston County Commissioner	Wade Wilkin, Clinton County Commissioner

Guests

Steve Holdenried, SJYA	Amanda Dowell, GHCAA	Janis Arn, Mo-Kan	Janice Spearman, Mo-Kan
Rhonda Ewing, SJYA	Becky McAtee, GHRPC	Kim Mildward, NWRCOG	

WIB Staff

Lisa Hostetler	Jeanie Griffin	Miranda Brummett
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Prior to the business meeting, the NW WIB Youth Council met.

Guest speakers Sue Quinn and Jamie Cunningham, North Central Missouri College (NCMC), made presentations to the Board. Ms. Quinn, MoManufacturingWINs CTE Recruiter and Retention Specialist, discussed the grant program, which targets adults over the age of 18 who are unemployed, underemployed, low-skilled, or eligible for Trade Act Assistance. Students eligible for MoManufacturingWINs programs pay no tuition but are responsible for books, student fees, lab fees and other supplies or student-related costs. Students enrolled in the one-semester (16 week) Manufacturing Skills or Industrial Maintenance Skills programs will earn industry-recognized credentials and college certificates that easily transfer into related one-year certificates and two-year degrees at NCMC. Quinn provided marketing material to Board Members

and encouraged anyone interested in earning manufacturing or industrial maintenance skills certificates through NCMC to contact her.

Jamie Cunningham, MoHealthWINS Recruitment and Advising Specialist, also provided marketing material to Board Members. The MoHealthWINS program through NCMC targets the same population as the program noted above, and provides students the opportunity to prepare for a return to the classroom setting via a non-credit Skills Enrichment Program. The MoHealthWINS program also includes a one-semester Pharmacy Technician certificate program and a one-year Associate Degree in Nursing program. As with the MoManufacturingWINS program, tuition is paid through the grant but students are responsible for books, student fees, lab fees and other supplies or student-related costs. Students are able to connect online via internet service, and have on-site requirements at NCMC in Trenton or NCMC's Maryville out-reach site. Contact information for the MoHealthWINS program was provided to Board Members.

**BUSINESS MEETING** – Roll call was taken and a quorum was established with eleven (11) business sector members and ten (10) partner members participating.

#### **NOMINATING COMMITTEE REPORT**

In July, Nominating Committee Members Danah Fowler, Aaron Franklin, Rick Gronniger, Lisa McGhee, and Debb Trautloff reviewed the NW WIB By-Laws (Article VII "Officers") in preparation for their task of establishing a slate of Board officers for a two (2) year term beginning September, 2013. Nominating Committee Chair Rick Gronniger provided a report of the Committee's work to the full Board.

Gronniger reported that the existing Officers are Don Gitthens, Chair; Priscilla Whitt, Vice-Chair; Anita Coulter, Secretary; and John Zelif, Treasurer. Although their first term expires September, 2013, each is eligible to serve another two (2) year term. The current officers were canvassed to determine their interest in serving another term; each agreed to remain on the ballot for the Board meeting vote.

Additional nominations were sought by Gronniger via email correspondence to the full Board prior to the meeting; Gronniger sought nominations from the floor at the meeting. No additional nominations were received and the nominating process was closed.

On behalf of the Nominating Committee, Rick Gronniger made a motion to retain Don Gitthens as Chair; Priscilla Whitt as Vice-Chair; Anita Coulter as Secretary; and John Zelif as Treasurer. The motion was seconded by Bill Caldwell. The motion passed by roll call vote with sixteen (16) 'yes' votes, zero (0) 'no' votes, and five (5) abstentions (Don Gitthens, John Zelif, Anita Coulter, Priscilla Whitt, and Rodney Rice).

The Officers will serve another two (2) year term from September, 2013 through August, 2015. They were thanked for their continued service by the Board and staff.

#### **CONSENT AGENDA**

Motion was made by Kent Osborn, seconded by Priscilla Whitt to approve minutes from the June 11, 2013 NW WIB meeting and the final WIA Youth and NGCC Expenditure Reports for the program year ending June 30, 2013. The motion passed by roll call vote with twenty-one (21) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

#### **NW WIB YOUTH COUNCIL REPORT**

NW WIB Program Operations Manager Miranda Brummett reported for the Youth Council. Brummett stated that their agenda included election of Youth Council Officers, review of membership to meet requirements of the Workforce Investment Act, and partner updates. The Council discussion on election of Officers lead to a need for review of the Council By-Laws to determine who is eligible to serve in the Officer capacity and to review Officer term limits. An ad hoc Youth

Council Committee has been tasked with drafting revised Youth Council By-Laws that will be presented at the December Youth Council and NW WIB meetings. Review and approval of new members to the Youth Council was also tabled; there were no applications received from individuals eligible to fill the vacant law enforcement/probation and parole seat. Continued recruitment will occur.

No action was required nor taken.

#### UPDATES AND OTHER BUSINESS:

1. WIB Director Lisa Hostetler provided an update on NW WIB By-Laws and Board composition changes.

The proposed changes to By-Laws and Board composition were presented to the full NW WIB on June 11, 2013. The Board approved the By-Laws changes, Addendum 1, and partner representation on the NW WIB. After the meeting, Hostetler confirmed that neither our By-Laws nor Robert's Rules of Order requires a second reading of By-Laws in order to adopt amendments. Hostetler sent the revised By-Laws to Board members on June 13, 2013 seeking approval to adopt the amended By-Laws without a cursory second reading. Approval was received via email correspondence from Board members and the amended By-Laws are effective June 11, 2013. Hostetler noted that the By-Laws are posted on the NW WIB website ([www.nwwib.org](http://www.nwwib.org)).

No action was required nor taken.

2. With changes to the NW WIB By-Laws and Board composition, WIB staff was required to submit the revised Board roster to the Division of Workforce Development. We were notified by letter on July 3, 2013 that the NW WIB has been officially recertified by the Division of Workforce Development.

No action was required nor taken.

3. Hostetler reported that 5-year local plan was approved by DWD on April 8, 2103, sent to Board members and Commissioners, and posted on the WIB website. While Hostetler originally planned to use the local plan for strategic planning purposes, she indicated that we need to find a better vehicle from which to begin long-range planning. A board self-assessment and development survey has been created that will be the springboard for planning purposes. That survey was presented later in the meeting.

No action was required nor taken.

4. When there are significant changes in policies, budgets, By-Laws, Board membership, etc., WIBs are required by the Division of Workforce Development to prepare a Local Plan Modification. Hostetler reported that at the June 11, 2013 meeting, Board Members voted on and approved changes to the Supportive Services Policy; Individual Training Account Policy; Locally-Defined WIA Youth Barrier; By-Laws; WIB roster; and Youth Council membership. In early July, WIB staff participated in cost-sharing negotiations with DWD for Chillicothe and St. Joseph Career Centers, and prepared Planning Budget Summaries.

By email to Executive Committee Members, Hostetler sought a vote to approve release of the Local Plan Modification to DWD. On July 11, 2013, Hostetler received unanimous approval by Committee Members to release the Plan Modification. Each of those elements except the Youth Council Membership Roster has been approved by DWD. Since the Youth Council is still seeking to fill a vacant seat as mentioned above, our Plan Modification is on hold at DWD. When that seat is filled, Hostetler will forward the Youth Council Membership Roster to DWD for their approval and our Plan Modification will be complete.

No action was required nor taken.

**\*\*Priscilla Whitt left the meeting at this point; the quorum and business majority was severed with ten (10) business sector members and ten (10) partner members participating. No official business (vote on motions) was taken from this point.**

5. Miranda Brummett reported that the Division of Workforce Development has provided funding to WIB regions for National Emergency Grants through the US Department of Labor. They are: MO-33, MO-36 and MO-37. MO-33 is an On-the-Job Training grant for long-term unemployed individuals (Dislocated Workers); the NW WIB received \$23,000 to serve affected workers. MO-36 is a grant to assist Dislocated Workers from several Trade Act affected companies (Hostess, Energizer, SMX Staffing, Filtration Group and Climax Packaging from our region); we have \$238,539 to serve affected workers and to supplement Career Center staff cost. The MO-37 grant is for On-the-Job Training and Individual Training Accounts to serve Dislocated Workers. We received \$129,150 from this grant to support affected workers and to supplement Career Center staff costs.

No action was required nor taken.

6. Board Member Rodney Rice, Department of Labor & Industrial Relations/Division of Employment Security, provided information on Division activities of note. He reported the impacts of sequestration on recipients of federal Emergency Unemployment Compensation (EUC) benefits, noting that mandatory reductions included eliminating weekly payments for four (4) separate weeks between June 1st and November 16th. Those reductions do not apply to claimants receiving Missouri-State funded unemployment payments.

Rice also reported that the "Required Job Services (RJS)" Program requires most claimants to meet with Career Center staff to learn about the many reemployment services offered at the Centers. Those claimants also receive labor market information, a skills assessment and job search assistance. Since these claimants only have 20 weeks to draw unemployment, Rice stated that it is important that they take advantage of the opportunities offered in Career Centers to quickly regain employment.

Rice explained a new program at the Division of Employment Security (DES) to recover fraudulently obtained unemployment insurance called Treasury Offset Program (TOP), which began in January, 2013. The program compares federal tax refunds to claimants who have received fraudulent overpayments/penalties. If the claimant owes DES and they are to receive a federal tax refund, the Division can intercept it as a payment. Rice noted that more than \$19 million in fraud overpayments and penalties have been collected through the TOP program.

The current Trust Fund status and Unemployment Insurance Claims data were also shared by Rice. Of note, Missouri has approximately 69,000 individuals receiving state or federal unemployment benefits; that number represents a 26% decrease in claimants receiving benefits from one year ago.

No action was required nor taken.

7. Board Members reviewed a Northwest Workforce Investment Board Local On-the-Job Training (OJT) Policy presented by Hostetler. The local policy complies with the Missouri Division of Workforce Development statewide OJT policy (DWD Issuance 10-2011), which encourages WIB regions to establish local guidelines for administering federally-funded OJT programs. The local policy establishes our OJT marketing strategy and company eligibility criteria, including minimum hourly rates for OJT placements based on sub-regional economic conditions and historical data reflecting average hourly rate for WIA Dislocated Workers.

*Action was required but not taken due to lack of quorum; the policy may be presented to the Executive Committee since the full board will not meet again before December, 2013.*

8. The WIB/NCMC has continued its efforts to support the Certified Work Ready Communities (CWRC) initiative in Northwest Missouri. Linn, Livingston and Grundy Counties have received "Certified Work Ready Community in Progress" status by the state Workforce Investment Board (MoWIB). Buchanan, Gentry and Nodaway Counties have established steering committees and are in the process of completing their applications, which will be submitted for the next round of approval at the end of October, 2013.

No action was required nor taken.

9. Year-end WIA Youth, Adult, and Dislocated Worker Program performance reports were presented to the Board. Each report displayed region-wide performance as well as a breakdown by program and sub-region for the period July 1, 2012 through June 30, 2013. Region-wide, we are required to achieve no less than 85% of our performance goals for each program and measure; anything less than 85% would require that we prepare a technical assistance plan to address the deficiency(ies). While some sub-regions did not attain the 85% level in measure attainment for all measures, other sub-regions compensated by achieving higher than 85%.

The region-wide WIA Youth report indicated that we achieved 85% of our goals in the "Youth Placement" measure; 106.4% of our goals in "Youth Attainment of Degree" measure; and 89.6% of our "Literacy Numeracy" measure. WIA Adult data indicated that we achieved 89.2% of our "Adult Entered Employment" measure; 90.3% of our "Adult Retention" measure; and 93.6% of our "Adult Average Earnings" measure. The year-end report indicated that we achieved 87.9% of our "Dislocated Worker Entered Employment" measure; 90.3% of our "Dislocated Worker Retention" measure; and 91.4% of our "Dislocated Worker Average Earnings" measure.

Program Operations Manager Brummett praised our sub-contractor staff for working hard to correct areas where we have struggled to achieve performance goals in the past. She attributed the gains to training and sub-contractor experience.

No action was required nor taken.

10. Director Hostetler distributed a "Northwest Workforce Investment Board Self-Assessment Survey" to members. The goal is to assess the performance of the Board and establish priority areas to focus on over the next one to two years. Board Members are asked to complete the survey and return them to the WIB office by October 1, 2013. The results will be compiled into an anonymous summary of comments for Board discussion during the December, 2013 meeting. The results will be a strategic planning starting point.

No action was required nor taken.

Meeting was adjourned.

Next Meeting – December 3, 2013 in Cameron

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
September 24, 2013**

The regular meeting of the Board of Trustees, North Central Missouri College, was called to order in the President's Office, Frey Administrative Center, by President Steve Busch at 5:30 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Also present were Dr. Neil Nuttall, President; Vicki Weaver, Board Secretary; James Gardner, Vice President; Tyson Otto, CFO/Director of Operations; Alan Barnett, Ashley Buntin, Teresa Cross, Sue Quinn, Lee Ann Searcy, and Jamie Tanno, Administrative Staff; Quentin Albrecht, Beth Caldarello, and Annette Pool, faculty; Cory Crawford, Shayna Hyre, Cindy Peterie, and Sarah Williamson, Classified Staff; Bev Hooker, representing Head Start; and John Anthony and Ronda Lickteig, representing the news media.

Don Dalrymple moved and Diane Lowrey seconded the motion to approve the meeting agenda as amended. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Dr. John Holcomb seconded the motion to approve the Minutes of the meetings of August 27 as presented. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the Minutes of the WIB meeting of September 3 as presented as well as the Treasurer's Reports as presented for North Central Missouri College, Head Start, and WIA. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the monthly North Central Missouri College expenditures including FY13 year-to-date operating revenues of \$3,106,662.67 and FY13 year-to-date operating expenditures of \$1,052,972.20; the Head Start year-to-date operating revenues of \$1,019,784.76 and year-to-date expenditures of \$1,044,421.77; and Workforce Investment Act FY13 year-to-date operating revenues of \$1,549,714.41 and year-to-date expenditures of \$1,965,966.43. Six votes were cast in favor and none opposed.

The Head Start monthly and yearly reports were presented by Dr. Bev Hooker.

Vice President for Instruction and Student Services James Gardner presented new employees in attendance, who each introduced themselves. He also reviewed the College Fair.

CFO/Director of Operations Tyson Otto reported that the dock project at Barton campus is nearly complete, the annual audit will begin in the first week of November, and he is still dealing with issues from a lightning strike last May.

Development Director Teresa Cross talked about Gifts in Action (\$242,000), the golf tournament (\$9,000), Barton sign/flags/display case dedication, the Gala, the next quarterly Foundation meeting, an estate planning seminar, and Holiday Hoops.

President Neil Nuttall discussed accomplishments of former student Natosha Snidow, NCMC's honor from the *Washington Monthly*, the MCCA Annual Convention, "This Week at NCMC," credit for prior learning, an agreement with the University of Missouri, a strategic enrollment plan, the Health Information Management program, and FERPA.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve a Board resolution which renews the terms of a bond agreement with UMBank through June 30, 2014. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve a Memorandum of Understanding between the City Parks Department, Trenton R-IX schools, and NCMC for work on Johnson Ball Field. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to change the December meeting date to Thursday, December 19. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to employ Nancy Guthrie and Jaime Pitman as part-time clinical instructors in the Allied Health Department at \$250 per clinical day. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal, real estate, personnel, and competitive bidding items, citing statutes 610.021.1, .2, .3, and .11 which allow the Board to do so. Roll call vote showed Busch, aye; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

President Busch called the Executive Session to order at 6:34 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey and Rob Maloney. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; James Gardner, Vice President; Tyson Otto, CFO/Director of Operations; and Teresa Cross, Administrative Staff.

Real estate, legal and competitive bidding items were discussed and no action was taken.

Don Dalrymple moved and Rob Maloney seconded the motion to adjourn the Executive Session and reconvene in regular session. Roll call vote showed Busch, aye; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

President Busch called the regular session to order at 7:33 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane

Lowrey, and Rob Maloney. Also present were Neil Nuttall, President; Vice President James Gardner; CFO/Director of Operations Tyson Otto; and Vicki Weaver, Board Secretary.

Diane Lowrey moved and Don Dalrymple seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were cast in favor and none opposed. President Busch declared the meeting adjourned at 7:34 p.m.

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
October 22, 2013**

The regular meeting of the Board of Trustees, North Central Missouri College, was called to order in the President's Office, Frey Administrative Center, by Vice President Chris Hoffman at 5:30 p.m. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Dr. Neil Nuttall, President; Vicki Weaver, Board Secretary; James Gardner, Vice President; Tyson Otto, CFO/Director of Operations; Deans Kristen Alley and Janet Vanderpool; Alan Barnett, Teresa Cross, and Lee Ann Searcy, Administrative Staff; Student Senate officers Loren Fox, Shelby Lowrey, Madeline Neill, and Dawn Wyant; student Jennifer Browder; Bev Hooker, representing Head Start; and John Anthony and Ronda Lickteig, representing the news media.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the meeting agenda. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to approve the Minutes of the meeting of September 24 as presented. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the Treasurer's Reports as presented for North Central Missouri College, Head Start, and WIA. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the monthly North Central Missouri College expenditures including FY13 year-to-date operating revenues of \$3,493,456.91 and FY13 year-to-date operating expenditures of \$1,912,110.96; the Head Start year-to-date operating revenues of \$1,188,695.22 and year-to-date expenditures of \$1,188,576.92; and Workforce Investment Act FY13 year-to-date operating revenues of \$3,923,477.55 and year-to-date expenditures of \$4,058,359.19. Five votes were cast in favor and none opposed.

The Head Start monthly report was viewed.

Vice President for Instruction and Student Services James Gardner presented Student Senate officers and a student from a teacher education class, who each introduced themselves. Dean Kristen Alley discussed the annual Employee Tuition Waiver report, and Dean Janet Vanderpool made a report from the Allied Health Department.

CFO/Director of Operations Tyson Otto reported that the Department of Conservation has approved the pond dock project at the Barton Farm Campus; lighting damage repair is still underway on the wind turbine; and auditors will be on campus November 4.

Development Director Teresa Cross talked about the Gala, the Bosley bequest, Gifts in Action, band students during Missouri Days, Leadership Trenton, the November Foundation Board meeting, an estate planning seminar, and Holiday Hoops.

President Neil Nuttall discussed a dinner meeting he and Board President Steve Busch attended at the Governor's mansion, the state budget, new measures of efficiency, and a new DESE procedure for teacher testing.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the application for continued refunding for FY14, Program Year 43, for the Green Hills Head Start program. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ Diana Michaelis as cashier/admissions effective October 24, 2013; this is a full-time classified staff position with placement on the Classified Staff Salary Schedule at 3A-10 (\$11.71/hour). Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ Ray Summers as an adjunct instructor in the agriculture department. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to employ Lesa Gray as a part-time clinical instructor in the Allied Health Department at \$250 per clinical day. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal, real estate, and personnel items, citing statutes 610.021.1, .2, and .3 which allow the Board to do so. Roll call vote showed Busch, absent; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

Vice-President Hoffman called the Executive Session to order at 6:33 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey and Rob Maloney. Steve Busch was absent. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; James Gardner, Vice President; Tyson Otto, CFO/Director of Operations; and Teresa Cross and Lee Ann Searcy, Administrative Staff.

Personnel, real estate, and legal items were discussed and no action was taken.

Don Dalrymple moved and Diane Lowrey seconded the motion to adjourn the Executive Session and reconvene in regular session. Roll call vote showed Busch, absent; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

Vice-President Hoffman called the regular session to order at 7:18 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Neil Nuttall, President;

Vice President James Gardner; CFO/Director of Operations Tyson Otto; Vicki Weaver, Board Secretary; and Lee Ann Searcy, Administrative Staff.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to adjourn the regular meeting of the Board of Trustees. Five votes were cast in favor and none opposed. Vice-President Hoffman declared the meeting adjourned at 7:19 p.m.

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES**

NORTH CENTRAL MISSOURI COLLEGE

November 26, 2013

The regular meeting of the Board of Trustees, North Central Missouri College, was called to order in the President's Office, Frey Administrative Center, by President Steve Busch at 5:30 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, and Rob Maloney. Diane Lowrey was absent. Also present were Dr. Neil Nuttall, President; Vicki Weaver, Board Secretary; James Gardner, Vice President; Tyson Otto, CFO/Director of Operations; Dean of Instruction Jamie Hooyman; Alan Barnett, Teresa Cross, Jason Helton, and Lee Ann Searcy, Administrative Staff; students Elizabeth Arthaud, Cameron Cool, James Deaver, Seth Overton, and Blake Reed; and John Anthony and Ronda Lickteig, representing the news media.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the meeting agenda as presented. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Don Dalrymple seconded the motion to approve the Minutes of the meeting of October 22 as presented. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Chris Hoffman seconded the motion to approve the Treasurer's Reports as presented for North Central Missouri College, Head Start, and WIA. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Dr. John Holcomb seconded the motion to approve the monthly North Central Missouri College expenditures including FY13 year-to-date operating revenues of \$3,726,214.25 and FY13 year-to-date operating expenditures of \$2,502,963.78; the Head Start year-to-date operating revenues of \$1,386,727.09 and year-to-date expenditures of \$1,386,685.02; and Workforce Investment Act FY13 year-to-date operating revenues of \$4,071,381.05 and year-to-date expenditures of \$4,174,825.58. Five votes were cast in favor and none opposed.

The Head Start monthly report was viewed.

Vice President for Instruction and Student Services James Gardner asked visiting students from a teacher education class to introduce themselves, and Jason Helton presented a report on the MoManufacturing-WINS Project.

CFO/Director of Operations Tyson Otto reported that the auditors' visit went well and he should have their preliminary report by the end of December.

Development Director Teresa Cross talked about the Estate Planning seminar, Gifts in Action and two new named scholarships; Leadership Trenton; the quarterly Foundation meeting; an Open House in the Development Office on December 18; and Holiday Hoops.

President Neil Nuttall discussed random drug testing; an opening on the Teacher Retirement System Board; Veterans' Day Roll Call; collaboration with the St. Lukes

College of Allied Health Science; work-ready counties; an advising newsletter; and new teaching standards proposed by DESE.

Chris Hoffman moved and Dr. John Holcomb seconded the motion to accept a bid of \$133,925.68 from OM Office Supply of Mechanicsburg, Pennsylvania for computer equipment. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to accept a sole source bid from Laerdal for allied health simulation equipment at a total cost of \$10,724.44. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Chris Hoffman seconded the motion to amend the rental agreement between WIA and NCMC to reflect the actual rental rate budgeted (\$1,000/month). Five votes were cast in favor and none opposed.

Chris Hoffman moved and Don Dalrymple seconded the motion to set the filing dates for election to the Board of Trustees as December 17, 2013 through January 21, 2014 to fill two six-year terms on the Board. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to employ Gayla Kimmel as an adjunct instructor in the HIM program. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to employ David Johnson as an adjunct instructor in the Physical Education Department. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal, real estate, and personnel items, citing statutes 610.021.1, .2, and .3 which allow the Board to do so. Roll call vote showed Busch, aye; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, absent; and Maloney, aye.

President Busch called the Executive Session to order at 6:20 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, and Rob Maloney. Diane Lowrey was absent. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; Tyson Otto, CFO/Director of Operations; and Teresa Cross, Administrative Staff.

Personnel, real estate, and legal items were discussed and no action was taken.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to adjourn the Executive Session and reconvene in regular session. Roll call vote showed Busch, aye; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, absent; and Maloney, aye.

President Busch called the regular session to order at 7:47 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, and Rob Maloney. Diane Lowrey was absent. Also present were Neil Nuttall, President; CFO/Director of Operations Tyson Otto; and Vicki Weaver, Board Secretary.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to adjourn the regular meeting of the Board of Trustees. Five votes were cast in favor and none opposed. President Busch declared the meeting adjourned at 7:48 p.m.

Workforce Investment Board  
Meeting Minutes  
December 3, 2013

Cameron Nutrition Center

The Northwest Region Workforce Investment Board (WIB) met Tuesday December 3, 2013, at Cameron Nutrition Center, Cameron, MO. There were twenty-one (21) Board Members present, two (2) Board Members who joined the meeting via conference call, four (4) Presiding Commissioners, ten (10) guests and three (3) WIB staff present. Those participating included the following:

Board Members

Gregg Roberts	Kent Osborn	Don Gitthens	Rick Gronniger	Lori Seymour
Lisa McGhee	John Zeliff	Jeff Andrews	Anita Coulter*	Priscilla Whitt
Harry Wyse	Judy Bagley	Danah Fowler	Juanita Assel	Robin Hammond
Aaron Franklin	Randy Railsback	Tom Bliss*	Steve Reznicek	Rob Zirfas
Debb Trautloff	Neil Nuttall	Peggy Ellis		

\* Participated via conference call

Presiding Commissioners

RT Turner, Buchanan County Commissioner	Wade Wilken, Clinton County Commissioner
Jack Hodge, Harrison County Commissioner	Eva Danner Horton, Livingston Co. Commissioner

Guests

Steve Holdenried, SJYA	Tarcha Williams, SJYA	Janis Arn, Mo-Kan	Rhonda Ewing, SJYA
Becky McAtee, GHRPC	Kim Mildward, NWRCOG	Lana Vestal, DWD	Connie Epperson, DWD
Janice Spearman, Mo-Kan	Clarice Pemberton, DWD		

WIB Staff

Lisa Hostetler	Jeanie Griffin	Miranda Brummett
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Prior to the business meeting, the NW WIB Youth Council met.

BUSINESS MEETING – Roll call was taken and a quorum was established with fourteen (14) business sector members and nine (9) partner members participating.

CONSENT AGENDA

Motion was made by John Zeliff, seconded by Kent Osborn to approve the WIA Youth and NGCC Expenditure Reports and minutes from the September 3, 2013 NW WIB meeting (with a correction to the spelling of Commissioner Wade Wilken’s name). The motion passed by roll call vote with twenty-three (23) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

## NW WIB YOUTH COUNCIL REPORT

1. NW WIB Program Operations Manager Miranda Brummett reported for the Youth Council. Brummett stated that election of officers was conducted by the Youth Council; the newly appointed officers are: Stephen Holdenreid, Chair; Becky McAtee, Vice-Chair; and Tarcha Williams, Secretary.

Motion was made by Neil Nuttall, seconded by Rick Gronniger to approve the slate of officers for the NW WIB Youth Council. The motion passed by roll call vote with twenty-three (23) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

2. Brummett also reported that review and approval of new members to the Youth Council was conducted. New members include: Linda Meyer, Chief Juvenile Officer, Buchanan County; Verna Kelsey, Child Advocate, Grundy County; Kip Wilson, Department of Criminal Justice at Missouri Western State University; James Proctor, School Resource Officer with the Cameron Police Department; and Don Bonjour with Job Corps.

Motion was made by Juanita Assel, seconded by Peggy Ellis to approve the new members of the NW WIB Youth Council. The motion passed by roll call vote with twenty-three (23) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

With the new members named above, our mandated Youth Council partner seats are filled and the roster will be forwarded to the Division of Workforce Development for their approval.

3. Brummett continued with a Youth Council update, which included By-Laws review and revisions to duties of the Youth Council Chair. The NW WIB Youth Council will meet in February to provide orientation to new Youth Council members. No action was required nor taken.

## UPDATES AND OTHER BUSINESS:

1. WIB Director Lisa Hostetler presented results of the NW WIB Self-Assessment Survey. The survey was distributed to Board Members in mid-September; 30 NW WIB members completed surveys (of a possible 31 total).

Discussion of the results centered on Board development needs and where the Board should focus its attention over the next one to two years. The survey was divided into seven (7) sections: 1) Mission and Purpose; 2) Board Operations and Meetings; 3) Personnel; 4) Public Relations/Advocacy; 5) Programs and Services; 6) Policy /Regulatory Compliance and Fiscal Management; and 7) Key Areas to Focus On. The compilation of results was expressed as percentage of total responses received for each section and statement.

Further analysis was conducted to determine which statements by section had the highest "somewhat agree" and "agree" scores; which statements had the highest "somewhat disagree" and "disagree" scores; and which statements had the highest "don't know" scores by section. The section 7 comments (Key Areas to Focus On) were grouped according to number of related responses. The results indicate board training on a variety of topics is needed; marketing/public relations/public awareness is needed; Board Member participation and recruitment and Commissioner participation must become a focus; and communication/information and relationships will require Board attention.

Hostetler recommended that the NW WIB Executive Committee take a leadership role and begin working with WIB staff to further study the data. The Executive Committee will meet between now and the March 4, 2014 WIB meeting to determine which Ad-Hoc committees should be established. The Ad-Hoc committees can then work

toward strategies and action plans to address the appropriate areas of focus. WIB Chair Don Gitthens encouraged members to volunteer their service on Ad-Hoc committees when established.

Hostetler expressed gratitude to WIB members for their thoughtful responses and candor. No action was required nor taken.

2. A document with the duties of NW WIB standing committees and their members was shared with members. Hostetler noted that there is a vacant seat on the Program Oversight committee that will be filled; she indicated that WIB staff will make a recommendation to the Executive Committee for their consideration. Final action to fill that seat will be presented to the full Board at the March 4, 2014 meeting.

No action was required nor taken.

3. To address Board self-assessment survey comments, a “Career Center Programs and Services” menu was included in the Board packet. The document should help Board members better understand and market services available to businesses and job-seekers via the regional Career Centers.

No action was required nor taken.

4. The Division of Workforce Development performed a review of the Northwest Region Hostess – Dual Enrollment National Emergency Grant (MO36 NEG). The Hostess NEG was modified to include Energizer, SMX Staffing, Filtration Group and Climax Packaging employees as a result of those layoffs and/or plant closures. The review is required by the US Department of Labor to evaluate compliance with federal and state regulations. Program files were sampled and tested; the review indicates that the Northwest Region is providing services in accordance with federal and state guidance. No issues were identified and no response is required by the NW WIB.

No action was required nor taken.

5. NW WIB Program Operations Manager, Miranda Brummett, conducted sub-state WIA Youth, Next Generation Career Center (NGCC), and MO36 NEG program monitoring as required by Division of Workforce Development. Brummett’s report to the Board was presented according to program and subcontractor; each report indicated the number of files reviewed, number and type of concern(s) found, and corrective action taken by the subcontractors. This summary report was part of the Board packet received by all members. Brummett provided clarification and answered questions. The full, detailed monitoring report will be available to Board members by request.

No action was required nor taken.

6. Financial monitoring of the WIA Youth and State Parks Youth Corps (SPYC) programs was conducted by Jeanie Griffin, NW WIB Fiscal Manager. Her written report to the Board was supplemented with discussion about the areas and items she reviews when conducting monitoring visits with subcontractors. Those areas include: internal controls and separation of duties; financial reporting; accruals/participant obligation and tracking; bank reconciliation; cost allocation; and sample transactions. Griffin’s review of WIA Youth and SPYC subcontractors (Northwest Regional Council of Governments, Green Hills Community Action Agency, and St. Joseph Youth Alliance), included comments and concerns as appropriate. Griffin reported that all concerns have been addressed and no further action is required of the aforementioned subcontractors.

No action was required nor taken.

7. Miranda Brummett presented program performance data for the WIA Adult, Dislocated, and Youth programs. To provide comparative analysis, the Board reviewed statewide performance, regional performance, and subcontractor performance for each of the programs for the period July 1, 2013 through mid-November, 2013. Included with the measures and performance reports was a “Performance Measures Defined” document to help Board members understand what is measured (by program), and what time frame the measures include.

No action was required nor taken.

8. Hostetler gave an update on the Certified Work Ready Communities (CWRC) status of participating counties in the NW WIB region. Grundy, Linn and Livingston Counties have been granted “Certified Work Ready Communities In Progress” status by the state Workforce Investment Board (MoWIB). Buchanan and Gentry Counties in our region have recently applied; the MoWIB will review those applications in January, 2014 and an announcement made shortly thereafter. Nodaway County’s CWRC efforts have been put on hold until a new county Economic Developer is named. Hostetler will continue to provide the Board with updates as she receives them from the Division of Workforce Development.

Buchanan County held a kick-off event entitled “Skill up Buchanan County” this morning. Hostetler reported that 173 individuals attended the breakfast event, which was a rally to encourage employers, economic developers and representatives from education to support the CWRC effort. Debra Lyons from ACT in Atlanta, Georgia was the guest speaker.

No action was required nor taken.

9. The Business Services update was presented by Hostetler, who gave praise to Business Services Team Members Kim Mildward, Becky McAtee, Janice Spearman, David Scholz, Lana Vestal, Steve Dempsey, Marc Pauley, David Clevenger, Miranda Brummett and Jeanie Griffin. For the past two quarters, the Business Services Team has concentrated its efforts on the On-the-Job Training (OJT) program. Eligible participants have been placed at State Farm Insurance, Aramark Food Service, Sonoco, Hillyard Companies, Monster Energy, Roberts Roofing, Scott Youth Enterprises Manufacturing, and T & G Rehabilitation and Millwork. Prior to this recent OJT campaign there had been little participation in the OJT program; the Team members worked hard to market the program with incredible success.

Hostetler noted that the next goal of the Business Services Team is to make businesses aware of the services available through jobs.mo.gov. The “Employer Site” on jobs.mo.gov lists business services such as free job posting; business consulting; business seminars; and programs to help employers find and train employees.

No action was required nor taken.

10. Board Member Rodney Rice, Department of Labor & Industrial Relations/Division of Employment Security, was unable to attend the meeting but provided information on Division activities of note. Hostetler reported that since the last meeting of the NW WIB, there was another sequestered week for Emergency Unemployment Compensation (EUC) benefits, noting that mandatory reductions included eliminating weekly payments for the week ending November 16, 2013. The sequestered week affected 32,264 claimants totaling \$7,567,467.

No action was required nor taken.

11. Board Members reviewed a Missouri Economic Research and Information Center (MERIC) report for the Northwest labor market region. The September, 2013 report provides a summary of real time labor market analysis for the prior 60 days and indicated: total number of new job postings totaled 2,318 for the Northwest region; the industry

with the most job postings was hospitals; the top three occupations with the highest number of job postings were truck drivers, retail salespersons, and registered nurses. Over three-fourths (78%) of the job postings for the report period were permanent full-time positions.

No action was required nor taken.

Meeting was adjourned.

Next Meeting – March 4, 2014 in Cameron

President

Secretary

Date

Date

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
December 19, 2013**

The regular meeting of the Board of Trustees, North Central Missouri College, was called to order in the President's Office, Frey Administrative Center, by President Steve Busch at 5:30 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; James Gardner, Vice President; Tyson Otto, CFO/Director of Operations; Dean of Instruction Jamie Hooyman; Alan Barnett, Teresa Cross, Lee Ann Searcy, and Whitney Trump, Administrative Staff; and John Anthony and Ronda Lickteig, representing the news media.

Don Dalrymple moved and Diane Lowrey seconded the motion to approve the meeting agenda as presented. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the Minutes of the meeting of November 26 as presented. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the Minutes of the WIB meeting of December 3 as presented. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the Treasurer's Reports as presented for North Central Missouri College, Head Start, and WIA. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the monthly North Central Missouri College expenditures including FY13 year-to-date operating revenues of \$5,699,376.52 and FY13 year-to-date operating expenditures of \$3,236,078.29; the Head Start year-to-date operating revenues of \$1,563,103.49 and year-to-date expenditures of \$1,563,103.09; and Workforce Investment Act FY13 year-to-date operating revenues of \$4,195,585.09 and year-to-date expenditures of \$4,305,605.27. Six votes were cast in favor and none opposed.

The Head Start monthly report was viewed.

Vice President for Instruction and Student Services James Gardner introduced Whitney Trump who gave a dual credit report, and Jamie Hooyman who discussed a recent visit to State Fair Community College regarding biofuel, solar, and wind energies.

CFO/Director of Operations Tyson Otto had no report.

Development Director Teresa Cross talked about the Gifts in Action scholarship campaign, Open House, Holiday Hoops, end-of-year giving, and updates and training with the PowerCampus computer system.

President Neil Nuttall discussed the PowerCampus system as well and the possibility of a statewide bond issue for capital projects.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to approve the Policy Council By-Laws and Child Selection Criteria for Green Hills Head Start for the 2014-15 year. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Chris Hoffman seconded the motion to purchase computer equipment from CDWG from Vernon Hills, Illinois through a state purchasing contract at a cost of \$21,687.66. Six votes were cast in favor and none opposed.

The Board viewed a *first reading* of a proposed Board Policy Manual change regarding the recording of sick leave.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept, with regrets and appreciation for his service, the retirement of James Gardner, Vice President of Instruction and Student Services, effective June 30, 2014. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to accept the resignation of Jewell Harris, nursing educator. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the transfer of Sue Nichols to the 9-month nursing instructor position for the MOHealthWINS program, and the transfer of Stephanie Blaine to the position of Site Coordinator for the Maryville outreach program, both effective January 2014. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Chris Hoffman seconded the motion to employ Lisa Auffert as a part-time clinical instructor for the Level I nursing program. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal, real estate, and personnel items, citing statutes 610.021.1, .2, and .3 which allow the Board to do so. Roll call vote showed Busch, aye; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

President Busch called the Executive Session to order at 6:22 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey and Rob Maloney. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; James Gardner, Vice President of Instruction and Student Services; and Tyson Otto, CFO/Director of Operations.

Real estate and legal items were discussed and no action was taken.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to adjourn the Executive Session and reconvene in regular session. Roll call vote showed Busch, aye; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

President Busch called the regular session to order at 6:47 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey and Rob Maloney. Also present were Neil Nuttall, President; James Gardner, Vice President of Instruction and Student Services; CFO/Director of Operations Tyson Otto; and Vicki Weaver, Board Secretary.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were cast in favor and none opposed. President Busch declared the meeting adjourned at 6:48 p.m.

**MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF TRUSTEES**

NORTH CENTRAL MISSOURI COLLEGE

January 3, 2014

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Busch at 12:10 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, and Rob Maloney. Diane Lowrey was absent. Also present were Dr. Neil Nuttall, President; Vicki Weaver, Board Secretary; Dr. James Gardner, Vice President of Instruction/Student Services; and Lee Ann Searcy, Administrative Staff.

An Executive Session was not needed and not held.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to employ Patricia Compton of Kingston as full-time 9-month tenure track nursing instructor effective January 6, 2014; her placement on the 2013-14 faculty salary schedule will be at MF-10. Five votes were cast in favor and none opposed.

President Nuttall briefly discussed state legislation/funding.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to adjourn the special meeting of the Board of Trustees. Five votes were cast in favor and none opposed. President Busch declared the meeting adjourned at 12:24 p.m.

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
January 28, 2014**

The regular meeting of the Board of Trustees, North Central Missouri College, was called to order in the President's Office, Frey Administrative Center, by President Steve Busch at 5:30 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; James Gardner, Vice President; Tyson Otto, CFO/Director of Operations; Alan Barnett and Lee Ann Searcy, Administrative Staff; Bev Hooker, representing Head Start; and John Anthony and Ronda Lickteig, representing the news media.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the meeting agenda as amended. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the Minutes of the meetings of December 16 and January 3 as presented. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the Treasurer's Reports as presented for North Central Missouri College, Head Start, and WIA. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the monthly North Central Missouri College expenditures including FY13 year-to-date operating revenues of \$6,265,602.12 and FY13 year-to-date operating expenditures of \$3,786,603.16; the Head Start year-to-date operating revenues of \$1,709,434.53 and year-to-date expenditures of \$1,709,434.29; and Workforce Investment Act FY13 year-to-date operating revenues of \$4,307,951.53 and year-to-date expenditures of \$4,423,931.62. Six votes were cast in favor and none opposed.

The Head Start monthly report was viewed.

Vice President for Instruction and Student Services James Gardner told the Board that he and several other administrators will be visiting NWMSU next week to further develop cooperative agreements. Also, the annual Career Fair is coming up in late February.

CFO/Director of Operations Tyson Otto presented a handout about short-term investments. He stated there has been no further progress on a roof repair issue and wind turbine repair.

Development Director Teresa Cross also had a handout on financials; she discussed Gifts in Action, Holiday Hoops, an upcoming Foundation meeting, Facebook, basketball banquets, the annual golf tournament, the Gala, and Leadership Trenton.

President Neil Nuttall talked about the Northwest Leadership program, Great Northwest Day at the Capitol, visits to legislators, Geyer Hall renovations and new Learning Commons concepts, tuition rates, national nursing accreditation issues, and the IPEDS data report.

Don Dalrymple moved and Diane Lowrey seconded the motion to approve the attached Board Policy Manual change regarding the recording of sick leave effective immediately. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to purchase testing material from Assessment Technologies Institute, LLC, of Chicago in a sole-source bid for \$60,042. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the FY13 annual audit as presented. Six votes were cast in favor and none opposed.

Rob Maloney moved and Diane Lowrey seconded the motion to approve the employment of Virginia Slaughter as a part-time clinical instructor for the Level I nursing program. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the retirement of Velma Wallace, Head Start teacher/FSA, effective December 16, 2013. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the employment of Emily Miller as Head Start teacher/FSA effective January 2014. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal, real estate, and personnel items, citing statutes 610.021.1, .2, and .3 which allow the Board to do so. Roll call vote showed Busch, aye; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

President Busch called the Executive Session to order at 6:16 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey and Rob Maloney. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; James Gardner, Vice President of Instruction and Student Services; and Tyson Otto, CFO/Director of Operations.

Real estate, personnel and legal items were discussed and no action was taken.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to adjourn the Executive Session and reconvene in regular session. Roll call vote showed Busch, aye; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

President Busch called the regular session to order at 7:49 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey and Rob Maloney. Also present were Neil Nuttall, President; and Vicki Weaver, Board Secretary.

Diane Lowrey moved and Don Dalrymple seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were cast in favor and none opposed. President Busch declared the meeting adjourned at 7:50 p.m.

5.12.66 Sick Leave

5.12.661 Sick leave is the necessary absence from duty caused by illness, injury, pregnancy, or essential parenting responsibilities, exposure to contagious disease that requires quarantine, or the necessary absence from duty to receive a medical or dental examination or treatment. Sick leave must be used in no less than ½ day increments for Administrative/Management/Professional staff and in hourly increments for Classified staff and may be used until all sick leave credits are exhausted.

**MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF TRUSTEES**

**NORTH CENTRAL MISSOURI COLLEGE**

February 7, 2014

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Busch at 12:00 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Chris Hoffman was absent. Also present were Dr. Neil Nuttall, President; Vicki Weaver, Board Secretary; Dr. James Gardner, Vice President of Instruction/Student Services; Tyson Otto, Chief Financial Officer; and Alan Barnett, Administrative Staff.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to purchase 21 notebook PCs from CDWG of Vernon Hills, Illinois at a cost of \$12,315.45 through a state purchasing contract. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to purchase classroom equipment from Kansas City Audio-Visual at a cost of \$85,532.00. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to adjourn the special meeting of the Board of Trustees. Five votes were cast in favor and none opposed. President Busch declared the meeting adjourned at 12:08 p.m.

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES**

NORTH CENTRAL MISSOURI COLLEGE

February 25, 2014

The regular meeting of the Board of Trustees, North Central Missouri College, was called to order in the President's Office, Frey Administrative Center, by President Steve Busch at 5:30 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, and Diane Lowrey. Rob Maloney was absent. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; James Gardner, Vice President; Tyson Otto, CFO/Director of Operations; Kristen Alley, Alan Barnett, Teresa Cross and Lee Ann Searcy, Administrative Staff; and John Anthony and Ronda Lickteig, representing the news media.

Don Dalrymple moved and Diane Lowrey seconded the motion to approve the meeting agenda as amended. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the Minutes of the meetings of January 28 and February 7 as presented. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the Treasurer's Reports as presented for North Central Missouri College, Head Start, and WIA. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the monthly North Central Missouri College expenditures including FY13 year-to-date operating revenues of \$7,143,733.21 and FY13 year-to-date operating expenditures of \$4,422,528.19; the Head Start year-to-date operating revenues of \$1,828,157.34 and year-to-date expenditures of \$1,828,154.65; and Workforce Investment Act FY13 year-to-date operating revenues of \$4,510,360.62 and year-to-date expenditures of \$4,579,992.78. Five votes were cast in favor and none opposed.

The Head Start monthly and annual reports and a Notice of Award authorizing partial funding for the local Head Start program were viewed.

Dean Kristen Alley presented a report for Vice President for Instruction and Student Services James Gardner regarding NCMC's service arrangement with the North Central Missouri Mental Health Center.

CFO/Director of Operations Tyson Otto discussed recent fund transfers and repairs to the big bus and a subsequent lease on a people-mover; he also distributed a handout about bookstore operations.

Development Director Teresa Cross had a handout on financials; she mentioned the Gifts in Action campaign, Holiday Hoops, a recent Foundation meeting, the catalog addendum, new scholarships from Cameron Regional Medical Center, ag contests, a scholarship reception, the golf tournament, the Gala, Hall of Fame reception, Sturgis Scholarship, and a presentation to the Rotary Club.

President Neil Nuttall talked about campus events (FBLA, Math Exploration, Science Olympiad), basketball regionals, an advising newsletter, FAFSA Frenzy, a visit from a representative from Sen. Claire McCaskill's office, spring sports, a *To A Degree* column by Tyson Otto, Title IV, and activity at the legislative level.

There was no Old Business.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to increase all non-nursing tuition categories *except dual credit* by \$2 per credit hour; to increase room and board rates by 3%; and to set nursing tuition plus the nursing fee rate at all nursing sites at \$235 per credit hour. These increases will be effective fall 2014. Four votes were cast in favor with one opposed.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to employ Luetta Jacob as a part-time clinical instructor at a salary of \$250 per clinical day for the allied health program. Five votes were cast in favor and none opposed.

An Executive Session was not needed and was not held.

Don Dalrymple moved and Chris Hoffman seconded the motion to adjourn the regular meeting of the Board of Trustees. Five votes were cast in favor and none opposed. President Busch declared the meeting adjourned at 6:37 p.m.

Workforce Investment Board  
Meeting Minutes  
March 4, 2014

Cameron Nutrition Center

The Northwest Region Workforce Investment Board (WIB) met Tuesday March 4, 2014, at Cameron Nutrition Center, Cameron, MO. There were twenty (20) Board Members present, three (3) Board Members who joined the meeting via conference call, four (4) Presiding Commissioners, six (6) guests and three (3) WIB staff present. Those participating included the following:

Board Members

Gregg Roberts	Kent Osborn	Don Gitthens	Rick Gronniger	Lori Seymour
Lisa McGhee	Jeff Andrews	Anita Coulter	Priscilla Whitt	Harry Wyse
Judy Bagley	Danah Fowler	Juanita Assel*	Bruce Baker*	Robin Hammond
Debb Trautloff	Aaron Franklin	Randy Railsback	Mary Kay Merling*	Steve Reznicek
Rob Zirfas	Rodney Rice	Neil Nuttall		

\* Participated via conference call

Presiding Commissioners

Rod Dollars, Gentry County Commissioner	Wade Wilken, Clinton County Commissioner
Jack Hodge, Harrison County Commissioner	Eva Danner Horton, Livingston County Commissioner

Guests

Becky McAtee, GHRPC	Kim Mildward, NWRCOG	Janice Spearman, Mo-Kan
Connie Epperson, DWD	Jackie Spainhower, NWRCOG	Kelley Cook, potential WIB member

WIB Staff

Lisa Hostetler	Jeanie Griffin	Miranda Brummett
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Prior to the business meeting, the NW WIB Youth Council met.

BUSINESS MEETING – Roll call was taken and a quorum was established with fourteen (14) business sector members and nine (9) partner members participating.

CONSENT AGENDA

Motion was made by Rick Gronniger, seconded by Kent Osborn to approve the WIA Youth and NGCC Expenditure Reports and minutes from the December 3, 2013 NW WIB meeting. The motion passed by roll call vote with twenty-three (23) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

## NW WIB YOUTH COUNCIL REPORT

1. Becky McAtee, NW WIB Youth Council Vice-chair reported for the Youth Council. The Youth Council agenda included conflict of interest policy review; contract extension discussion; youth program performance reports (including fiscal performance report); supportive services policy discussion; incentive policy review; and locally-defined eligibility barrier discussion.

No action was required nor taken.

## UPDATES AND OTHER BUSINESS:

1. WIB Chair Don Gitthens lead a discussion of the NW WIB Executive Committee meeting held on February 13, 2014. During that Executive Committee meeting, members reviewed their role; discussed board meeting enhancements; and addressed the September, 2013 NW WIB self-assessment 'key areas to focus on'. Gitthens reported that many of the meetings enhancements will be incorporated immediately; board member training has begun and will be given a spot on the agenda during each WIB meeting; and ad-hoc committees will be formed in the future.

During subsequent NW WIB meetings, 30 minutes will be devoted to particular Workforce Investment Act programs and processes.

No action was required nor taken.

2. The Executive Committee discussed the need to fill a vacant Program Oversight Committee seat. Gregg Roberts, Hillyard Industries, was nominated. No additional nominations were made.

Motion was made by Don Gitthens, seconded by Neil Nuttall to appoint Gregg Roberts to the NW WIB Program Oversight Committee. The motion passed by roll call vote with twenty-two (22) 'yes' votes, zero (0) 'no' votes, and one (1) abstention (Gregg Roberts).

3. Presiding Commissioners Wade Wilken (Clinton County), Eva Danner-Horton (Livingston County), Jack Hodge (Harrison County) and Rod Dollars (Gentry County) provided county updates. Each Commissioner discussed economic development activities and their connection to workforce development.

No action was required nor taken.

4. The Workforce Investment Act mandates particular representation on Workforce Investment Boards; the NW WIB is no different. The majority of members must be from private business and industry and the balance from partner organizations. Required partners include: local educational institutions; labor organizations; community-based organizations; economic development agencies; vocational rehabilitation; Family Support Division; Division of Workforce Development; Department of Labor/Unemployment Insurance; Community Services Block Grant; Senior Community Service Employment Program; Migrant/Seasonal Farm Worker grantees; and Workforce Investment Act Title 1 grantees.

In order to learn about partner members who serve on the NW WIB, each discussed his/her organization's role in workforce development. Board members asked to have a written report detailing what was shared; Director Hostetler will prepare that document and post it on the NW WIB website ([www.nwwib.org](http://www.nwwib.org)).

No action was required nor taken.

5. A calendar of annual board commitments was presented; the calendar will also be posted on the NW WIB website. Of particular note is the annual September meeting. A board retreat will be held to allow members an opportunity for in-depth training and 'get-to-know each other' activities.

No action was required nor taken.

6. The Missouri Division of Workforce Development (DWD) conducted a Hostess National Emergency Grant (MO36 NEG) financial monitoring review of the NW WIB. A final report to the WIB dated December 9, 2013 indicated there are no concerns in the financial administration of this NEG. No issues were identified and no response is required by the NW WIB

No action was required nor taken.

7. A letter from the Division of Workforce Development dated December 18, 2013 was presented. The Division reviewed the NW WIB local plan modification, including the planning budget summaries, funding allocations, and Youth Council membership. After being reviewed, DWD has approved the plan modification.

No action was required nor taken.

8. NW WIB Program Operations Manager, Miranda Brummett, discussed a recent MO37 National Emergency Grant monitoring conducted by DWD. A written report will be sent to the WIB office and presented at the June, 2014 WIB meeting.

No action was required nor taken.

9. Miranda Brummett presented program performance data for the WIA Adult, Dislocated, and Youth programs. To provide comparative analysis, the Board reviewed statewide performance, regional performance, and subcontractor performance for each of the programs for the period July 1, 2013 through January 20, 2014.

No action was required nor taken.

10. A Business Services update was provided to Board members; Hostetler noted recent business closures in the NW region. Each of the regional Functional Leaders (Janice Spearman, Becky McAtee, and Kim Mildward) discussed news of import from their sub-region.

No action was required nor taken.

11. Board Member Rodney Rice, Department of Labor & Industrial Relations/Division of Employment Security provided information on Division activities of note. Rice reported that the federal Emergency Unemployment Compensation (EUC) program which began in July 2008 expired in December 2013. Unless new federal legislation is enacted reauthorizing and extending the federal unemployment benefit program, it has ended. Missouri had approximately 19,000 individuals on the EUC program when it ended.

The Division of Employment Security (DES) recently experienced its seasonal winter workload increase up through the beginning of March. The Division implemented the following activities to cope with the increased workload and to expedite the processing of unemployment claims: extended the hours of operation of the four (4) Regional Claims Centers to 7:30 a.m. until 5:30 p.m.; normal hours of operation are 8a.m. until 5p.m.; and approved staff to work overtime on weekdays, Saturdays, and holidays in order to process claims. Rice noted that the DES is currently caught back up with its workload and no longer needing overtime.

No action was required nor taken.

12. There are two (2) non-functioning photocopiers in the St. Joseph Career Center that require disposal. Board members were asked to vote that they be donated to Goodwill Industries, which recycles such equipment.

Motion was made by Neil Nuttall, seconded by Aaron Franklin to dispose of two (2) antiquated photocopiers in the St. Joseph Career Center. The motion passed by roll call vote with twenty-three (23) 'yes' votes, zero (0) 'no' votes, and no (0) abstentions.

13. The June NW WIB meeting date will be moved to June 10, 2014 to allow WIB and subcontractor staff to participate in the Missouri Association for Workforce Development conference.

No action was required nor taken.

Meeting was adjourned.

Next Meeting – June 10, 2014 in Cameron

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
March 25, 2014

The regular meeting of the Board of Trustees, North Central Missouri College, was called to order in the President's Office, Frey Administrative Center, by Vice President Chris Hoffman at 5:32 p.m. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey and Rob Maloney. Steve Busch was absent. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; James Gardner, Vice President; Tyson Otto, CFO/Director of Operations; Alan Barnett, Teresa Cross and Lee Ann Searcy, Administrative Staff; Bev Hooker, representing the Head Start program; and John Anthony and Ronda Lickteig, representing the news media.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the meeting agenda as presented. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the Minutes of the meeting of February 25 and the Minutes of the WIB meeting of March 4 as presented. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to approve the Treasurer's Reports as presented for North Central Missouri College, Head Start, and WIA. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the monthly North Central Missouri College expenditures including FY13 year-to-date operating revenues of \$7,359,558.32 and FY13 year-to-date operating expenditures of \$5,186,625.18; the Head Start Year 42 year-to-date operating revenues of \$1,884,385.20 and year-to-date expenditures of \$1,884,385.20 and Year 43 year-to-date operating revenues of \$123,420.67 and year-to-date expenditures of \$139,740.02; and Workforce Investment Act FY13 year-to-date operating revenues of \$4,708,247.00 and year-to-date expenditures of \$4,762,393.62. Five votes were cast in favor and none opposed.

The Head Start monthly report was viewed; Dr. Hooker also reported that the Head Start program has now received all its funds for the current year.

Vice President for Instruction and Student Services James Gardner discussed recent Ag Day activities and a tornado drill.

CFO/Director of Operations Tyson Otto had no report.

Development Director Teresa Cross told the Board that an installment has been received from the Frederick and Franklin Bosley estates. She also mentioned Gifts in Action, the new Peery named scholarship, the Financial Aid's scholarship webpage, Holiday Hoops, a meeting of the Grundy County Retired School Personnel, a scholarship reception, the golf tournament, and the annual Gala.

President Neil Nuttall talked about Ag Day, Commencement, an honors brunch, a new drug testing agreement with Wright Memorial Hospital, spring sports, the Lady Pirates and the NJCAA National Basketball Tournament, and legislative issues/equity funding.

There was no Old Business.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve a grant application for supplemental funding for the Green Hills Head Start program. Five votes were cast in favor with none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the purchase of PCs and monitors from CDWG of Vernon Hills, Illinois for the WIB program through a state purchasing contract price of \$19,249.85 (funds to come from the WIB program). Five votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to accept the retirement/resignation of instructor Eddie Koenig effective June 27, 2014. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to accept the resignation of Skills Lab/Simulation Coordinator Callie Hunter effective June 2014. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept the resignation of Cathy Smith, Upward Bound academic advisor, effective March 28, 2014. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to employ Suzanne Carlson of Afton, Iowa as full-time 9-month tenure-track nursing instructor for the Maryville nursing program effective April 1, 2014; her placement on the 2013-14 faculty salary schedule will be MF-10. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ Cathy Adkins as a part-time clinical instructor at a salary of \$250 per clinical day for the allied health program. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to employ Jessica Gilgour as a part-time clinical instructor at a salary of \$250 per clinical day for the allied health program. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal, real estate, and personnel items, citing statutes 610.021.1, .2, and .3 which allow the Board to do so. Roll call vote showed Busch, absent; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

Vice President Hoffman called the Executive Session to order at 6:25 p.m. in the

President's Office, Frey Administrative Center. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey and Rob Maloney. Steve Busch was absent. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; James Gardner, Vice President of Instruction and Student Services; Tyson Otto, CFO/Director of Operations; and Teresa Cross and Lee Ann Searcy, administrative staff.

Real estate, personnel and legal items were discussed and no action was taken.

Don Dalrymple moved and Diane Lowrey seconded the motion to adjourn the Executive Session and reconvene in regular session. Roll call vote showed Busch, absent; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

Vice President Hoffman called the regular session to order at 7:31 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey and Rob Maloney. Steve Busch was absent. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; James Gardner, Vice President for Instruction/Student Services; and Tyson Otto, CFO/Director of Operations.

Diane Lowrey moved and Rob Maloney seconded the motion to accept the resignation of Kassie Hodge, nursing instructor, effective at the end of her current contract. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to adjourn the regular meeting of the Board of Trustees. Five votes were cast in favor and none opposed. Vice President Hoffman declared the meeting adjourned at 7:35 p.m.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
April 22, 2014

The regular meeting of the Board of Trustees, North Central Missouri College, was called to order in the President's Office, Frey Administrative Center, by President Steve Busch at 5:31 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Dr. John Holcomb, Diane Lowrey and Rob Maloney. Chris Hoffman was absent. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; James Gardner, Vice President; Tyson Otto, CFO/Director of Operations; Alan Barnett, Teresa Cross and Lee Ann Searcy, Administrative Staff; Bev Hooker, representing the Head Start program; and John Anthony and Ronda Lickteig, representing the news media.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to approve the meeting agenda as presented. Five votes were cast in favor and none opposed.

College President Neil Nuttall administered the Oath of Office to Steve Busch and Dr. John Holcomb and they re-assumed their seats on the Board.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to nominate Chris Hoffman as president of the Board of Trustees. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to nominate Rob Maloney as vice-president of the Board of Trustees. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to nominate Vicki Weaver as secretary of the Board of Trustees. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to nominate Tyson Otto as treasurer of the Board of Trustees. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to approve the Minutes of the meeting of March 25 as presented. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to approve the Treasurer's Reports as presented for North Central Missouri College, Head Start, and WIA as presented. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the monthly North Central Missouri College expenditures including FY13 year-to-date operating revenues of \$7,582,856.76 and FY13 year-to-date operating expenditures of \$5,906,407.75; the Head Start Year 43 year-to-date operating revenues of \$276,911.16 and year-to-date expenditures of \$276,906.74; and Workforce Invest-

ment Act FY13 year-to-date operating revenues of \$4,831,998.12 and year-to-date expenditures of \$4,893,189.49. Five votes were cast in favor and none opposed.

The Head Start monthly report was viewed.

Vice President for Instruction and Student Services James Gardner announced that 100% of the students in the PTA program have passed their state boards this spring. Also, representatives from the firm of Noel-Levitz will be on campus this week discussing enrollment management issues. He reminded the Board of Commencement activities.

CFO/Director of Operations Tyson Otto said that emergency plans went well during the recent tornado event.

Development Director Teresa Cross gave a fundraising update and discussed the scholarship campaign and upcoming reception, the Foundation's annual meeting on May 13, the Lions Basketball event, a trip to the KC Royals baseball game, golf tourney, Gala, and Holiday Hoops.

President Neil Nuttall said the trustees are invited to the Foundation's annual meeting. He talked about strategic planning, the AACC Annual Convention, student teacher testing, Governing Board Forum, student loan default rates, and the budget process.

Chris Hoffman joined the meeting at 6:10 p.m.

There was no Old Business.

Don Dalrymple moved and Diane Lowrey seconded the motion to approve Green Hills Head Start's annual self-assessment results as well as all its plans, policies, and procedures, particularly its Public Complaint Policy and Internal Dispute Resolution procedure. Six votes were cast in favor with none opposed.

Dr. John Holcomb moved and Steve Busch seconded the motion to approve the purchase of 66 notebook computers from CDWG of Vernon Hills, Illinois through a state purchasing contract price of \$45,650.88; this purchase will be funded by an Enhancement Grant. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to purchase SAN storage hardware from Frontier Computer Corporation of Traverse City, Michigan at a cost of \$25,521. Six votes were cast in favor and none opposed.

Rob Maloney moved and Diane Lowrey seconded the motion to purchase replacement PCs and notebooks from CDWG of Vernon Hills, Illinois at a cost of \$39,980.51. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to re-employ the list of full-time faculty for the 2014-15 year, pending any staffing reductions related to loss of state/federal revenue, with all salaries to be determined at a later date. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept the resignation of Diana Michaelis, cashier/admissions, effective April 29, 2014. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to accept the resignation of Cory Crawford, advisor/testing coordinator, effective May 30, 2014. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to award professor emeritus status to Eddie Koenig effective upon his retirement. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to accept the retirement of Barbara Buckallew, Head Start Brookfield A Center Teacher/FSA, effective June 30, 2014. Six votes were cast in favor and none opposed.

Steve Busch moved and Dr. John Holcomb seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal, real estate, and personnel items, citing statutes 610.021.1, .2, and .3 which allow the Board to do so. Roll call vote showed Busch, aye; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

President Hoffman called the Executive Session to order at 6:36 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey and Rob Maloney. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; James Gardner, Vice President of Instruction and Student Services; Tyson Otto, CFO/Director of Operations; and Teresa Cross and Lee Ann Searcy, administrative staff.

Real estate, personnel and legal items were discussed and no action was taken.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to adjourn the Executive Session and reconvene in regular session. Roll call vote showed Busch, aye; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

President Hoffman called the regular session to order at 7:33 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey and Rob Maloney. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; James Gardner, Vice President for Instruction/Student Services; and Tyson Otto, CFO/Director of Operations.

Steve Busch moved and Dr. John Holcomb seconded the motion to approve the transfer of Andrea Brown from TRiO Learning Assistant to the Upward Bound Academic Advisor position effective May 12, 2014. This is a Level 5 AMP position. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were cast in favor and none opposed. President Hoffman declared the meeting adjourned at 7:35 p.m.

**MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF TRUSTEES**

NORTH CENTRAL MISSOURI COLLEGE

May 8, 2014

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by Vice President Maloney at 11:03 a.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Chris Hoffman was absent. Also present were Dr. Neil Nuttall, President; Vicki Weaver, Board Secretary; Dr. James Gardner, Vice President of Instruction/Student Services; Tyson Otto, Chief Financial Officer; and Teresa Cross, administrative staff.

Chris Hoffman joined the meeting at 11:04 a.m.

Diane Lowrey moved and Steve Busch seconded the motion to change the date of the regular May meeting to Thursday, May 29. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to close the special meeting and reconvene in Executive Session to discuss real estate items, citing statute 610.021.2 which allows the Board to do so. Roll call vote showed Busch, aye; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

President Hoffman called the Executive Session to order at 11:05 a.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey and Rob Maloney. Also present were Dr. Neil Nuttall, President; Vicki Weaver, Board Secretary; Dr. James Gardner, Vice President of Instruction/Student Services; Tyson Otto, Chief Financial Officer; and Teresa Cross, administrative staff.

A real estate matter was discussed and action was taken.

Diane Lowrey moved and Don Dalrymple seconded the motion to adjourn the Executive Session and reconvene in special session. Roll call vote showed Busch, aye; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

President Hoffman called the special session to order at 11:20 a.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Also present were Dr. Neil Nuttall, President; Vicki Weaver, Board Secretary; and Dr. James Gardner, Vice President of Instruction/Student Services; Tyson Otto, Chief Financial Officer; and Teresa Cross, administrative staff.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to adjourn the special meeting of the Board of Trustees. Six votes were cast in favor and none opposed. President Hoffman declared the meeting adjourned at 11:21 a.m.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
May 29, 2014

The regular meeting of the Board of Trustees, North Central Missouri College, was called to order in the President's Office, Frey Administrative Center, by President Chris Hoffman at 5:30 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, and Diane Lowrey. Rob Maloney was absent. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; James Gardner, Vice President; Tyson Otto, CFO/Director of Operations; Alan Barnett, Marcie Cutsinger, Jamie Hooyman, Steve Ockenfels, Lee Ann Searcy, and Leslie Wyatt, Administrative Staff; Lola Swint, Faculty; and John Anthony and Ronda Lickteig, representing the news media.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the meeting agenda as presented. Five votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to approve the Minutes of the meetings of April 22 and May 8 as presented. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the Treasurer's Reports as presented for North Central Missouri College, Head Start, and WIA as presented. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the monthly North Central Missouri College expenditures including FY13 year-to-date operating revenues of \$8,785,125.51 and FY13 year-to-date operating expenditures of \$6,563,855.65; the Head Start Year 43 year-to-date operating revenues of \$419,619.39 and year-to-date expenditures of \$462,601.84 and Workforce Investment Act FY13 year-to-date operating revenues of \$4,980,706.21 and year-to-date expenditures of \$5,010,744.17. Five votes were cast in favor and none opposed.

The Head Start monthly report was viewed.

Vice President for Instruction and Student Services James Gardner introduced Marcie Cutsinger, who presented her annual TRiO report. He told the Board that the two Commencement ceremonies went well and FFA Officer Training was held on campus earlier this week.

CFO/Director of Operations Tyson Otto said property adjusters have examined college roofs after the recent hail storm and the wind turbine at Barton Campus is working now.

President Neil Nuttall said the trustees' conference at the Lake was excellent this year. Work is underway on next year's budget which will be tight due in part to increased utility and health insurance costs. The strategic plan is being reviewed and the administration is studying possible role changes for various personnel as a re-

sult of the new Vice President of Institutional Effectiveness position. Also, a special meeting may be called in the near future to accept parking lot paving bids.

There was no Old Business.

The Board viewed a proposed Policy Manual change regarding investments; no action was taken.

Steve Busch moved and Don Dalrymple seconded the motion to approve the renewal of the Microsoft Campus Agreement from CDWG of Vernon Hills, Illinois, at a cost of \$34,028.16 for the third year of a three-year agreement. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to purchase Veeam backup software from CDWG of Vernon Hills, Illinois, at a cost of \$22,269. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to purchase welding equipment from Airgas USA, LLC of Macon, Missouri at a cost of \$37,858.68. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Steve Busch seconded the motion to approve rate changes for Ketcham Community Center memberships. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the transfer of Dr. Jamie Hooyman to Vice President of Institutional Effectiveness at a salary of \$87,500 effective July 1, 2014. Five votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to approve the transfer of Jenna Vandel to the 9-month full-time tenure-track position of Criminal Justice/Sociology instructor effective in August 2014; her placement on the 2014-15 Faculty Salary Schedule will be MF-2. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the transfer of Jamie Cunningham to the cashier/admissions position effective April 28, 2014; this is a full-time classified staff position with her placement at 3B-11 (\$12.55/hour) on the 2013-14 Classified Staff Salary Schedule. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to accept, with regrets, the resignation of Leah Brinser, Development Assistant, effective June 14, 2014. Five votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to accept the resignation of Annabelle Smith, Library Assistant, effective May 30, 2014. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to employ Lori Holder of King City as Advising/Testing Coordinator effective June 16, 2014; this is a full-time classified staff position with placement on the 2013-14 Salary Schedule at 4B-10 (\$13.30/hour). Five votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to employ Vel McClanahan as a full-time tenure-track Skills Lab Supervisor/Nursing Instructor effective July 1, 2014; this is an 11-month position with placement on the 2014-15 Faculty Salary Schedule at BF-10. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to employ Todd Blanton as an adjunct instructor in the Industrial Technology and Alternative Energy Programs. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept the resignation of Pat Johnson, Head Start Bethany Center Teacher/FSA, effective June 30, 2014. Five votes were cast in favor and none opposed.

Dr. John Holcomb expressed his thanks and best wishes for the future for Vice President Dr. James Gardner, who will be leaving NCMC before the next Board meeting.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal, real estate, and personnel items, citing statutes 610.021.1, .2, and .3 which allow the Board to do so. Roll call vote showed Busch, aye; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, absent.

President Hoffman called the Executive Session to order at 6:38 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, and Diane Lowrey. Rob Maloney was absent. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; James Gardner, Vice President of Instruction and Student Services; and Tyson Otto, CFO/Director of Operations.

Real estate, personnel and legal items were discussed and no action was taken.

Don Dalrymple moved and Diane Lowrey seconded the motion to adjourn the Executive Session and reconvene in regular session. Roll call vote showed Busch, aye; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, absent.

President Hoffman called the regular session to order at 7:01 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, and Diane Lowrey. Rob Maloney was absent. Also present were Neil Nuttall, President; Vicki

Weaver, Board Secretary; James Gardner, Vice President for Instruction/Student Services; and Tyson Otto, CFO/Director of Operations.

Trustee Diane Lowrey suggested the Board think about setting a retreat for the fall 2014 to begin preliminary planning for a presidential search.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to adjourn the regular meeting of the Board of Trustees. Five votes were cast in favor and none opposed. President Hoffman declared the meeting adjourned at 7:09 p.m.

Workforce Investment Board  
Meeting Minutes  
June 10, 2014

Cameron Nutrition Center

The Northwest Region Workforce Investment Board (WIB) met Tuesday June 10, 2014, at Cameron Nutrition Center, Cameron, MO. There were twelve (12) Board Members present, three (3) Board Members who joined the meeting via conference call, three (3) Presiding Commissioners, seven (7) guests and three (3) WIB staff present. Those participating included the following:

Board Members

Gregg Roberts	Kent Osborn	Don Gitthens	Lori Seymour	John Zeliff
Anita Coulter	Danah Fowler*	Juanita Assel	Debb Trautloff	Randy Railsback
Jackie Spainhower	Steve Reznicek*	Neil Nuttall	Penny Adams	Mary Kay Merling*

\* Participated via conference call

Presiding Commissioners

Wade Wilken, Clinton County Commissioner                      RT Turner, Buchanan County Commissioner  
Jack Hodge, Harrison County Commissioner

Guests

Becky McAtee, GHRPC                      Kim Mildward, NWRCOG                      Janice Spearman, Mo-Kan  
Connie Epper-  
son, DWD                      Shari Schenewerk, DWD                      Laura Brewer, Mo-Kan  
Elaine Gerstenberger, DWD

WIB Staff

Lisa Hostetler    Jeanie Griffin    Miranda Brummett

Prior to the business meeting, the Executive and Program Oversight Committees met in joint session.

BUSINESS MEETING – Roll call was taken at 5 pm and a quorum was not established with only seven (7) business sector members and seven (7) partner members participating. During a short recess, a business sector member joined the meeting. At that point roll call was taken again and a quorum was established with eight (8) business sector members and seven (7) partner members participating.

CONSENT AGENDA

Motion was made by John Zeliff, seconded by Kent Osborn to approve the WIA Youth and NGCC Expenditure Reports and minutes from the March 4, 2014 NW WIB meeting. The motion passed by roll call vote with fifteen (15) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

### NW WIB Youth Council Report

1. Miranda Brummett, NW WIB Program Operations Manager, reported for the Youth Council. The Youth Council met on May 14, 2014 to discuss: WIA Youth contract extensions; youth program performance reports; supportive services policy; incentive policy review; and WIA Youth locally-defined barrier policy. The Youth Council voted their approval of contract extensions and applicable policy revisions; those were then presented to the Executive/Program Oversight Committee for their review.

No action was required nor taken.

### Executive / Program Oversight Committee Report

Several agenda items were discussed in a joint session of the Executive and Program Oversight Committees.

#### 1. WIA contract extension discussions

a. Current WIA Youth contracts expire on June 30, 2014. WIB staff reviewed and evaluated existing WIA Youth subcontractors St. Joseph Youth Alliance (the ABCD sub-region subcontractor); Green Hills Community Action Agency (Green Hills sub-region subcontractor); and NW Regional Council of Governments (NW sub-region subcontractor).

Each WIA Youth Program subcontractor was evaluated based on: monitoring – sub-state monitoring conducted by Miranda Brummett and Continuous Improvement Review conducted by DWD; funds – staff to participant ratio, expenditure levels, cost per service levels; and program performance – rating based on attainment of contracted and negotiated goals and performance levels. The average of all functions above was discussed.

Motion was made by Lori Seymour, seconded by Neil Nuttall to extend WIA Youth contracts to St. Joseph Youth Alliance; Green Hills Community Action Agency; and NW Regional Council of Governments for the period July 1, 2014 through June 30, 2015. The motion passed by roll call vote with fourteen (14) ‘yes’ votes, zero (0) ‘no’ votes, and one (1) abstention (Jackie Spainhower).

b. Current NGCC (WIA Adult & Dislocated Worker) contracts also expire on June 30, 2014. WIB staff reviewed and evaluated existing NGCC subcontractors Mo-Kan Regional Council (the ABCD sub-region subcontractor); Green Hills Regional Planning Commission (Green Hills sub-region subcontractor); and NW Regional Council of Governments (NW sub-region subcontractor).

Each NGCC subcontractor was evaluated based on: monitoring – sub-state monitoring conducted by Miranda Brummett and Continuous Improvement Review conducted by DWD; funds – expenditure levels and agency to participant cost ratios; and Functional Leader performance – rating based on duties in the Functional Leader job description including personnel management, leadership, and Career Center performance. The average of all functions above was discussed.

Motion was made by Kent Osborn, seconded by John Zelif to extend NGCC contracts to Mo-Kan Regional Council; Green Hills Regional Planning Commission; and NW Regional Council of Governments for the period July 1, 2014 through June 30, 2015. The motion passed by roll call vote with thirteen (13) ‘yes’ votes, zero (0) ‘no’ votes, and two (2) abstentions (Randy Railsback and Jackie Spainhower).

2. WIB budget and funds available to contract documents were presented for discussion.

With administration, program and projected carry-over funds, the revenue for NW WIB (office and Board) operations is \$275,236 and expenses total \$275,236 for the period July 1, 2014 through June 30, 2014. The revenue anticipated for July 1, 2014 is \$10,184 less than July 1, 2013. The difference in expenses has been adjusted to present a balanced budget.

A document entitled Funds Available to Contract (for WIA operations) was presented. The PY14/FY15 (July 1, 2014 through June 30, 2015) Adult funds allocation is \$397,633; a \$27,404 cut from the period July 1, 2013 through June 30, 2014. The PY14/FY15 Dislocated Worker fund allocation is \$448,805; an increase of \$14,986 from last year. The PY2014 WIA Youth fund allocation is \$433,422; a cut of \$30,679 from last year.

The total net loss is \$43,097 across all WIA programs for the NW region.

Motion was made by John Zeliff, seconded by Juanita Assel to approve the PY14 WIB office (administrative) budget, the PY14/FY15 WIA Adult, Dislocated Worker funds available to contract, and the PY2014 WIA Youth funds available to contract. The motion passed by roll call vote with fifteen (15) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

### 3. Administrative/Program policy revisions

a. A "Meals/Snacks/Beverages Provided with WIA Funds" policy was presented. The policy simply states that we will be good stewards of tax-payers' dollars when we provide meals/beverages/snacks with WIA funds. The terms "reasonable and allowable" are noted in the policy. NW WIB will require subcontractors to follow the policy when using WIA funds to provide meals, snacks and/or beverages; the request from subcontractors must receive prior approval from the WIB Director or designee.

Motion was made by Kent Osborn, seconded by Anita Coulter to approve the Meals/Snacks/Beverages Provided with WIA Funds policy. The motion passed by roll call vote with fifteen (15) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

b. The "Individual Training Account" policy was discussed. This has been a long-standing NW WIB policy and requirement of Division of Workforce Development. The revisions are minor and include: any references to "approval of the WIB" have been revised to note "approval of the WIB staff" (3 occasions), and the statement "Must be a WIA Adult or Dislocated Worker with a training level enrollment" has been highlighted. Brummett noted that the state of Missouri has requested a waiver from Department of Labor to allow WIA Youth access to Individual Training Accounts. We are waiting on word from Division of Workforce Development to determine if the Individual Training Account policy should be modified to include WIA Youth.

Motion was made by Gregg Roberts, seconded by Neil Nuttall to approve the Individual Training Account (ITA) policy as presented. The motion passed by roll call vote with fifteen (15) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

c. Several changes to the "Supportive Services" policy were discussed. They include: 1) allowing participants enrolled in WIA follow-up services to be paid a maximum of \$250; 2) clean-up (after guidance from DWD)

in the mileage reimbursement (transportation) section – reimbursement for a minimum of 20 miles round trip; mileage reimbursement at a rate of .32/mile up to 50 miles; and round trip travel over 50 miles reimbursed at a flat rate of \$16/day; 3) emergency travel reimbursement based on an immediate need; subcontractors will set up an account and a voucher system will be used to charge gas for work, training, or approved activities for participants; 4) clarification on reimbursable vehicle repair costs; 5) provision of tools or equipment for participants if the employer or training provider requires such to perform job duties or complete training; 6) clarification on lease or house loan payments; and 7) inclusion of “internet” as a luxury item not reimbursed under this supportive services policy

Motion was made by Neil Nuttall, seconded by Debb Trautloff to approve the revisions to the Supportive Services policy. The motion passed by roll call vote with fifteen (15) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

d. A “WIA Youth Incentive” policy was presented. Additions to the long-standing policy include: 1) offering an incentive for youth who attend a Missouri Career Center Workshop as part of work readiness skill attainment activities; 2) providing incentive to youth who are retained in employment for 30 days and 90 days under the placement in employment or education activities measure; and 3) revision suggested by the Executive/Program Oversight Committee to remove the incentive relating to participation in the Youth Council.

Motion was made by Lori Seymour, seconded by Juanita Assel to approve revisions noted above to the WIA Youth Incentive policy. The motion passed by roll call vote with fifteen (15) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

e. The “WIA Youth Locally-Defined Barrier” policy was discussed. Each WIB region is required to have a locally-defined barrier that meets our unique needs. While the NW WIB has had a procedure for determining that need, the locally-defined barrier has never been issued in policy form. The addition of the bullet point - “Educational attainment that is one or more grade levels below appropriate for age” has been added to our definition to include those youth for whom educational attainment is a barrier to complete an educational program or to secure and retain employment.

Motion was made by Randy Railsback, seconded by Gregg Roberts to approve the WIA Youth Locally-Defined Barrier policy. The motion passed by roll call vote with fifteen (15) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

f. Review of the “Local On-the-Job Training (OJT) policy was conducted. One revision to the local OJT policy is based on federal E-verify work authorization requirements. OJT employers are required to enroll the company in the E-verify work authorization program prior to the start date of OJT employees. OJT employers are required to verify OJT employees no later than the third business day after the employee starts work. Another revision to the OJT policy is that the NW WIB staff may limit the number of OJT placements an employer may have.

Motion was made by Neil Nuttall, seconded by Penny Adams to approve the Local On-the-Job Training policy revisions. The motion passed by roll call vote with fifteen (15) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

g. The “Sub-state Monitoring” policy has been a procedural document but wasn’t included in the Administrative and Program Policy manual in the past. The policy identifies: 1) who will perform the regional program and fiscal monitoring of WIA subcontractors; 2) the monitoring schedule; 3) how files will be selected for review; 4) desk top and on-site monitoring procedures; 5) what will be reviewed; 6) the written reports prepared of monitoring activities and the results thereof; 7) Youth Council (WIA Youth monitoring) and Program Oversight (WIA Youth & NGCC) review; and 8) presentation to the full Board for action.

Motion was made by Neil Nuttall, seconded by Lori Seymour to approve the Sub-state Monitoring policy. The motion passed by roll call vote with fifteen (15) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

#### UPDATES AND OTHER BUSINESS:

1. Presiding Commissioners Wade Wilken (Clinton County), Jack Hodge (Harrison County), and RT Turner (Buchanan County) provided county updates. Each Commissioner discussed economic development activities and their connection to workforce development.

No action was required nor taken.

2. NW WIB Fiscal Manager, Jeanie Griffin, presented her review of WIA subcontractor audit reports. Griffin’s report is as follows: St. Joseph Youth Alliance, St. Joseph for the period ending 6/30/13 – no findings, expenditures reconciled; Green Hills Regional Planning Commission, Trenton for the period ending 6/30/13 (exempt from A-133 compliance, expenditures less than \$500,000) – no findings, expenditures reconciled; Northwest Regional Council of Governments, Maryville for the period ending 6/30/13 – no findings, expenditures reconciled; Mo-Kan Regional Council, St. Joseph for the period ending 6/30/13 – no findings, expenditures reconciled; and Green Hills Community Action Agency, Trenton for the period ending 9/30/13 – no findings, expenditures reconciled.

Motion was made by Neil Nuttall, seconded by Kent Osborn to approve the WIA subcontractor audit report summary. The motion passed by roll call vote with fifteen (15) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

3. A request to waive the 80% WIA Adult and 85% WIA Dislocated Worker expenditure requirement for the program year ending June 30, 2014 was discussed. WIA Adult/Dislocated Worker NGCC subcontractors had limited PY13 funds available for the period July 1 to September 30, 2013. Fiscal Year 14 funds did not become available until after the government shut down on October 17, 2013. Because of these extenuating circumstances, our subcontractors could not expend funds as they would have in prior years.

This request would allow the WIA Adult/Dislocated Worker NGCC subcontractors to waive the current expenditure requirement and instead, require the Adult/Dislocated Worker NGCC subcontractors to adhere to the requirements outlined in DWD Issuance 03-2010, De-obligation/Re-obligation Policy. The DWD Issuance states “Each Local Workforce Investment Board (LWIB) for their Title I Adult, Youth, and Dislocated Worker formula funds must expend all funds from any prior year and obligate at least 80% of their current year allocation by June 30 of each year. “

Motion was made by John Zelif, seconded by Anita Coulter to approve the request to waive the 80% Adult/85% Dislocated Worker expenditure rate and require subcontractors to meet the 80% Adult/85%

Dislocated Worker obligation rate for the program year ending June 30, 2014. The motion passed by roll call vote with fifteen (15) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

4. Missouri Division of Workforce Development (DWD) conducted annual WIA program fiscal monitoring of the NW WIB in February, 2014. Jeanie Griffin reported that only one (1) concern was noted in the monitoring report from DWD – that being discrepancies regarding payment of transportation-related supportive services to WIA participants. The WIB responded with a corrective action plan requiring that all support documents accompany the participant payment voucher when reimbursing transportation payments (from the WIB office) for WIA subcontractors. Those support documents will be reviewed by WIB staff for accuracy before processing. A response from DWD on the WIB corrective action plan has not been received.

Motion was made by John Zeliff, seconded by Neil Nuttall to approve the WIA fiscal monitoring by DWD and the NW WIB response. The motion passed by roll call vote with fifteen (15) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

5. Missouri Division of Workforce Development (DWD) also conducted fiscal and programmatic monitoring of the Dislocated Worker Training (MO-37) National Emergency Grant (NEG) in February, 2014. Griffin led the fiscal discussion, noting that there were no concerns reported. Brummett addressed the programmatic monitoring; she also noted that there were no concerns reported. No response was required of the NW WIB.

The Division of Workforce Development offered commendation to the NW WIB and its subcontractors for our efforts to secure additional funding for the region and for expanding job opportunities for our citizens through this National Emergency Grant.

Motion was made by Kent Osborn, seconded by Juanita Assel to approve the Dislocated Worker Training (MO-37) National Emergency Grant (NEG) monitoring report by DWD. The motion passed by roll call vote with fifteen (15) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

6. Jeanie Griffin discussed surplus property at the Maryville Career Center/Regional Council of Governments office needing to be disposed of. There are two (2) monitors; thirteen (13) CPUs; four (4) printers; four (4) laptops; and a TV/VCR that each has a value of equal to or less than \$100. As such, this property may be disposed of by donation or recycling. A vendor has been identified who will recycle the surplus property noted above.

Motion was made by Neil Nuttall, seconded by Gregg Roberts to dispose of the above-referenced surplus property after all sensitive data has been removed. The motion passed by roll call vote with fifteen (15) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

7. NW WIB Director Lisa Hostetler discussed a plan modification that must be submitted to the Division of Workforce Development. Any changes in funding and any significant policy changes must be reported in a plan modification. Hostetler directed Board Members to planning budget summaries for WIA Youth PY14; WIA Adult and Dislocated Worker PY14; and WIA Adult and Dislocated Worker FY15. Those figures represent the NW region WIA allocations for the period July 1, 2014 through June 30, 2015.

The policy changes addressed earlier in the board meeting are also incorporated in the plan modification and include the following: Supportive Services policy; Sub-state Monitoring policy; Individual Training Account (ITA) policy; Locally-defined Barrier policy; Local On-the-Job Training (OJT) policy; and WIA Youth Incentive policy.

Hostetler noted that approval of the Planning Budget Summaries and local policy changes are required actions prior to submission of the plan modification.

Motion was made by Kent Osborn, seconded by Neil Nuttall to submit the plan modification with the Planning Budget Summaries and local policy changes as noted. The motion passed by roll call vote with fifteen (15) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

8. A Business Services update was provided to Board members; Hostetler noted recent business closures in the NW region and potential new On-the-Job Training employers. Each of the regional Functional Leaders (Janice Spearman, Becky McAtee, and Kim Mildward) discussed news of import from their sub-region.

No action was required nor taken.

9. In order to help our Board better understand the programs and services offered via Workforce Investment Act, a hand-out was provided. The document describes each of the significant WIA programs; the target population to be served in those programs; and the types of services available to those populations. Board Members also viewed a presentation with photos of each Career Center in the NW region, each service provider facility, and each staff member services WIA customers in those centers/facilities.

During the video presentation, Operations Manager Brummett discussed WIA performance for our regional WIA subcontractors. She noted incredible improvement in performance over prior years and offered congratulations to our WIB subcontractors for a job well done.

No action was required nor taken.

10. Board Member Rodney Rice, Department of Labor & Industrial Relations/Division of Employment Security submitted a report of Division activities of note.

The Division of Employment Security (DES) recently implemented a new Interactive Voice Response (IVR) system that allows individuals to file their initial claims and weekly requests for payments using voice response in addition to keypad options. The Federal Treasury Offset Program (TOP) is in its second year of operation. TOP allows the Division to recover fraudulently obtained unemployment insurance benefits. In calendar year 2013, more than \$20 million in fraud overpayments and penalties were recovered through TOP. So far in 2014, \$11.8 million in fraud overpayments and penalties have been recovered.

Rice also noted that Missouri has approximately 37,000 individuals receiving state unemployment benefits as of the end of May; approximately 1,100 individuals exhaust their UI benefits each week.

No action was required nor taken.

11. Hostetler discussed a Department of Labor National Emergency Grant submitted by the Division of Workforce Development that will focus on work-based learning opportunities for eligible participants in Missouri. The focus will be continued support and marketing of the On-the-Job Training (OJT) program. If funded, the grant will allow each WIB region to hire an OJT Navigator to be devoted full time to development of OJT opportunities. The grant will also provide funding to each region for an OJT Marketing Specialist, who will be employed by DWD. DWD reported that an announcement of funding should occur prior to June 30, 2014.

No action was required nor taken.

12. The September NW WIB meeting will be a retreat with focus on Certified Work Ready Communities (CWRC) and WIB visioning strategies. Hostetler is applying for grant funds to support the costs associated, which will include speakers, meals, travel costs, and printed materials. Retreat details (date, time, location) will be finalized in the next few weeks with an announcement to Board Members to follow.

No action was required nor taken.

Meeting was adjourned.

Next Meeting – September Board Retreat (date and location to be determined)

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
June 24, 2014

The regular meeting of the Board of Trustees, North Central Missouri College, was called to order in the President's Office, Frey Administrative Center, by President Chris Hoffman at 5:34 p.m. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; Jamie Hooyman, Vice President; Tyson Otto, CFO/Director of Operations; Teresa Cross, Administrative Staff; David Nowland, Faculty; and John Anthony and Ronda Lickteig, representing the news media.

Don Dalrymple moved and Diane Lowrey seconded the motion to approve the meeting agenda as presented. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Rob Maloney seconded the motion to approve the Minutes of the meeting of May 29 and the Minutes of the WIB meeting of June 10 as presented. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the Treasurer's Reports as presented for North Central Missouri College, Head Start, and WIA as presented. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the monthly North Central Missouri College expenditures including FY13 year-to-date operating revenues of \$9,415,071.01 and FY13 year-to-date operating expenditures of \$7,257,070.88; the Head Start Year 43 year-to-date operating revenues of \$648,795.35 and year-to-date expenditures of \$648,794.39 and Workforce Investment Act FY13 year-to-date operating revenues of \$5,171,463.15 and year-to-date expenditures of \$5,236,650.17. Five votes were cast in favor and none opposed.

The Head Start monthly report was viewed.

Vice President for Institutional Effectiveness Jamie Hooyman said the search for a new Dean of Instruction is well underway. Summer OAR sessions are in progress and summer session 1 ends Friday.

CFO/Director of Operations Tyson Otto had no report.

Development Director Teresa Cross discussed upcoming events and progress of the Gifts in Action campaign.

President Neil Nuttall reviewed recent legislative actions in Jefferson City. He also talked about two meetings he will be attending: a strategic planning session in Cameron and a certified work-ready communities meeting in Chillicothe.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the attached Board Policy Manual change related to investments. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to approve the renewal of the Tegrity Lecture Capture Service from McGraw-Hill of Burr Ridge, Illinois at a cost of \$53,995. Five votes were cast in favor and none opposed.

Rob Maloney moved and Diane Lowrey seconded the motion to accept a bid from C&R Concrete Construction, LLC of Chillicothe for parking lot sealing at a total cost of \$22,954.60. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to renew the terms of the 2010A/B Series Lease Agreement with UMB Bank from July 1, 2014 through June 30, 2015. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to purchase Preferred-Care Blue health insurance from Blue Cross/Blue Shield of Kansas City for the 2014-15 year at a monthly cost of \$489.48 per employee. Five votes were cast in favor and none opposed.

Rob Maloney moved and Diane Lowrey seconded the motion to approve the employment of Megan Goodin of Princeton as Advising Coordinator effective July 21, 2014; this is a full-time Group 5 AMP position with the annual salary set at \$33,000. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the movement of Tracy Welch, mathematics faculty member, from BC12 to MF12 on the 2014-15 faculty salary schedule; a salary increase for Cecilia Marsh, bookstore manager, of \$1,500; and an AMP Group movement (from 5 to 4) for Whitney Trump; all for the 2014-15 fiscal year. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the revised organizational chart. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to approve the FY15 budget and salaries as presented; the unrestricted account reflects expenditures of \$9,719,542 and revenues of \$9,723,998. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the WIA Program Year 14 budget and salaries as presented. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve an increased enrollment level of 251 students, restoration of four staff positions, and COLA adjustments for most staff, all for the Green Hills Head Start program. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal and real estate items, citing statutes 610.021.1 and .2 which allow the Board to do so. Roll call vote showed Busch, absent; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

President Hoffman called the Executive Session to order at 7:00 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; Jamie Hooyman, Vice President of Institutional Effectiveness; and Tyson Otto, CFO/Director of Operations.

Real estate and legal items were discussed and no action was taken.

Diane Lowrey moved and Don Dalrymple seconded the motion to adjourn the Executive Session and reconvene in regular session. Roll call vote showed Busch, absent; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

President Hoffman called the regular session to order at 7:35 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey and Rob Maloney. Steve Busch was absent. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; Jamie Hooyman, Vice President for Institutional Effectiveness; and Tyson Otto, CFO/Director of Operations.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to adjourn the regular meeting of the Board of Trustees. Five votes were cast in favor and none opposed. President Hoffman declared the meeting adjourned at 7:36 p.m.

President

Secretary

Date

Date

#### 6.4.60 Investment Policy

6.4.61 It is the policy of the North Central Missouri College to invest public funds in a manner which will provide maximum security and investment returns while meeting the daily cash flow demands of the College and conforming to all state and local statutes governing the investment of public funds. This investment policy applies to all financial assets of the District. Any and all funds currently existing or anticipated are included unless specifically excluded by the College officials or set aside in a special escrow account.

6.4.62 The Chief Financial Officer and Director of Business are the only authorized personnel to conduct investment transactions for the District. When investing or depositing public funds, the Chief Financial Officer and Director of Business shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the investment objectives. Investing transactions will be reported to the Board of Trustees as a part of the monthly Treasurer's Report.

6.4.63 The primary objectives, in priority order, of North Central Missouri College are:

Safety: Safety and preservation of principal in the overall portfolio

Liquidity: Maintaining the necessary liquidity to match expected liabilities

Return: Obtaining a reasonable return

6.4.64 All officers and employees of North Central Missouri College involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

6.4.65 Authorized and Suitable Investments and Institutions:

6.4.651 The College may invest public funds in certificates of deposit, savings accounts or interest-bearing time deposits when such funds are held in United States banks, state banks, savings and loan associations operating under Chapter 369 RSMo., or savings and loan associations authorized by the United States government, so long as such deposits, savings accounts, and interest bearing deposits are secured by one or more of the types of securities described in section 6.4.653.

6.4.652 The Board designates "The Common Fund" for investment of endowed funds and Edward Jones for investment of the Derry Scholarship funds. Funds will be monitored and invested by a committee of two Trustees, the Chief Financial Officer, and the President, with investment results reported to the Trustees on at least a quarterly basis.

6.4.653 Collateral shall be required on all qualified investments. In order to anticipate market changes and provide a level of security for all funds, the collateral value of the pledged security shall be at least 100% of the actual amount of funds invested with the depository, less the amount, if any, insured

by FDIC. This collateral shall be limited to bonds, bills, notes, debentures or other obligations guaranteed as to payment of principal and interest by the government of the United States or any agency or instrumentality thereof, and the State of Missouri, (RSMo 30.270, 110.010, and 110.020) or a letter of credit issued to the District by the Federal Home Loan Bank.

6.4.654 To the extent possible, the District will attempt to match its investments with anticipated cash flow requirements. Unless matched to specific cash flows, the College will not directly invest in securities maturing more than two years from the date of purchase.

6.4.66 Investment reports describing the portfolio in terms of investment securities, maturities, rates, characteristics and other features shall be submitted to the Board of Trustees on a semi-annual basis.

6.4.67 The policy shall be reviewed on an annual basis and any modification made thereto must be approved by the entire Board of Trustees.