

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
July 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 Chris Hoffman 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; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; Teresa Cross and Lee Ann Searcy, Administrative Staff; Lola Swint, Faculty; Dr. Beverly Hooker, representing Head Start; Allan Seidel, attorney; 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. 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 meeting of June 24 as presented. Six votes were cast in favor and none opposed.

Dr. John Holcomb 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. 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 \$9,927,227.38 and FY13 year-to-date operating expenditures of \$8,283,282.94; the Head Start Year 43 year-to-date operating revenues of \$719,783.57 and year-to-date expenditures of \$768,184.11 and Workforce Investment Act FY13 year-to-date operating revenues of \$5,345,385.10 and year-to-date expenditures of \$5,477,332.73. Six votes were cast in favor and none opposed.

The Head Start monthly report was viewed.

Vice President of Institutional Effectiveness Jamie Hooyman said that summer sessions end this Friday, several OAR sessions have been held, and there is a dual credit meeting on campus this week.

CFO/Director of Operations Tyson Otto told the Board that several parking lot paving projects have been completed and there is new carpet in Ellsworth Hall. He also reviewed the annual Student Debt Report.

Development Director Teresa Cross discussed the Kansas City Royals trip, radio promotions, Geyer Hall restoration and projects at the Barton Campus, Gifts in Action, the Gala, and Holiday Hoops.

President Neil Nuttall mentioned the Annual Year in Review report in the Board packet. He also talked about an article in the *Chronicle of Higher Education*, the Strategic Plan, a delay in funding for Geyer Hall restoration and customized training, DESE testing requirements, the A+ program, Missouri teacher retirement, the workforce investment act, and MCCA.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to accept a bid from Aidex Corpora-

tion for Amatrol industrial technology training equipment at a cost of \$55,994.83. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to set the annual levy hearing for August 26 at 5:15 p.m. Six votes were cast in favor and none opposed.

No action was requested for a proposed new Flex Leave Day policy.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept the resignation of Debra Herring, allied health faculty at Maryville, effective July 14, 2014. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to employ Dr. Sharon Weiser of Marshall, Missouri as Dean of Instruction effective August 4, 2014; this is a full-time AMP position with the salary set in Group 2 (\$74,636 annually). Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to employ Janet Nelson of Stewartsville, Missouri as full-time 11-month tenure-track allied health instructor for the Maryville campus effective August 1, 2014; her placement on the 2014-15 faculty salary schedule will be at BF-10. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to employ Deanna Scroggie of Parnell, Missouri as full-time 9-month tenure-track allied health instructor for the Maryville campus effective August 1, 2014; her placement on the 2014-15 faculty salary schedule will be at BF-10. Six votes were cast in favor and none opposed.

Rob Maloney moved and Diane Lowrey seconded the motion to employ Tricia Key of Trenton as Development Assistant effective July 14, 2014; this is a full-time classified staff position with her salary on the Classified Staff Salary Schedule set at 4B-10 (\$13.30/hour). Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to employ Jayne Meservey of Chula as Library Assistant effective August 5, 2014; this is a full-time classified staff position with her salary on the Classified Staff Salary Schedule set at 2A-10 (\$10.62/hour). Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ Ellen Haley as an adjunct instructor for Spanish classes. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to accept the retirement of Ellen Hodge, Head Start Health/Nutrition Coordinator, effective June 30, 2014. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to employ two full-time Teacher/FSAs for Head Start, Stacie Foster at the Bethany Center and Tiffany White at the Brookfield A Center. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to close the regular meeting and recon-

vene in Executive Session to discuss personnel, legal and real estate items, citing statutes 610.021., .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 6:53 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; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; Teresa Cross, Administrative Staff; and Allan Seidel, attorney.

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, aye; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

President Hoffman called the regular session to order at 8:05 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; Jamie Hooyman, Vice President of Institutional Effectiveness; and Tyson Otto, CFO/Director of Operations.

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 Hoffman declared the meeting adjourned at 8:06 p.m.

President

Secretary

Date

Date

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**MINUTES OF THE LEVY HEARING OF THE  
BOARD OF TRUSTEES**

**NORTH CENTRAL MISSOURI COLLEGE**

August 26, 2014

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 Chris Hoffman at 5:15 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; Jamie Hooyman, Vice President; Tyson Otto, CFO/Director of Operations; Teresa Cross, Lee Ann Searcy and Sharon Weiser, Administrative Staff; Lola Swint, faculty; Bev Hooker, representing Head Start; and John Anthony and Ronda Lickteig, representing the news media.

Chairman Hoffman announced that the proposed tax levy rate for the 2014-15 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 Hoffman declared the meeting adjourned at 5:30 p.m.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
August 26, 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, Diane Lowrey, and Rob Maloney. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; Teresa Cross, Lee Ann Searcy, and Sharon Weiser, Administrative Staff; Lola Swint, Faculty; Bev Hooker, representing Head Start; Jefferdson Jimenez, Brooke Parton, Jordan Hale, Hailey Lowery, Sara Miles, Kevin Noyes, Turner Herbek, and James Brownsberger, student residence assistants; 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.

Dr. John Holcomb moved and Steve Busch seconded the motion to approve the Minutes of the meeting of July 22 as presented. Six votes were cast in favor and none opposed.

Rob Maloney moved and Diane Lowrey seconded the motion to approve the Treasurer's Reports as presented for North Central Missouri College, Head Start, and WIA as presented. 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 FY15 year-to-date operating revenues of \$2,129,108.07 and FY15 year-to-date operating expenditures of \$578,948.52; the Head Start Year 43 year-to-date operating revenues of \$845,915.35 and year-to-date expenditures of \$864,570.47 and Workforce Investment Act PY14 year-to-date operating revenues of \$5,474,417.09 and year-to-date expenditures of \$5,592,075.21. Six votes were cast in favor and none opposed.

The Head Start monthly report was viewed.

Vice President of Institutional Effectiveness Jamie Hooyman introduced Dr. Sharon Weiser, the new Dean of Instruction. Student residence assistants introduced themselves, and then they left the meeting. Dr. Hooyman reported on move-in day, fall enrollment, issues with information technology, and an on-going review of the college's practices and procedures.

CFO/Director of Operations Tyson Otto distributed a short financial report on Bookstore operations so far this fall.

Development Director Teresa Cross discussed the recent trip to Kansas City, the annual golf tournament, the gala, Holiday Hoops, Gifts in Action, and a recent Foundation Board of Directors meeting.

President Neil Nuttall announced that he just learned that the college's property insurance carrier has agreed to pay 100% of the replacement cost for several damaged roofs. Bids will be solicited for the work very soon and a special Board meeting may be required so the work can begin asap. He also said suitable training was conducted for new staff this fall (campus security, sexual misconduct, etc.) and key performance indicators are being studied.

Diane Lowrey moved and Don Dalrymple seconded the motion to set the 2014 tax levy at \$.40 per hundred of assessed valuation. Six votes were cast in favor and none opposed.

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

No action was requested for a proposed Board Policy Manual change regarding KCC memberships.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept the resignation of Jason Ralls, Senior Database Administrator, effective when his replacement is trained or December 31, 2014, whichever comes first. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to employ Tocarra Williams as TRiO Academic Advisor effective August 14, 2014; this is a full-time AMP position with the salary set in Group 5 (\$25,922 annually). Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to employ Casandra Gaulding and Abigail Jones as part-time clinical instructors for the Allied Health program at \$250 per clinical day. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to employ Tracy Simpson as Health Specialist for the Head Start program and to transfer Connie Anderson from Teacher/FSA to Nutrition Specialist for the Head Start program; both are full-time positions. Six votes were cast in favor and none opposed.

An Executive Session was not needed and was not held.

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 Hoffman declared the meeting adjourned at 6:35 p.m.

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Board Policy Manual Change:

5.12.67 Flex Leave Day

Each full-time employee may use one of his/her earned sick leave days each fiscal year as a Flex Leave Day. Flex Leave Days are used as per the guidelines for personal leave days and may be requested only after personal leave days for that fiscal year have been used.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
September 23, 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 5:35 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 of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; Teresa Cross, Lee Ann Searcy, and Randy Young, Administrative Staff; Sarah Bird, Faculty; Bev Hooker, representing Head Start; Ryan Hausman, representing Roofing Solutions, Inc., and John Anthony, 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.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the Minutes of the meetings of August 26 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 as presented. 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 FY15 year-to-date operating revenues of \$3,119,792.28 and FY15 year-to-date operating expenditures of \$1,159,683.16; the Head Start Year 43 year-to-date operating revenues of \$938,943.61 and year-to-date expenditures of \$979,764.78 and Workforce Investment Act PY14 year-to-date operating revenues of \$5,646,024.97 and year-to-date expenditures of \$5,737,339.00. Five votes were cast in favor and none opposed.

The Head Start monthly report was viewed.

Vice President of Institutional Effectiveness Jamie Hooyman said student mentors have been assigned at the Barton Farm Campus; she also discussed College Day, Senior Day, and the student loan default rate. She also made a presentation on the newly-drafted Annual Report and the College Fact Sheet.

CFO/Director of Operations Tyson Otto talked about state funding and capitol funds.

Development Director Teresa Cross discussed various upcoming events as well as the Golf Tournament and campus tours on Labor Day.

President Neil Nuttall presented the annual NISOD award to Sarah Bird. He discussed the Annual Report and how it is related to the Strategic Plan, Key Performance Indicators, attendance centers, and the lack of student housing. He also told

the Board of the resignation of Zora Mulligan, CEO for the MCCA.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve a Board Policy Manual change regarding KCC memberships (see attached policy). Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept a bid of \$583,000 (Alternate Bid #1) from Delta Innovative Services of Kansas City, Kansas for roofing Geyer Hall, Cross Hall, Ketcham Community Center, the Layson building, and the Ritze building. Five votes were cast in favor and none opposed.

Rob Maloney moved and Diane Lowrey seconded the motion to accept a sole source bid of \$91,547.50 from Assessment Technologies Institute for allied health testing materials. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to authorize payment of an invoice for \$25,330.60 from Unionville Livestock Market for cattle. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to declare a list of I.T. equipment as surplus property. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve a Memorandum of Understanding with the Midland Empire Chapter of the American Red Cross. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to set a special meeting for noon Wednesday, October 8 at the Head Start Central Office. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to accept the resignation of Patricia Compton, allied health faculty member, effective December 31, 2014. Five votes were cast in favor and none opposed.

Don Dalrymple 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 7:15 p.m.

## Board Policy Manual Change:

### 5.12.90 KCC Memberships

5.12.101 Employees: Full-time NCMC, Head Start, and WIB employees are Ketcham Community Center members. Benefits include the use of the gym, fitness equipment and the Harry Sugg tennis courts as well as free/reduced rates for fitness classes and free admission to NCMC basketball games. Admission to special tournament/playoff basketball games is not included.

5.12.102 Employees' Dependents:  
Immediate family members (living in the home) of full-time NCMC, Head Start, and WIB employees will be eligible for the same benefits at a reduced rate.

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

NORTH CENTRAL MISSOURI COLLEGE

October 8, 2014

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Hoffman at 12:13 p.m. in the Head Start Central Office. The roll call showed the following members present: Chris Hoffman, Don Dalrymple, Dr. John Holcomb, and Diane Lowrey. Steve Busch and Rob Maloney were absent. Also present were Dr. Neil Nuttall, President; Vicki Weaver, Board Secretary; Dr. Bev Hooker, representing Head Start.

Dr. Bev Hooker conducted the annual Board training for Head Start operations. The Board also reviewed the Head Start Five-Year Plan.

Rob Maloney joined the meeting at 12:23 p.m.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the Head Start FY2015 Grant Application and its tentative budget as presented. 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 Hoffman declared the meeting adjourned at 1:01 p.m.

Workforce Investment Board  
Meeting Minutes  
September 16, 2014

Lager Laboratory, North Central Missouri College Barton Farm Campus

The Northwest Region Workforce Investment Board (WIB) met Tuesday September 16, 2014, at Lager Laboratory, North Central Missouri College Barton Farm Campus in Trenton, MO. There were twenty-one (21) Board Members present, one (1) Presiding Commissioner, nine (9) guests and three (3) WIB staff present. Those participating included the following:

Board Members

Kent Osborn	Don Gitthens	Rick Gronniger	Lori Seymour	Lisa McGhee
Jeff Andrews	Anita Coulter	Patrick Miller	Gary O'Toole	Harry Wyse
Judy Bagley	Robin Hammond	Aaron Franklin	Randy Railsback	Tom Bliss
Jackie Spainhower	Steve Reznicek	Rob Zirfas	Debb Trautloff	Penny Adams
John Sciortino				

Presiding Commissioners

Eva Danner Horton, Livingston County Commissioner

Guests

Becky McAtee, GHRPC	Kim Mildward, NWRCOG	Janice Spearman, Mo-Kan
Steve Dempsey, DWD	Shari Schenewerk, DWD	John Dickmeyer, Altec
Amanda Winter, GHCAA	Jason Helton, NCMC	Rhonda Ewing, St. Joe Youth Alliance

WIB Staff

Lisa Hostetler	Jeanie Griffin	Miranda Brummett
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BUSINESS MEETING – Roll call was taken and a quorum was established with eleven (11) business sector members and ten (10) partner members participating.

CONSENT AGENDA

Motion was made by Rick Gronniger, seconded by Lisa McGhee to approve the minutes from the June 10, 2014 NW WIB meeting. 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

1. Miranda Brummett, NW WIB Program Operations Manager, reported for the Youth Council. The Youth Council met on September 10, 2014 to discuss distribution of toiletries after the toiletry drive and the Workforce Innovation and Opportunity Act (WIOA) changes that relate to WIA Youth eligibility, performance measures, and in-school/out of school youth.

No action was required nor taken.

## UPDATES AND OTHER BUSINESS:

1. No Presiding Commissioner reports were given.
2. NW WIB Fiscal Manager, Jeanie Griffin, presented a Division of Workforce Development (DWD) response to the April 22, 2014 financial monitoring report. Griffin noted that DWD accepted the NW WIB's corrective action plan and considers all issues resolved.

No action was required nor taken.

3. NW WIB Program Operations Manager Brummett referenced a DWD programmatic monitoring report included in Board Members' packets. The DWD Quality Assurance Team conducted a review of the classroom occupational training/occupational skills training activities; On-the-Job Training (OJT) activities; WIA Youth program; Missouri Career Center workshops; NW WIB's sub-state monitoring plan and report; NW WIB composition and certification documentation; and progress and effectiveness of prior year corrective action measures.

A programmatic monitoring report, dated September 8, 2014, included a revision to the original report dated August 19, 2014; DWD noted that an issue in the original report should not have been included and has been removed. Brummett stated that DWD felt, overall, the review indicates the region is providing services in accordance with federal and state guidance. No additional response is required from the NW WIB.

No action was required nor taken.

4. WIB Director Lisa Hostetler presented a letter from Division of Workforce Development (DWD) dated July 23, 2014 that notes the plan modification submitted to DWD on June 16, 2014 has been approved. Hostetler reminded Board Members that the plan modification documents were discussed at length and voted on during the June 10, 2014 meeting. Those documents included Program Year 2014 and Fiscal Year 2015 Planning Budget Summaries as well as numerous program and policy revisions.

No action was required nor taken.

5. Jeanie Griffin directed Board Members to a letter from DWD noting that a review of the audit report of North Central Missouri College (on behalf of the NW WIB) was conducted. The letter indicates that DWD finds the audit acceptable as it pertains to the Workforce Investment Act programs contracted between DWD and NCMC/NW WIB.

No action was required nor taken.

6. On July 22, 2014, Director Hostetler sent an email to Executive Committee members for their consideration on behalf of the NW WIB. The email stated, "With the close of last program and the new year just getting underway, we have looked closely at our allocations for WIA Adult and WIA Dislocated Worker customers beginning July 1, 2014. As the attached "Request to transfer funds" document notes, many of the customers we are seeing are eligible for WIA Adult services but the majority of our funding is available through WIA Dislocated Worker program.

We are requesting from Division of Workforce Development a transfer of funds (\$100,000 total) from the WIA Dislocated Worker Program to the WIA Adult Program to better meet the needs of that population. The transfer requires WIB approval but timing is critical so we can serve WIA Adult customers who are interested in registering for fall classes (which is occurring now).

As the Executive Committee, you have authority to take action between meetings when timing is of the essence. Would you review the attached documents and vote whether or not to approve the transfer of funds from WIA Dislocated Worker to WIA Adult?"

Jeanie Griffin noted that six of the seven committee members responded. They included: Anita Coulter, Kent Osborn, Randy Railsback, Don Gitthens, Priscilla Whitt, and John Zeliff. With a majority vote to approve the transfer, the WIB submitted the Plan Modification to Division of Workforce Development (DWD) for their consideration on Thursday, July 24, 2014. DWD approved the transfer of funds; the response from DWD was received on August 8, 2014, and was presented to the full Board for their ratification.

Motion was made by Aaron Franklin, seconded by Kent Osborn to ratify the Executive Committee action. The motion passed by roll call vote with twenty-one (21) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

7. NW WIB Director Lisa Hostetler provided a review of various National Emergency Grants (NEGs) that offer funding for eligible participants in the NW region.

No action was required nor taken.

8. A Business Services update was provided to Board members; Hostetler noted recent business closures and lay-offs 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.

9. Hostetler included board packet documents highlighting the Workforce Innovation and Opportunity Act (WIOA) that will replace the Workforce Investment Act of 1998. Of primary importance is the implementation timeline; the WIOA provisions take effect July 1, 2015. Hostetler noted that the focus during the next several board meetings will be on training and information relating to the transition from WIA to WIOA.

No action was required nor taken.

Meeting was adjourned.

Next Meeting – December 2, 2014

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
October 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 Chris Hoffman at 5:31 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 of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; Teresa Cross and Lee Ann Searcy, Administrative Staff; Lola Swint, Faculty; students Kaitlyn Baker, Lamanda Baucom, Ashley Bichser, Kelsey Boley, Jessica Browning, Keaton Duncan, Ashley Hall, Katie Hamm, Temesh Lourens, Jahir Provence, Shelby Roof, and Ashleigh Smith; 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.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to approve the Minutes of the meetings of September 23 and October 8, and the Minutes of the WIB meeting of September 16 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.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the monthly North Central Missouri College expenditures including FY15 year-to-date operating revenues of \$3,495,312.51 and FY15 year-to-date operating expenditures of \$1,939,122.40; the Head Start Year 43 year-to-date operating revenues of \$1,129,938.11 and year-to-date expenditures of \$1,149,710.14; and Workforce Investment Act PY14 year-to-date operating revenues of \$5,792,033.58 and year-to-date expenditures of \$5,561,626.30. Five votes were cast in favor and none opposed.

The Head Start monthly report was viewed.

Vice President of Institutional Effectiveness Jamie Hooyman made a few comments about the Annual Report on Tuition Waivers and new fact sheets. Visiting students introduced themselves.

CFO/Director of Operations Tyson Otto talked about a remodeling project in the men's room at the KCC.

Development Director Teresa Cross gave a scholarship update, displayed the latest [Alumni News](#), and discussed the Gala and various upcoming events.

President Neil Nuttall talked about the Gala, the MCCA Annual Conference and the on-going search for a new CEO, the recent PTK induction, an upcoming CBHE

meeting, and state maintenance and repair funding.

This was an FYI item concerning the Head Start grant application which was approved at the special meeting earlier in the month.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to designate a list of Head Start property as surplus so the items can be sold. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to accept a sole source bid from Laerdal Medical Corporation of Wappingers, New York for SimMan equipment at a total cost of \$102,201.88. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve a three-year contract with Morenet at an annual cost of \$30,283.64 for an additional internet circuit at the Barton Farm Campus. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to renew a three-year contract with Blackboard Learn at a Year One cost of \$31,644, Year Two cost of \$25,795, and Year Three cost of \$26,586. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to accept a bid for computer equipment from OM Office Supply of Mechanicsburg, Pennsylvania at a total cost of \$94,403. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept a sole source bid from Apple for 75 Apple iPad Air 2's and cases at a total cost of \$49,000. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to accept a bid from Corbel Solutions of Seattle, Washington for HP SAN disks and an enclosure at a total cost of \$47,716. Five votes were cast in favor and none opposed.

Rob Maloney moved and Diane Lowrey seconded the motion to purchase HP BL460C blade servers from CDWG of Vernon Hills, Illinois at a total cost of \$21,253.60; this is a state purchasing contract price. Five votes were cast in favor and none opposed.

No action was requested on this proposed Policy Manual change.

No action was requested on this revised Faculty Policy Manual.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the internal transfer for Shaun Stull from Network Administrator to Senior Database Administrator effective November 1, 2014 at a Group 3 AMP salary of \$42,176 annually; this is a two year contract with an additional \$1,000 to be added to the salary upon Stull's completion of each of two software certifications. No additional cost of living or step increases will apply during the two year contract period. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to employ Fallon Howe of Wheeling as an adjunct instructor in the English and speech departments. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the employment of Krista Wernimont as full-time home visitor and the transfer of Susan Ellis from home visitor to full-time Center Teacher/FSA, both 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 accept the retirement of Sharon Spainhour, Family Engagement Specialist for the Green Hills Head Start program, effective September 30, 2014. Five votes were cast in favor and none opposed.

Dr. John Holcomb 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.

President Hoffman called the Executive Session to order at 6:32 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 Dr. Neil Nuttall, President; Vicki Weaver, Board Secretary; Dr. Jamie Hooyman, Vice President; Tyson Otto, CFO; and Teresa Cross, Administrative Staff.

Real estate, legal and personnel 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, absent.

President Hoffman called the regular session to order at 7:54 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 Dr. Neil Nuttall, President; Vice President Jamie Hooyman; 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. Five votes were cast in favor and none opposed. President Hoffman declared the meeting adjourned at 7:56 p.m.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
November 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 Chris Hoffman 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; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; Teresa Cross and Lee Ann Searcy, Administrative Staff; Beth Caldarello, Faculty; Bev Hooker, representing Head Start; Elise Allee, student; and John Anthony and Ronda Lickteig, representing the news media.

Steve Busch moved and Dr. John Holcomb seconded the motion to approve the meeting agenda with a suggested addition to discuss the date of the regular December meeting. 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 October 28 as presented. Six votes were cast in favor and none opposed.

Don Dalrymple 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. 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 FY15 year-to-date operating revenues of \$3,732,635.15 and FY15 year-to-date operating expenditures of \$2,493,211.43; the Head Start Year 43 year-to-date operating revenues of \$1,330,381.46 and year-to-date expenditures of \$1,345,509.73; and Workforce Investment Act PY14 year-to-date operating revenues of \$5,913,518.85 and year-to-date expenditures of \$5,949,101.14. Six votes were cast in favor and none opposed.

The Head Start monthly report was viewed.

Vice President of Institutional Effectiveness Jamie Hooyman announced that spring enrollment is underway. Also, student Elise Allee was invited to introduce herself.

CFO/Director of Operations Tyson Otto presented his first draft of an annual Financial Report; he also talked about the progress of the roof replacement project at Geyer Hall.

Development Director Teresa Cross covered the recent Estate Planning Seminar, the quarterly Foundation meeting, scholarships, the Geyer Restoration project and the recent Bosley gift.

President Neil Nuttall distributed some information items from MCCA and mentioned statewide WIB meetings.

Don Dalrymple moved and Diane Lowrey seconded the motion to approve a Board Policy Manual change relating to vaccinations. Six votes were cast in favor and none opposed.

Steve Busch moved and Dr. John Holcomb seconded the motion to approve the revised Faculty Policy Manual. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve a consultant agreement with Assessment Technologies Institute, LLC of Leawood, Kansas; this is a three-year contract with a total cost over the period of \$91,000. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to accept a sole source bid from Laerdal Medical Corporation of Wappingers, NY for SimBaby equipment at a total cost of \$51,326. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept a bid from Quality Porta-Buildings of Jamesport for four 12' x 20' livestock shelters for a total cost of \$14,828. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to accept a bid to replace heat exchangers on the HVAC units at the Ketcham Community Center at a total cost of \$16,597.95; this price is through an authorized state cooperative purchasing program. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to grant a special staff holiday for Friday, January 2, 2015. Six votes were cast in favor and none opposed.

There was a general discussion about the date for the December meeting; however, no action was taken to change it.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to accept the retirement of Gina Graham, advertising/publications coordinator, with regrets and appreciation effective December 31, 2014. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to accept the resignation of Brooke McAtee, nurse educator/Level II Program Coordinator, effective January 7, 2015. Six votes were cast in favor and none opposed.

Rob Maloney moved and Dr. John Holcomb seconded the motion to approve the employment of Lisa Schilling of Trenton as a full-time 11-month tenure track nursing instructor effective December 1, 2014; her placement on the 2014-15 Faculty Salary Schedule will be MF-10. Six votes were cast in favor and none opposed.

Don Dalrymple 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 Hoffman called the Executive 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 Dr. Neil Nuttall, President; Vicki Weaver, Board Secretary; Dr. Jamie Hooyman, Vice President; and Tyson Otto, CFO.

Real estate, legal and personnel 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 7:28 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; Vice President Jamie Hooyman; 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 Hoffman declared the meeting adjourned at 7:29 p.m.

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### 3.18.00 Vaccination Policy

3.15.10 North Central Missouri College, per Missouri Law (RSMo 199.290), requires a tuberculosis (TB) screening for all on-campus students and faculty. Any individual referred for TB testing must demonstrate a non-contagious status for active tuberculosis to continue their enrollment and/or employment.

3.15.20 North Central Missouri College, per Missouri Law RSMo 174.335), requires students who reside in on-campus housing to obtain a meningococcal vaccine or submit a signed statement for a religious or medical exemption. Per Missouri Law (RSMo 167.638), a copy of the required meningococcal brochure will be provided to all students, and if the student is under 18 years of age, to the student's parent or guardian.

Workforce Investment Board  
Meeting Minutes  
December 2, 2014

Cameron Nutrition Center

The Northwest Region Workforce Investment Board (WIB) met Tuesday December 2, 2014, at the Cameron Nutrition Center, Cameron MO. There were fifteen (15) Board Members present, nine (9) Board Members participating via conference call; three (3) Presiding Commissioners, seven (7) guests and three (3) WIB staff present. Those participating included the following:

Board Members

Bruce Baker*	Gregg Roberts	Kent Osborn	Don Gitthens	John Dickmeyer
Lori Seymour	John Zeliff	Anita Coulter*	Priscilla Whitt	Chad Boyd*
Patrick Miller	Judy Bagley	Danah Fowler*	Juanita Assel*	Randy Railsback
Tom Bliss*	Jackie Spainhower	Steve Reznicek*	Debb Trautloff	Neil Nuttall
Peggy Ellis*	John Sciortino	Rodney Rice	May Kay Merlin*	

\*Participated via conference call

Presiding Commissioners

Wade Wilken, Clinton Co. Presiding Commissioner; Harold Allison, DeKalb Co. Presiding Commissioner; Eva Danner Horton, Livingston Co. Presiding Commissioner

Guests

Becky McAtee, GHRPC	Kim Mildward, NWRCOG	Janice Spearman, Mo-Kan
Amanda Winter, GHCAA	DeEtta Jones, GHCAA	Shari Schenewerk, DWD
Connie Epperson, DWD		

WIB Staff

Lisa Hostetler	Jeanie Griffin	Miranda Brummett
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BUSINESS MEETING – Roll call was taken and a quorum was established with fourteen (14) business sector members and ten (10) partner members participating.

CONSENT AGENDA

Motion was made by John Zeliff, seconded by Kent Osborn to approve the minutes from the September 16, 2014 NW WIB meeting and expenditure reports for WIA Youth and NGCC. The motion passed by roll call vote with twenty-four (24) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

NW WIB Youth Council Update

1. Miranda Brummett, NW WIB Program Operations Manager, reported for the Youth Council. The Youth Council met prior to the NW WIB business meeting to discuss WIA Youth program and fiscal reports; program measures; program updates; contract extensions; and soft skills curriculum.

No action was required nor taken.

#### UPDATES AND OTHER BUSINESS:

1. No Presiding Commissioner reports were given.

2. WIB Director Lisa Hostetler provided a September WIB retreat debrief and thanked all who helped to organize, present, and participate. A post-retreat survey from participants was discussed. Responses varied but were primarily positive. Hostetler noted that the feedback will be used to plan a retreat next September.

No action was required nor taken.

3. NW WIB Fiscal Manager, Jeanie Griffin, presented a verbal report of recent Division of Workforce Development (DWD) fiscal monitoring. Griffin stated that a preliminary conference with DWD indicates that the fiscal monitoring report will be prepared for the NW region that includes zero (0) concerns and only one (1) comment. The formal, written report from DWD will be presented at the March, 2015 WIB meeting.

No action was required nor taken.

4. Griffin also presented a plan modification to the Board that requests a transfer of funds from the WIA Dislocated Worker Program to the WIA Adult Program. A plan modification is required by DWD when WIA allocations are moved from one source to another; included with the plan modification and request is justification for transferring funds. The WIB is requesting to transfer \$70,000 from fiscal year 2015 Dislocated Worker allocation to fiscal year 2015 Adult allocation.

Motion was made by Gregg Roberts, seconded by John Dickmeyer to make the request to DWD to transfer funds via a plan modification. The motion passed by roll call vote with twenty-four (24) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

5. A letter to the WIB staff and Board from Julie Gibson, Director of the Division of Workforce Development, was discussed. Director Gibson commended the WIB staff and Board for leadership and diligence shown in the management of quality programs. Gibson noted that our region's exemplary outcomes toward negotiated goals in the WIA Adult, Dislocated Worker, and Youth Programs contribute to the performance for the State. A Northwest Region WIB Performance History report for the past three (3) full program years was reviewed.

No action was required nor taken.

6. Functional Leaders Kim Mildward, Becky McAtee, and Janice Spearman provided business services updates to the Board. Workforce Development Coordinator Shari Schenewerk also reported for the region.

No action was required nor taken.

7. Hostetler discussed board packet documents highlighting the Workforce Innovation and Opportunity Act (WIOA) that will replace the Workforce Investment Act of 1998. The topics covered and information included was: WIOA implementation timeline; key provisions to support low-income workers; WIOA boards and board structure; allowable uses for WIOA transitional activities; and WIOA funding. Hostetler noted that the focus during the next several board meetings will be on training and information relating to the transition from WIA to WIOA.

The Chief Local Elected Officials will have the same role in WIOA that they do under WIA. During the November 4, 2014 elections there was a change in Presiding Commissioners in five (5) of the eighteen (18) NW WIB region counties. Hostetler will provide training and orientation to those Commissioners after they take office in January, 2015. There will be elections for Chief Local Elected Officials Coordinating Committee members in January, 2015 as well; that Committee is made up of four (4) Presiding Commissioners who represent the NW region.

No action was required nor taken.

Meeting was adjourned.

Next Meeting – March 3, 2015

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
December 23, 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, Diane Lowrey, and Rob Maloney. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; Lee Ann Searcy, 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. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Steve Busch seconded the motion to approve the Minutes of the meeting of November 25 and the draft Minutes of the WIB meeting of December 2 as presented. Six votes were cast in favor and none opposed.

Rob Maloney moved and Diane Lowrey seconded the motion to approve the Treasurer's Reports as presented for North Central Missouri College, Head Start, and WIA as presented. 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 FY15 year-to-date operating revenues of \$5,607,828.23 and FY15 year-to-date operating expenditures of \$3,220,624.00; the Head Start Year 43 year-to-date operating revenues of \$1,516,094.79 and year-to-date expenditures of \$1,508,084.79; and Workforce Investment Act PY14 year-to-date operating revenues of \$5,974,084.06 and year-to-date expenditures of \$5,987,104.42. Six votes were cast in favor and none opposed.

The Head Start monthly report was viewed and trustees were reminded that their attendance at Policy Council meetings is important and appreciated.

Vice President of Institutional Effectiveness Jamie Hooyman announced that intersession is underway and spring enrollment is moving smoothly.

CFO/Director of Operations Tyson Otto gave a progress report on the roofing projects.

A written report was presented on behalf of Development Director Teresa Cross, and President Nuttall made some comments regarding the Cross scholarship fund.

President Neil Nuttall told the Board of the continued rental of space at the Maryville school district for NCMC's allied health program in Maryville. He also mentioned a new service available from Blue Cross/Blue Shield, the state bonding issue, performance funding, federal grants, and a campus visit by seniors at Trenton High School.

Dr. John Holcomb moved and Steve Busch seconded the motion to approve Policy Council By-Laws and Child Selection Criteria for Green Hills Head Start as adopted on December 8, 2014. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to accept a Government Fleet Price bid of \$24,214 (minus \$3,800 for trade-ins) from Barnes-Baker Automotive Group, Inc. of Trenton for a 2015 Ford Transit 150 cargo van to be used by NCMC/Head Start. Six votes were cast in favor and none opposed.

Rob Maloney left the meeting at 5:56 p.m.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to approve proposed academic calendars for 2015-16 and 2016-17 with a change as mentioned. It was noted that these calendars grant an additional college holiday - the Wednesday prior to Thanksgiving. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to change the regular January Board of Trustees meeting to Thursday, January 22 at 5:30 p.m. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept the resignation of Kristi Harris, Upward Bound Program Coordinator, effective December 31, 2014. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the employment of Jaime Lee Pittman as a full-time 9-month tenure track nursing instructor effective January 9, 2015; her placement on the 2014-15 Faculty Salary Schedule will be BF-10. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Steve Busch seconded the motion to approve the employment of Michelle Grisamore as an adjunct instructor in the developmental studies department. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the employment of Kimberly Allen and Sharon Bratsberg as part-time clinical instructors for the allied health department at \$250 per clinical day. Five votes were cast in favor and none opposed.

Steve Busch moved and Dr. John Holcomb seconded the motion to transfer Kadi Gamble, Head Start Professional Development/Support Specialist, to Head Start Family Engagement Specialist. Five votes were cast in favor and none opposed.

An Executive Session was not needed and was not held.

Don Dalrymple moved and Dr. John Holcomb 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 6:10 p.m.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
January 22, 2015

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, Diane Lowrey, and Rob Maloney. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; Teresa Cross and Lee Ann Searcy, Administrative Staff; Lola Swint, Faculty; Dr. Bev Hooker, Melissa Chindamo, Roosevelt Draine, and Deana Tatum, representing Head Start; Matt Wallace, representing the KPM Auditing firm; 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.

Steve Busch moved and Don Dalrymple seconded the motion to approve the Minutes of the meeting of December 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 as presented. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to approve the monthly North Central Missouri College expenditures including FY15 year-to-date operating revenues of \$6,320,838.24 and FY15 year-to-date operating expenditures of \$3,897,080.70; the Head Start Year 43 year-to-date operating revenues of \$1,649,099.53 and year-to-date expenditures of \$1,705,258.04; and Workforce Investment Act PY14 year-to-date operating revenues of \$6,206,673.19 and year-to-date expenditures of \$6,003,167.62. Six votes were cast in favor and none opposed.

The Head Start monthly report was viewed and Dr. Hooker made a few comments about the new five-year project plan. Visitors from the Head Start Regional Office (Melissa Chindamo, Roosevelt Draine, and Deana Tatum) were introduced.

Vice President of Institutional Effectiveness Jamie Hooyman discussed adjustments to the Missouri A+ program, an upcoming visit from MDHE, and preliminary enrollment figures for the spring term.

CFO/Director of Operations Tyson Otto introduced Matt Wallace from KPM who gave an overview of the annual audit report.

Development Director Teresa Cross presented an update on the Gifts in Action campaign, Holiday Hoops, the Development Office Open House and Scholarship Reception, and the Amazon Smile program. She also noted that this year the Development Office will focus on celebrating NCMC's 90th Anniversary along with promotion of the Geyer Hall Restoration project.

President Neil Nuttall reviewed legislative and state budget issues, federal Department of Labor grants (including a new one), and the North Central Missouri Business Facilitation group.

Diane Lowrey moved and Steve Busch seconded the motion to approve payment of an invoice of \$13,770.75 to the Unionville Livestock Market for 11 head of cattle. Six votes were cast in favor and none opposed.

President Nuttall discussed the campus lockdown last week and a subsequent meeting with area school officials and the police chief.

Diane Lowrey moved and Don Dalrymple seconded the motion to accept the resignation of Shayna Dennert, Student Services Assistant, effective February 20, 2015. Six votes were cast in favor and none opposed.

Rob Maloney moved and Diane Lowrey seconded the motion to approve the employment of Kristie Cross of Chillicothe as Marketing Specialist effective January 26, 2015; this is an AMP Group 5 position with the annual salary set at \$34,000. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to approve the employment of Margaret McAllister as a part-time clinical instructor for 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 approve a new full-time grant-funded non-tenure-track 12-month faculty position, MoSTEMWINS Program Coordinator, beginning March 2015. Six votes were cast in favor and none opposed.

Dr. John Holcomb 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 Hoffman called the Executive Session to order at 6:46 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; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; and Teresa Cross, Administrative Staff.

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

Teresa Cross left the meeting at 6:58 p.m. and Jamie Hooyman, Tyson Otto, and Board Secretary Vicki Weaver left the meeting at 7:15 p.m. Vicki Weaver rejoined the meeting at 7:34 p.m.

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 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: 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 Hoffman declared the meeting adjourned at 7:36 p.m.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
February 24, 2015

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, Diane Lowrey, and Rob Maloney. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; Kristie Cross, Teresa Cross, and Megan DeWitt, Administrative Staff; Lola Swint, Faculty; Dr. Bev Hooker, representing Head Start; students Blake Johnson and Ashley Nichols; 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. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to approve the Minutes of the meeting of January 22 as presented. Six 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. 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 FY15 year-to-date operating revenues of \$7,198,040.66 and FY15 year-to-date operating expenditures of \$4,469,155.38; the Head Start Year 43 year-to-date operating revenues of \$1,779,645.11 and year-to-date expenditures of \$1,800,020.93; and Workforce Investment Act PY14 year-to-date operating revenues of \$6,007,124.42 and year-to-date expenditures of \$6,023,575.85. Six votes were cast in favor and none opposed.

The Head Start monthly and annual reports were reviewed by Dr. Hooker.

During the report of Vice President of Institutional Effectiveness Jamie Hooyman, visiting students Blake Johnson and Ashley Nichols introduced themselves. Dr. Hooyman talked about the Math Expo, Science Olympiad, FBLA Day, and Career Fair. She also said NCMC's preliminary financial aid default rate is favorable and both basketball teams are seeded #1 in Region 16.

CFO/Director of Operations Tyson Otto told the Board that roofing projects are nearly complete.

Development Director Teresa Cross introduced new marketing specialist Kristie Cross. She also talked about the new "Preserving the Past and Focusing on the Future" and Gifts in Action campaigns, the Career Fair, the annual Scholarship Reception, the Foundation quarterly meeting, and Holiday Hoops.

President Neil Nuttall encouraged the Board to attend the Chamber's annual banquet at which NCMC will be recognized as large business of the year. Rally Day in Jefferson City is tomorrow, Great Northwest Day was earlier this month, and the PTK/Excellence in Teaching dinner is April 8. He has asked the NCMC Foundation to support the replacement of flooring at the Ketcham Community Center, and a tentative date for a joint meeting with the Foundation Board is May 14.

Don Dalrymple moved and Diane Lowrey seconded the motion to accept the FY14 audit report. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to set a special Board meeting for noon on March 11 for governance/leadership screening for Head Start. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to approve the Head Start enrollment plan as presented. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to designate the area north and east of the pond at the Barton Farm Campus as the "Whitley Natural Habitat Area." Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to establish a named scholarship (to be awarded to a student interested in agriculture and conservation) to be funded from the proceeds of the sale of the Jim and Joanna Whitley property located near Columbia, MO. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to approve payment of invoices totaling \$58,516.50 for ATI testing/learning aids. Six votes were cast in favor and none opposed.

Rob Maloney moved and Dr. John Holcomb seconded the motion to accept the bid of \$26,635 from Taylor Fencing of Clio, Iowa for fence materials and installation at the Barton Farm Campus. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the employment of Jacob Bottcher of Bethany as Network Administrator effective February 17, 2015; this is a full-time AMP Group 4 position with the annual salary set at \$36,350 for both the 2014-15 (pro-rated) and 2015-16 years. Also Bottcher will earn an additional \$500 in salary upon completion of each of two I.T. certifications (A+ and Network A+). Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the employment of Nicole Whitley-Shell of Trenton as Student Services Coordinator effective February 25, 2015; this is a full-time Classified Staff position with the salary set at Classified Staff Range 2A, Step 1 (\$8.84/hour). Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to approve the employment of Shelly Forster as an adjunct instructor in the English department. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the employment of Laura Bray as a part-time clinical instructor for 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 approve a new full-time grant-funded 12-month AMP position, MoSTEMWINS Program Recruiter and Retention Specialist, beginning March 2015. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve a new part-time Classified Staff position, Clerk to the Board of Trustees, beginning June 2015. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to accept, with regrets, the retirement of Vicki Weaver as Executive Staff Assistant/Public Relations/Board Secretary effective April 30, 2015. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ Vicki Weaver as Clerk to the Board of Trustees effective June 1, 2015; this is a part-time Classified Staff position with the salary set at Classified Staff Range 5B, Step 30. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Steve Busch 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; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; and Megan DeWitt, 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 7:42 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, Diane Lowrey and Rob Maloney. Also present were Neil Nuttall, President; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; 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. Six votes were cast in favor and none opposed. President Hoffman declared the meeting adjourned at 7:43 p.m.

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

NORTH CENTRAL MISSOURI COLLEGE

March 11, 2015

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Hoffman at 12:04 p.m. in the Head Start Central Office. The roll call showed the following members present: Chris Hoffman, Don Dalrymple, Dr. John Holcomb, and Diane Lowrey. Steve Busch and Rob Maloney were absent. Also present were Dr. Neil Nuttall, President; Jamie Hooyman, Vice President; Vicki Weaver, Board Secretary; and Dr. Bev Hooker, Angel Simbo, and Abby Oberman, representing Head Start.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the employment of Ellen Hamilton of Cameron as Upward Bound Program Coordinator effective March 16, 2015; this is a full-time AMP (Group 5) position with the annual salary set at \$29,500. Four votes were cast in favor and none opposed.

Dr. Bev Hooker reviewed the results of a health and safety screening summary; Don Dalrymple moved and Diane Lowrey seconded the motion to approve those results. Four votes were cast in favor and none opposed.

Dr. Hooker conducted a governance, leadership, and oversight capacity screening for Head Start operations; Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve those results. Four votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to adjourn the special meeting of the Board of Trustees. Four votes were cast in favor and none opposed. President Hoffman declared the meeting adjourned at 12:41 p.m.

Workforce Investment Board  
Meeting Minutes  
March 3, 2015  
Cameron Nutrition Center

The Northwest Region Workforce Investment Board (WIB) met Tuesday March 3, 2015, at the Cameron Nutrition Center, Cameron MO. At roll call there were twenty (20) Board Members present, three (3) Board Members participating via conference call; five (5) Presiding Commissioners, eight (8) guests and three (3) WIB staff present. Those participating included the following:

Board Members

Bruce Baker*	Gregg Roberts	Kent Osborn	Don Gitthens	John Dickmeyer
Lisa McGhee	Anita Coulter	Patrick Miller	Gary O'Toole	Judy Bagley
Danah Fowler	Juanita Assel	Robin Hammond	Aaron Franklin	Randy Railsback
Tom Bliss*	Jackie Spainhower*	Steve Reznicek	Rob Zifas	Debb Trautloff
Neil Nuttall	John Sciortino	Rodney Rice		

\*Participated via conference call

Presiding Commissioners

Harold Allison, DeKalb County Presiding Commissioner

Rod Dollars, Gentry County Presiding Commissioner

Jack Hodge, Harrison County Presiding Commissioner

Ed Douglas, Livingston County Presiding Commissioner

Jim Mason, Mercer County Presiding Commissioner

Guests

Becky McAtee, GHRPC

Kim Mildward, NWRCOG

Janice Spearman, Mo-Kan

DeEtta Jones, GHCAA

Connie Epperson, DWD

Shari Schenewerk,

DWD

Sherry Hecker, GHRPC

Janis Arn, Mo-Kan

WIB Staff

Lisa Hostetler

Jeanie Griffin

Miranda Brummett

BUSINESS MEETING – Roll call was taken and a quorum was established with twelve (12) business sector members and eleven (11) partner members participating.

Consent Agenda

Motion was made by Anita Coulter, seconded by Kent Osborn to approve the minutes from the December 2, 2014 NW WIB meeting and expenditure reports for WIA Youth and NGCC. The motion passed by roll call vote with twenty-three (23) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

→John Zeliff joined the meeting via conference call after the consent agenda was presented; quorum maintained with thirteen (13) business sector members and eleven (11) partner members participating.

## NW WIB Youth Council Update

Miranda Brummett, NW WIB Program Operations Manager, reported for the Youth Council. The Youth Council met prior to the NW WIB business meeting to discuss WIA Youth program and fiscal reports; program measures; program updates; summer youth employment opportunities; changes to the youth program with WIOA implementation; and contract extensions.

## NW WIB Nominating Committee Report

Kent Osborn reported for the Nominating Committee, which included members Kent Osborn; Danah Fowler; Lisa McGhee; Judy Bagley; and Debb Trautloff.

Lisa McGhee asked that her name be placed on the ballot to serve as the NW WIB Chair to complete the unexpired term of Don Gitthens. Additional nominations were sought prior to the March 3, 2015 NW WIB meeting via email correspondence to the eligible NW WIB Members (private sector); no eligible members asked to be placed on the slate after the email correspondence. During the full board meeting, Osborn sought nominations from the floor; hearing none, the nominations were closed.

Motion was made by Kent Osborn, seconded by Neil Nuttall to elect Lisa McGhee as the NW WIB Chair to complete the unexpired term of Don Gitthens for the June, 2015 meeting. The motion passed by roll call vote with twenty-three (23) 'yes' votes, zero (0) 'no' votes, and one (1) abstention (Lisa McGhee).

The terms of other existing NW WIB Officers (Priscilla Whitt, Vice-Chair; Anita Coulter, Secretary; and John Zeliff, Treasurer) expire in August, 2015. A Nominating Committee will be formed to establish a slate of Officers (Chair, Vice-Chair, Secretary, and Treasurer) to be presented to the full Board for consideration and vote at the June NW WIB meeting. The same process will be followed as noted above; new Officers will assume their duties at the September, 2015 NW WIB meeting to fulfill a 2-year term (September, 2015 through August, 2017).

No action was required nor taken.

## UPDATES AND OTHER BUSINESS:

1. DeKalb County update was provided by Presiding Commissioner Harold Allison, who discussed the wind tower taxes. Those taxes were filed; on the first of April \$6.2 million dollars in escrow will be made available to DeKalb County entities. Commissioner Allison noted that Union Star School will get \$2.2 million. Allison also noted that contacts with farmers are under way to get another 100 towers on the west side of Gentry County through Florida Power.

Harrison County update was presented by Presiding Commissioner Jack Hodge. He and WIB Member Patrick Miller (Mayor of Bethany) announced a new business in Bethany. Fargo Manufacturing (producing wiring harnesses) has hired 28 employees and is looking to hire more.

2. WIB Fiscal Manager Jeanie Griffin discussed the Division of Workforce Development (DWD) fiscal monitoring report included in members' packets. Griffin gave a synopsis of the report, indicating that DWD conducted an annual financial monitoring of the NW WIB and found no concerns; only one (1) comment, which is a suggestion to management and does not require a response, was noted. Board members expressed appreciation for the work of Griffin to maintain sound fiscal practices in the region.

No action was required nor taken.

3. The sub-state Financial Monitoring of WIA Youth and State Parks Youth Corps (SPYC) was presented by Griffin. She is required to conduct monitoring at the local/regional level of our WIA Youth subcontractors to examine internal controls; financial reporting; program income and/or interest income; accruals/participant obligations and tracking; E-verify compliance; and to reconcile the subcontractor audit report.

The summary reports for WIA Youth subcontractors St. Joseph Youth Alliance and Northwest Regional Council of Governments were relatively clean, while the financial monitoring summary for Green Hills Community Action Agency (GHCAA) contained seven (7) concerns. After considerable discussion, Board members felt a demonstrated continuity plan should be developed by GHCAA and corrective action follow-up monitoring should be conducted by WIB staff.

Motion was made by Gregg Roberts, seconded by John Dickmeyer to have WIB staff conduct follow-up monitoring at Green Hills Community Action Agency during July, 2015 for the period December, 2014 through June, 2015. The motion passed by roll call vote with twenty-one (21) 'yes' votes, zero (0) 'no' votes, and two (2) abstentions (Robin Hammond and Aaron Franklin).

4. Finally, Griffin noted that the plan modification discussed during the March, 2015 meeting has been approved by DWD (the WIB requested and was approved to transfer \$70,000 from fiscal year 2015 Dislocated Worker allocation to fiscal year 2015 Adult allocation). No action was required nor taken.

5. NW WIB Program Operations Manager Miranda Brummett discussed the sub-state Program Monitoring of WIA Youth and NGCC subcontractors. The Program Monitoring Summary was presented to WIB members in their packets. Again, considerable discussion centered on subcontractors performance and concerns that some subcontractors appear have recurring monitoring issues. Board members asked how the state (DWD) monitoring could be tied to the sub-state monitoring to add a follow-up review component of issues identified by WIB staff monitoring. The goal is to eliminate the errors while continuing to provide quality service to eligible individuals in the region. Steve Reznicek, DWD Quality Assurance Manager and NW WIB member indicated that he will work with his team at the state to make a correlation between sub-state and state monitoring (adding a direct correlation between the two events). No action was required nor taken.

6. Functional Leaders Kim Mildward, Becky McAtee, and Janice Spearman provided business services updates to the Board. Workforce Development Coordinator Shari Schenewerk also reported for the region.

No action was required nor taken.

7. WIB Director Lisa Hostetler discussed board packet documents highlighting the Workforce Innovation and Opportunity Act (WIOA) that will replace the Workforce Investment Act of 1998. The topics covered and information included was: WIOA countdown; NW WIB membership and WIOA requirements for such; expanded functions of the Board; Board committee structure and potential changes; sector strategies and career pathways; growing industry sectors in the NW region; System and Career Center partnerships; System and Center career services; and WIOA Youth changes and timeline. Of greatest import in WIOA transition are the requirements that take effect July 1, 2015, including new Board membership; Board functions; Youth program eligibility and minimum percentages; Career Center partnerships; and required career services and Center customer flow.

a. To address changes in local Board membership, a task force was established. The volunteers who agreed to serve are John Dickmeyer; Gregg Roberts; Patrick Miller; John Zeliff; and Lisa McGhee. These individuals will consider changes in number of private sector members on the NW WIB; changes in partners represented (as required by WIOA); and identify current Board members affected by WIOA and recruitment targets to fill gaps.

No action was required nor taken.

b. Hostetler noted that Workforce Boards have been seen as the “program operator “of WIA and NGCC services; in WIOA, the Workforce Development Board will be a convener. Boards will move from operations to strategic planners and conveners of core WIOA partners and will act as neutral brokers of core partners (all 4 titles) under WIOA.

- Title I – Workforce Development Activities
  - System Alignment (convener role)
  - Workforce Investment Activities and Providers (Adult, DW, Youth)
- Title II – Adult Education and Literacy
  - AEL/GED Classes and Administration
- Title III – Wagner-Peyser Act
  - Employment Services and Administration
- Title IV – Rehabilitation Act
  - Vocational Rehabilitation Services and Administration

No action was required nor taken.

c. In light of expanded Workforce Board functions, the NW WIB will consider the NW WIB committee structure. Hostetler presented a proposed Board Committee Structure document for review. The proposed Committees are based on key WIOA functions of Workforce Development Boards – the proposed Committees would be Executive; One-Stop System Alignment; Youth Advisory; and Employer Engagement. Keeping the number of standing committees to (four) 4 will allow the Board to focus attention on those functions that Congress expects to see big change in: real partnerships; focus on those with barriers to employment; education, training, jobs, and credentials; stepping stones (career pathways); and employer engagement and work-based training.

Ad-hoc Committees and/or Task Force groups will be established to conduct other appropriate business as needed.

No action was required nor taken.

d. Sector strategies and career pathways are an integral part of the Workforce Innovation and Opportunity Act. The Act states, “The local board, with representatives of secondary and postsecondary education programs, shall lead efforts in the local area to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment. The WIOA definition of career pathway means a combination of rigorous and high-quality education, training, and other services...” Hostetler referred members to a diagram depicting multiple entry points, multiple exit points, and well-connected and transparent education, training, credentials, and supportive services that are features of career pathways.

Our local plan will include a description of how the local board, working with the entities carrying out core programs (Titles I, II, III, and IV), will expand access to employment, training, education, and supportive services for eligible individuals. Hostetler stated this is where career pathway planning will begin in the NW region.

No action was required nor taken.

e. In order to identify industry sectors and career pathways to pursue, the local employment dynamics were reviewed using information from Missouri Economic and Research Information Center (MERIC). The data from MERIC included Northwest region top openings from 2012 through (projections for) 2022. Another source document reviewed was occupational summaries for the region prepared by MERIC. That document displayed average wages for the top employing industries in the Northwest region. The top four (4) employing industries are: manufacturing; healthcare and social assistance; retail trade; and accommodations and food services.

The MERIC information will guide our regional development of industry sector and career pathway initiatives as we transition to WIOA.

No action was required nor taken.

f. WIOA requires that Workforce Development Boards move away from a center mindset and begin to think (and operate) as a one-stop system. The four (4) core partners (mentioned above), plus mandatory and optional partners make up the one-stop delivery system. Roles and responsibilities of the one-stop system partners are to:

- 1) Provide access through the one-stop delivery system to such program or activities carried out by the entity, including making the career services that are applicable to the program activities available at the one-stop centers
- 2) Use a portion of the funds available for the program and activities to maintain the one-stop delivery system, including payment of the infrastructure costs of one-stop centers
- 3) Enter into a Memorandum of Understanding (MOU) with the local board relating to the operation of the one-stop system
- 4) Participate in the operation of the one-stop system consistent with the terms of the MOU, the requirements of WIOA, and the requirements of the Federal laws authorizing the program or activities

Full-time co-location in the Career Center is required of Wagner-Peyser partners; itinerate co-location and referral is acceptable for all other partners.

No action was required nor taken.

g. Hostetler presented a “System and Center ‘Career Services’” document for Board review. The document indicates that sequence of service (‘core’ to ‘intensive’) prior to training level service is eliminated in WIOA. Instead, “Career Services” are to be provided to customers. Board members reviewed how those services are defined.

WIOA partnering to provide career services will include joint outreach to targeted populations and cross-informing/cross-training staff. Meaningful referrals between System partners will be outlined in the Memorandum of Understanding; ‘customer sharing’ will involve integrated and coordinated services from all appropriate partners to ensure the needs of workers and youth are addressed by the System.

No action was required nor taken.

h. WIOA Youth program changes and activities timeline were presented by Hostetler and Brummett. The Youth program activities will begin July 1, 2015; Brummett discussed the age range for ‘in-school’ youth and ‘out-of-school’ youth as well as performance measures. New WIOA youth program eligibility and minimum percentage of funds spent by youth population were also explained to Board members. DWD and WIB staff will provide training to subcontractor staff prior to July 1, 2015.

Hostetler discussed youth service provider contracts, stating that existing WIA Youth subcontractors are eligible for a 1-year extension (for the period July 1, 2015 to June 30, 2016) at the Board’s pleasure. Each of the subcontractor Executive Directors was asked if they would consider contract renewal under WIOA given the changes from their current contracts. Hostetler reported that each organization currently providing WIA Youth services is willing to work with the WIB via contract modifications should the Board vote to renew their contracts at the June, 2015 WIB meeting.

No action was required nor taken.

→Bruce Baker, Patrick Miller, Robin Hammond, Tom Bliss, and John Sciortino excused themselves from the meeting prior to the agenda item below. A quorum was maintained with eleven (11) business sector members and eight (8) partner members participating.

8. Board members were asked to consider a date change for the June, 2015 WIB meeting to accommodate staff attendance at the Missouri Association for Workforce Development (MAWD) annual conference.

Motion was made by Gregg Roberts, seconded by Juanita Assel to change the June 2, 2015 WIB meeting to June 9, 2015. The motion passed by roll call vote with nineteen (19) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

Meeting was adjourned.

Next Meeting – June 9, 2015

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
March 24, 2015

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, Diane Lowrey, and Rob Maloney. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; Marcie Cutsinger, Administrative Staff; Lola Swint, Faculty; Dr. Bev Hooker, representing Head Start; students Shontel Cross, Miranda Oder, Brandy Ramsey, Justin Seamon, and Sean Smith; 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.

Steve Busch moved and Don Dalrymple seconded the motion to approve the Minutes of the meetings of February 24 and March 11 and the draft Minutes of the WIB meeting of March 3 as presented. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to approve the Treasurer's Reports as presented for North Central Missouri College, Head Start, and WIA as presented. 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 FY15 year-to-date operating revenues of \$7,426,129.68 and FY15 year-to-date operating expenditures of \$5,317,369.66; the Head Start Year 43 year-to-date operating revenues of \$1,911,058.07 and year-to-date expenditures of \$1,931,471.86 and Year 44 year-to-date operating revenues of \$138,629.85 and year-to-date expenditures of \$138,629.90; and Workforce Investment Act PY14 year-to-date operating revenues of \$6,038,773.25 and year-to-date expenditures of \$6,057,594.88. Six votes were cast in favor and none opposed.

The Head Start monthly report was reviewed by Dr. Hooker.

During the report of Vice President of Institutional Effectiveness Jamie Hooyman, the visiting students introduced themselves. Marcie Cutsinger presented her annual TRiO report and Dr. Hooyman discussed Ag Contest Day, an A+ meeting, a dual credit meeting, and Commencement.

CFO/Director of Operations Tyson Otto had no report.

Development Director Teresa Cross was absent, but a written report was distributed on her behalf.

President Neil Nuttall talked about meetings of the steering committee for the Geyer Hall renovation project; the annual PTK/Excellence in Teaching awards luncheon

next month; successful basketball seasons for both the men's and women's teams; a visit to the Whitley land near Columbia; legislative updates; WIB (WIOA) activities; Great Northwest Day; MCCA Rally Day; and activities of the Enrollment Management Team and the Strategic Planning Committee.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to set a special Board meeting on Thursday, May 14 at 5:30 with the Board of Directors of the NCMC Foundation. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to set tuition rates the same as last year's but to increase the Student Development/Instruction Technology Fee and the Facility Fee by \$5 per credit hour, effective for fall term 2015. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Steve Busch seconded the motion to set room rates the same as last year's but to increase the board rates by 3%, effective for fall term 2015. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to accept with regret the resignation of Dr. Paul Bruinsma, physical sciences instructor, effective at the end of his current contract. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the retirement of Judy Kidd, learning specialist/tutor coordinator, effective June 30, 2015. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to re-employ Dr. Jamie Hooyman as Vice President of Institutional Effectiveness and Tyson Otto as CFO/Director of Operations for the 2015-16 year pending any staffing reductions related to loss of state/federal revenue, with salaries to be determined at a later date. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to re-employ full-time faculty for the 2015-16 year pending any staffing reductions related to loss of state/federal revenue, with salaries to be determined at a later date. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Steve Busch seconded the motion to award tenure to Rustin Jumps and Tracy Welch effective with their next full-time teaching contract. Six votes were cast in favor and none opposed.

Rob Maloney moved and Diane Lowrey seconded the motion to approve the employment of Traci Norris of Chillicothe as MoSTEMWINS Program Coordinator effective June 1, 2015; this is a full-time non-tenure-track faculty position with the annual salary set on the faculty compensation scale at MF-5 (\$36,305 annually). In July 2015 Ms. Norris will receive a ten-month contract with an annual salary of \$40,338.90. Also, Ms. Norris will work the equivalent of nine workdays in May 2015 for a salary of \$1,650.24. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the employment of Noma Siyakwazi as clinical instructor in the allied health department at the rate of \$250/clinical day. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to approve the employment of Jamie Cotton as full-time Professional Development/Program Specialist for the Head Start program. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to transfer Melissa Hustead from Teacher Aide to Linn County Home Visitor/Teacher Aide and Darlene Stottlemyre from Teacher Aide to Putnam County Home Visitor/Teacher Aide, both for the Head Start program. Six votes were cast in favor and none opposed.

Dr. John Holcomb 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 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: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey and Rob Maloney. 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, personnel 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, aye; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

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, Diane Lowrey and Rob Maloney. Also present were Neil Nuttall, President; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; 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 Hoffman declared the meeting adjourned at 7:02 p.m.

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

NORTH CENTRAL MISSOURI COLLEGE

April 14, 2015

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Hoffman at 12:02 p.m. in the Frey Administrative Center. The roll call showed the following members present: Steve Busch, Chris Hoffman, Don Dalrymple, Dr. John Holcomb, and Diane Lowrey. Rob Maloney was absent. Also present were Dr. Neil Nuttall, President; Vicki Weaver, Board Secretary; and Teresa Cross, administrative staff.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to close the special 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 12:03 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; and Teresa Cross, 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 special session. Roll call vote showed Busch, aye; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, absent.

President Hoffman called the special session to order at 1:06 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; and Teresa Cross, administrative staff.

Don Dalrymple and Chris Hoffman will serve as members of the 2015 Strategic Plan committee.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to accept the resignation of Quentin Albrecht, social sciences instructor, effective at the end of his current contract, and the resignation of Jamie Tanno, residence life coordinator/assistant coach, effective May 7, 2015. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Steve Busch seconded the motion to adjourn the special meeting of the Board of Trustees. Five votes were cast in favor and none opposed. President Hoffman declared the meeting adjourned at 1:09 p.m.

President

Secretary

Date

Date

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
April 28, 2015

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, Diane Lowrey, and Rob Maloney. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; Teresa Cross, Administrative Staff; Lola Swint, Faculty; Dr. 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 presented. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to approve the Minutes of the meetings of March 24 and April 14 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 as presented. 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 FY15 year-to-date operating revenues of \$7,681,738.16 and FY15 year-to-date operating expenditures of \$5,946,813.47; the Head Start Year 43 year-to-date operating revenues of \$1,960,157.10 and year-to-date expenditures of \$1,960,156.96 and Year 44 year-to-date operating revenues of \$286,254.65 and year-to-date expenditures of \$313,297.32; and Workforce Investment Act PY14 year-to-date operating revenues of \$6,050,347.70 and year-to-date expenditures of \$6,062,528.30. Six votes were cast in favor and none opposed.

The Head Start monthly report was reviewed by Dr. Hooker.

During the report of Vice President of Institutional Effectiveness Jamie Hooyman, she reminded the Board about Commencement and the morning brunch. She also talked about the recent PTK induction ceremony.

CFO/Director of Operations Tyson Otto gave an update on roofing projects and discussed bathroom issues at Ellsworth Hall.

Development Director Teresa Cross distributed a written report. She mentioned the Geyer restoration project and its leadership team, the new Young Scholarships, community presentations, the annual scholarship reception, Holiday Hoops, the special Board meeting on May 14, and the golf tournament.

President Neil Nuttall talked about the Geyer Hall renovation project, and Board Chair Chris Hoffman thanked him for his tenacity in securing partial funding for the project. Dr. Nuttall also talked about both the state and NCMC's upcoming budget years; the student enrollment management team; a visit to view a student housing complex in Lawrence, Kansas; changes in the WIOA program; Missouri Promise; the North Central Missouri Business Facilitation Group; the recent service awards program; and the strategic planning committee meeting set for Friday, May 15.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the Public Complaint Policy and the Internal Dispute Resolution procedure, both for the Head Start program. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to accept a bid from Charles Leubbert Hardwood Flooring of Jefferson City, Missouri at a cost not to exceed \$28,625.00. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to accept a bid from Insight of Tempe, Arizona for the purchase of a Microsoft Campus Agreement at an annual cost of \$37,076.25; this is a three-year contract. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept a bid from CDWG of Vernon Hills, Illinois for computer hardware at a cost of \$34,256.25. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to designate Board Treasurer Tyson Otto as temporary Custodian of Records for the period of May 1, 2015 through May 31, 2015. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to accept the retirement of Dr. Neil Nuttall, college president, with gratitude for the work he has done for NCMC, effective May 13, 2016. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to accept the resignation of Stephanie Blaine, Maryville nursing program coordinator, effective June 30, 2015. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to accept the resignation of Suzanne Carlson, nursing faculty member, effective at the end of her current contract. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to accept the resignation of Stacy Osterthun, administrative assistant to the Vice President of Institutional Effectiveness, effective no later than June 30, 2015. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the transfer of Lori Holder from Testing Coordinator/Advisor to MoSTEMWINs grant recruiter and retention specialist effective May 4, 2015; this is a level 5 AMP position

with the 2015-16 annual salary set at \$32,500. Six votes were cast in favor and none opposed.

Don Dalrymple 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 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, Diane Lowrey and Rob Maloney. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; and Teresa Cross, 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, aye; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

President Hoffman called the regular session to order at 7:25 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; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; 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. Six votes were cast in favor and none opposed. President Hoffman declared the meeting adjourned at 7:26 p.m.

President

Secretary

Date

Date

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

NORTH CENTRAL MISSOURI COLLEGE

May 14, 2015

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Hoffman at 6:45 p.m. at the Barton Farm Campus. The roll call showed the following members present: Chris Hoffman, Don Dalrymple, Dr. John Holcomb, and Diane Lowrey. and Rob Maloney. Steve Busch was absent. Also present were Dr. Neil Nuttall, President; Jamie Hooyman, Vice President of Institutional Effectiveness; Kristi Cross and Teresa Cross, administrative staff. (See complete listing of attendees on reverse.)

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.

Members of the Foundation Board of Directors, College President Dr. Neil Nuttall, and Teresa Cross presented financial updates, committee reports, etc.

Trustee Diane Lowrey left during the meeting.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to adjourn the special meeting of the Board of Trustees. Four votes were cast in favor and none opposed. President Hoffman declared the meeting adjourned at 7:50 p.m.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
May 26, 2015

The regular meeting of the Board of Trustees, North Central Missouri College, was called to order in the President's Office, Frey Administration Center, by President Chris Hoffman at 5:36 p.m. The roll call showed the following members present: Dr. John Holcomb, Diane Lowrey, Don Dalrymple, Rob Maloney, and Chris Hoffman. The roll call showed the following members absent: Steve Busch. Also present were Neil Nuttall, President; Stacy Osterthun, Administrative Assistant to the Vice President of Institutional Effectiveness/Dean of Instruction; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; Teresa Cross, Director of Development; Dr. Bev Hooker, representing Head Start; and John Anthony and Ronda Lickteig, representing the news media.

Dr. John Holcomb 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 Dr. John Holcomb seconded the motion to approve the Minutes of the meetings of April 28 and May 14 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 and monthly bills as presented for North Central Missouri College, Head Start, and WIA as presented. Five votes were cast in favor and none opposed.

The Head Start monthly and annual reports were reviewed by Dr. Bev Hooker.

During the report of the Vice President of Institutional Effectiveness, Jamie Hooyman stated that inter-session classes come to a close this Friday, May 29. There were 71 students dropped for non-payment for the summer session. The first and full summer sessions start on Monday, June 1.

Development Director Teresa Cross spoke about the Gifts in Action Campaign, "Preserving the Past and Focusing on the Future" campaign, 4th Annual Golf Tournament at Riverside Country Club, an Open House on September 5, and Holiday Hoops.

President Neil Nuttall informed the Board that the College is continuing to get updates from architects on the renovation plans on Geyer. It was stated that Tyson Otto has responded to the timeline needed from the College in regard to the Bond issue that was passed by the Governor. Todd Richardson is the new Speaker of the House and is a proponent of community colleges. Dr. Nuttall showed appreciation to the Governor on his support in raising A+ money, the raise in equity funding, and approval of the bond issue.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the implementation of an electronic data management system for Head Start. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Rob Maloney seconded the motion to approve the annual Head Start self-assessment results and suggestions for improvement. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to declare the buffalo chopper in the Selby kitchen as surplus property to be sold. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the purchase of Preferred-Care Blue health insurance from Blue Cross Blue Shield of Kansas City for the 2015-16 school year at a monthly cost of \$460.26 for PPO plans and \$421.88 for HSA plan with the College contributing \$42.50 monthly for employees choosing the HSA plan. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the bid of \$19,554.00 from R.G. Caton Commercial Flooring of St. Joseph, MO to replace the floor in the Ketcham Community Center. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to contract with Tailor Made of Lee's Summit, MO to repair shingle roofs on Ellsworth Hall, Selby Hall, and Trenton/Bethany Head Start buildings at a total cost of \$58,003.57. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to contract with Tailor Made Exteriors of Lee's Summit, MO to repair the vinyl siding on Building B and Trenton Head Start buildings at a cost of \$7,664.07. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to purchase SAN maintenance and support at a cost of \$14,484.04 from CDWG of Vernon Hills, IL; the bid is based on the NJPA-Missouri stated bid price. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to accept, with regrets, the retirement of Janet Vanderpool as the Dean of Allied Health Sciences effective June 30, 2015. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept the resignation of Evelyn Thomas as Health Information Management Coordinator effective June 30, 2015. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept the resignation of Rickiann Miller as PC Specialist II effective June 12, 2015. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the employment of Kristi Harris as full-time 12-month Executive Staff Assistant/Public Relations; this is an AMP position with an annual salary of \$40,000. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the re-employment and reinstatement of tenure status and salary commensurate with experience for Stephanie Blaine as the Site Coordinator and Level II instructor at Maryville effective May 27, 2015. Stephanie Blaine will also be granted, upon reinstatement, a two-month sabbatical from June 1, 2015 until July 31, 2015 for the completion of her dissertation, subject to requirements in the Faculty Policy Manual. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the employment of Damon Bach as a full-time, tenure-track, political science instructor with placement on the 15-16 faculty salary schedule at the DI-2 level with a salary of \$38,777. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the transfer of Marie Jobson, Linn County Home Visitor, to part-time employment for the Head Start program. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the transfer of Melissa Husted, Home Visitor/Teacher Aide, to a full-time Linn County Home Visitor for the Head Start program. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to approve the employment of Amy Bunger as a Family Engagement Specialist for the Head Start program. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the transfer of Shelby Evans from Unionville Teacher/FSA to Disabilities/Mental Health/Transition Specialist for the 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, real estate, and personnel items, citing statutes 610.021.1, .2, .3 which allows the Board to do so. Roll call vote showed Busch, absent; Holcomb, aye; Lowrey, aye; Hoffman, aye; Dalrymple, aye; and Maloney, aye.

President Hoffman called the Executive Session to order at 6:29 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Chris Hoffman, Dr. John Holcomb, Diane Lowrey, Don Dalrymple, and Rob Maloney. Steve Busch was absent. Also present were Neil Nuttall, President; Stacy Osterthun, Administrative Assistant to the Vice President of Institutional Effectiveness/Dean of Instruction; Jamie Hooyman, Vice President of Institutional Effectiveness; 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 called vote showed Busch,

absent; Hoffman, aye; Holcomb, aye; Lowrey, aye; Dalrymple, aye; and Maloney; aye.

President Hoffman called the regular session to order in the President's Office, Frey Administrative Center at approximately 7:43 p.m. The roll call showed the following members present: Chris Hoffman, Dr. John Holcomb, Diane Lowrey, Don Dalrymple, and Rob Maloney. Steve Busch was absent.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to adjourn the regular meeting of the Board of Trustees. Five votes were in favor and none opposed. President Hoffman declared the meeting adjourned at approximately 7:45 p.m.

Workforce Investment Board  
Meeting Minutes  
June 9, 2015

Cameron Nutrition Center

The Northwest Region Workforce Investment Board (WIB) met Tuesday June 9, 2015, at the Cameron Nutrition Center, Cameron MO. At roll call there were sixteen (16) Board Members present, five (5) Board Members participating via conference call; one (1) Presiding Commissioner, ten (10) guests and three (3) WIB staff present. Those participating included the following:

Board Members

Gregg Roberts	Kent Osborn	John Dickmeyer*	Lori Seymour*	Lisa McGhee
John Zeliff	Anita Coulter	Chad Boyd*	Patrick Miller*	Judy Bagley
Juanita Assel	Robin Hammond	Randy Railsback	Tom Bliss	Jackie Spainhower
Steve Reznicek*	Rob Zifas	Debb Trautloff	Neil Nuttall	Penny Adams
Rodney Rice				

\*Participated via conference call

Presiding Commissioner

Wade Wilken, Jr., Clinton County Presiding Commissioner

Guests

Becky McAtee, GHRPC	Kim Mildward, NWRCOG	Janice Spearman, Mo-Kan
Janis Arn, Mo-Kan	Connie Epperson, DWD	Bobby Barlow, DWD
Sheila Williams, DWD Industries	Dr. Gary Clapp, MWSU/WI	Nshan Erganian, Goodwill
Betty Wymore, AEL		

WIB Staff

Lisa Hostetler	Jeanie Griffin	Miranda Brummett
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BUSINESS MEETING – Roll call was taken and a quorum was established with eleven (11) business sector members and ten (10) partner members participating.

Consent Agenda

Motion was made by Neil Nuttall, seconded by Gregg Roberts to approve the minutes from the March 3, 2015 NW WIB meeting, expenditure reports for WIA Youth and NGCC, and NW WIB PY14 expenditures. 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 Update

Miranda Brummett, NW WIB Program Operations Manager, reported for the Youth Council. The Youth Council met prior to the NW WIB business meeting to discuss WIA Youth program and fiscal reports; program measures; program updates; and summer youth employment opportunities. Youth Council members reviewed proposal addenda for existing WIA Youth subcontractors as the transition to WIOA begins. Members voted on contract extensions for each of the current Youth

providers Green Hills Community Action Agency, Regional Council of Governments, and St. Joseph Youth Alliance. A recommendation to extend contracts to each of the above-named subcontractors for the period July 1, 2015 through June 30, 2016 was presented to the full Board for action later in the business agenda.

#### Membership Transition Task Force Report

John Zeliff, NW WIB Holt County business representative, reported for the Northwest Membership Transition Task Force. The Task Force was created to address changes in Board composition as required by the Workforce Innovation and Opportunity Act (WIOA), effective July 1, 2015. Task Force members included: John Dickmeyer; Gregg Roberts; Patrick Miller; John Zeliff; and Lisa McGhee. All but Patrick Miller participated in the conference call on May 5th.

The Task Force addressed change in the number of business and industry (private sector) members; change in mandated partners (public sector) represented on the Board as a result of WIOA; recruitment strategies to fill vacant seats to have a fully-compliant Board on July 1, 2015; and members affected by the changes and how to involve them as non-voting members.

The Transition Task Force recommendations included:

1. Eliminating the 3 at-large business and industry seats on the Board and having 18 business and industry (private sector) members, one from each of the 18 counties in the region, on the Board;
2. Adding the required partner (public sector) members including labor, representatives of the workforce (disabled/disadvantaged), AEL, Wagner-Peyser, Vocational Rehabilitation, higher education, and economic development;
3. Naming Goodwill Industries, Senior Community Service Employment Program (Experience Works), and Temporary Assistance for Needy Families (Missouri Work Assistance Program) as the balance of the “20% representing labor / workforce” along with labor union representatives as mandated;
4. Having higher education represented by individuals from community colleges, universities, and vocational technical schools in the region rotating annually, with the initial appointment being Dr. Nuttall representing NCMC until his retirement in summer, 2016;
5. Identifying a regional economic developer devoted solely to economic development activities to fill that required partner seat;
6. Inviting exiting partners to Board meetings and allowing them to address the Board as ex-officio, non-voting members; and
7. Continuing recruitment efforts to fill vacant seats

Director Lisa Hostetler noted that these recommendations were presented to the Chief Local Elected Officials (CLEO) Coordinating Committee on May 12, 2015.

No action was required nor taken.

#### CLEO Coordinating Committee Report

The Northwest Workforce Board Chief Local Elected Officials (CLEO) Coordinating Committee members met by conference call on Tuesday, May 12, 2015, with discussion of two (2) topics. Coordinating Committee members are: Rick Hull, Grundy County Presiding Commissioner, Chair of the Committee; Jack Hodge, Harrison County Presiding Commissioner; Rod Dollars, Gentry County Presiding Commissioner; and Wade Wilken, Jr., Clinton County Presiding Commissioner.

#### First order of business – WIOA Board changes

Director Lisa Hostetler convened the conference call to present a summary report from the WIB Membership Transition Task Force. Hostetler stated that the Task Force was charged with recommending changes to Board membership in preparation for Workforce Innovation and Opportunity Act (WIOA) implementation. The CLEO Coordinating Committee,

elected by their peers and in alignment with WIOA Section 107(b)2, has the authority to review and approve all appointments to the Board.

After discussion on each recommendation above, the NW CLEO Coordinating Committee members approved the Task Force recommendations as presented.

#### Second order of business – budgets for PY15/FY16

Coordinating Committee members also reviewed budgets for the WIB office and WIOA subcontractors. Hostetler presented the NCMC/WIB Office PY15 budget, noting an administrative budget of \$330,410 for the period July 1, 2015 through June 30, 2016. Hostetler reported that a proposed salary increase for WIB staff is included in the administrative budget.

The “WIOA PY2015-2016 Available Funds to Contract” document was also discussed, with Hostetler noting that allocation for the Adult program increased by 8% from last year; the Dislocated Worker program allocation increased by 13% from last year; and the Youth allocation increased by 8%. The “available funds” document has been forwarded to our current subcontractors for their review as well. CLEO Coordinating Committee members gave their approval of the budgets as presented.

No action was required nor taken.

Discussion about partner representation on the Board was held during the business meeting; Hostetler noted that WIOA allows but does not mandate that partners serve as voting members. The final authority is at the discretion of the CLEO Coordinating Committee, who approved the composition as presented.

#### NW WIB Nominating Committee Report

Kent Osborn reported for the Nominating Committee, which included members Kent Osborn; Juanita Assel; Lisa McGhee; Judy Bagley; and Debb Trautloff.

A potential slate of nominees was established; Osborn asked that Hostetler contact those potential nominees to determine their interest. Following contact with those individuals, the slate presented was: John Zeliff, Chair nominee; Gregg Roberts, Vice-chair nominee; Priscilla Whitt, Secretary nominee; and John Dickmeyer, Treasurer nominee.

Additional nominations were sought prior to the NW WIB meeting via email correspondence to the eligible NW WIB Members; no eligible members asked to be placed on the ballot after the email correspondence. During the full board meeting, Osborn sought nominations from the floor; hearing none, the nominations were closed.

Motion was made by Anita Coulter, seconded by Penny Adams to elect John Zeliff, Chair; Gregg Roberts, Vice-chair; Priscilla Whitt, Secretary; and John Dickmeyer, Treasurer. The motion passed by roll call vote with twenty-one (21) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

The new Officers will assume their duties at the September, 2015 NW WDB meeting to fulfill a 2-year term (September, 2015 through August, 2017).

#### UPDATES AND OTHER BUSINESS:

1. The Clinton County update was provided by Presiding Commissioner Wade Wilken, Jr., who discussed a joint Clinton/Dekalb County project to put 60 towers on a wind farm in the area. The number of jobs the project will bring to the area is unknown at this time.

No action was required nor taken.

2. As the business services reports were to be presented, Functional Leader Kim Mildward was commended for her recognition as Workforce Development Professional of the Year at the recent Missouri Association for Workforce Development conference. Following that, Functional Leaders Mildward, Becky McAtee, and Janice Spearman provided business services updates to the Board.

No action was required nor taken.

3. WIB Program Operations Manager Miranda Brummett presented a program monitoring report from Division of Workforce Development to the WIB. The report included comments in review of on-the-job training; classroom occupational training; national emergency grants; supportive services; youth program; and trade adjustment assistance activities. Brummett indicated that overall, the review indicates the region is providing services in accordance with federal and state guidance. All issues identified in the review have been resolved and no response is required from the WIB.

Motion was made by Gregg Roberts, seconded by John Zeliff to approve the program monitoring report. The motion passed by roll call vote with eighteen (18) 'yes' votes, zero (0) 'no' votes, and three (3) abstentions (Robin Hammond, Tom Bliss, and Steve Reznicek).

4. WIB Fiscal Manager Jeanie Griffin presented the NCMC audit acceptance letter from DWD. The letter states that Division of Workforce Development reviewed the audit report of North Central Missouri College for the year ending June 30, 2014 and found the audit acceptable as it pertains to the WIA program contracted between DWD and the Northwest Region.

No action was required nor taken.

5. Griffin also discussed the subcontractor audit report summary. Audit reports from St. Joseph Youth Alliance, Green Hills Regional Planning Commission, Northwest Regional Council of Governments, Mo-Kan Regional Council, and Green Hills Community Action Agency were review by Griffin. She indicated that expenditures were reconciled and the audits are recommended for approval. Motion was made by Gregg Roberts, seconded by Debb Trautloff to approve the subcontractor audit report summary. The motion passed by roll call vote with seventeen (17) 'yes' votes, zero (0) 'no' votes, and four (4) abstentions (Robin Hammond, Randy Railsback, Tom Bliss, and Jackie Spainhower).

6. Data representing WIA Adult, Dislocated Worker and Youth program performance was summarized by Brummett, who noted that each of the performance measures has been reached as of May 18, 2015. The only exception to that is the Dislocated Worker average earnings measure in the Northwest sub-region; at 77.5% of negotiated performance level, the shortfall is due to loss of substantial wages earned by Energizer employees at the time of that plant closure. Replacement wages for those Dislocated Workers are considerably below their prior earnings, causing that performance measure shortfall. No action was required nor taken.

7. The full Board received WIOA Youth Contract Addenda from existing Youth service providers Green Hills Community Action Agency, Northwest Regional Council of Governments, and St. Joseph Youth Alliance. The current contracts expire June 30, 2015 and are subject to an optional 1-year renewal at the Board's pleasure. After

hearing the NW WIB Youth Council recommendation to extend the contracts and discussing the contract addenda, the full Board was asked to take action.

Motion was made by Kent Osborn, seconded by Neil Nuttall to extend WIOA Youth contracts to Green Hills Community Action Agency, Northwest Regional Council of Governments, and St. Joseph Youth Alliance for the period July 1, 2015 through June 30, 2016. The motion passed by roll call vote with eighteen (18) 'yes' votes, zero (0) 'no' votes, and three (3) abstentions (Robin Hammond, Randy Railsback, and Jackie Spainhower).

8. Griffin presented a Next Generation Career Center (NGCC – Adult and Dislocated Worker) contract extension summary for Board review. She noted that the current subcontractors (Mo-Kan, Green Hills Regional Planning Commission, and Northwest Regional Council of Governments) have contracts expiring on June 30, 2015. Those contracts are subject to an optional 1-year renewal at the Board's pleasure just as the Youth contracts were. After discussing performance of each of the current subcontractors, the Board was asked to take action.

Motion was made by Neil Nuttall, seconded by John Zeliff to extend NGCC contracts to Mo-Kan, Green Hills Regional Planning Commission, and Northwest Regional Council of Governments for the period July 1, 2015 through June 30, 2016. The motion passed by roll call vote with eighteen (18) 'yes' votes, zero (0) 'no' votes, and three (3) abstentions (Randy Railsback, Tom Bliss and Jackie Spainhower).

9. Each WIB region is required to name an Equal Opportunity Officer; in the Northwest region, that individual is WIB Director Lisa Hostetler. Her responsibilities include establishing methods of administration for equal opportunity/non-discrimination practices and services. Hostetler is also required to conduct equal opportunity monitoring of each of the WIA subcontractors and training providers who receive federal Workforce Investment Act funds. That monitoring was completed in May, 2015; Hostetler noted that a written monitoring report was provided to the subcontractors - no sanctions nor corrective actions were imposed.

Hostetler also reported that the Division of Workforce Development is offering \$50,000 for each Workforce Board region to apply for funds to support their local nondiscrimination and equal opportunity obligations. These additional funds are meant to fund existing position(s) or to hire an additional staff person to carry out the required EO duties. In order to be considered for the funding, the LWIB(s) must submit a budget along with the job duties. This funding will be evaluated each year and will be made available based on the availability of DWD's funding. If contracting with an entity that specializes in equal opportunity services is permitted, Hostetler noted that avenue would be investigated.

No action was required nor taken.

10. The PY15 (July 1, 2015 through June 30, 2016) administrative budget was presented; total allocations and projected expenses are \$330,410. The projected expenses include salaries, fringe benefits, facility costs, equipment, meetings, and travel for Workforce Board staff. Hostetler reported that the salary budget line includes pay increases for the staff.

Motion was made by Greg Roberts, seconded by Judy Bagley to approve the PY15 administrative budget and salary increases. The motion passed by roll call vote with eighteen (18) 'yes' votes, zero (0) 'no' votes, and one (1) abstention (Neil Nuttall).

Board Members Tom Bliss and Rob Zirfas excused themselves from the meeting prior to vote on the above. A quorum was maintained with eleven (11) business members and eight (8) partner members present.

11. NW WIB Fiscal Manager Jeanie Griffin discussed Workforce Innovation and Opportunity Act (WIOA) PY 2015 (July 1, 2015 through June 30, 2016) funds available to contract to service providers. Contracts for WIOA NGCC (Adult and Dislocated Worker) services include funds to subcontractors Mo-Kan, Green Hills Regional Planning Commission, and Northwest Regional Council of Governments. WIOA Youth contracts and funds are awarded to Green Hills Community Action Agency, Northwest Regional Council of Governments, and St. Joseph Youth Alliance. Griffin stated that there is an 8% increase in funding for the WIOA Adult program compared to last year; a 13% increase in Dislocated Worker funds; and an 8% increase in WIOA Youth funds compared to last year. Workforce Development Board staff will meet with each of the above-named service providers for contract negotiations prior to July 1, 2015.

No action was required nor taken.

12. Missouri Division of Workforce Development (DWD) has applied for funding that will be used regionally to offer new services such as sector planning, enhanced career services to Dislocated Workers, and work-based training opportunities. Hostetler reported that, if funded, this will be a 2-year project. Year one in the Northwest proposal is planning and organizing functions; the second year will focus on training services to Dislocated Workers. The funds would be used to contract with an individual to perform planning duties for year one, and to provide services to fifteen (15) Work Ready Missouri participants, ten (10) interns, ten (10) on-the-job training participants, and ten (10) classroom training participants during the second year of the grant. The NW region requested \$322,028 in funds. Our budget request and scope of work are awaiting approval from DWD.

No action was required nor taken.

13. With changes in the WIOA Youth program, review and revision of our regional “locally-defined barrier” is required. Brummett presented a newly-drafted document that establishes a definition of youth who require additional assistance to enter or complete an educational program or to secure or hold employment. The locally-defined barrier will allow regional subcontractors to assist youth who do not meet program eligibility under the federally-defined barrier.

Motion was made by John Zelif, seconded by Kent Osborn to approve the NW WDB WIOA Youth Locally-Defined Barrier. The motion passed by roll call vote with nineteen (19) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

14. Another document requiring review and revision in light of WIOA Youth program changes is the Youth incentive policy, presented by Brummett. Brummett noted changes in incentives to eligible youth participants based on new performance measures. Incentives are awarded incrementally for attainment of a degree or certificate; work-readiness skill attainment; placement (and retention) in employment or education; and measurable skill gains.

Motion was made by Debb Trautloff, seconded by Gregg Roberts to approve the NW WDB WIOA Youth Incentive Policy. The motion passed by roll call vote with nineteen (19) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

15. The current Board by-laws will require significant changes as a result of the WIOA transition. Volunteers will be sought to present a first draft to the Board during the September meeting.

No action was required nor taken.

16. During the March Board meeting, Hostetler presented the proposed Board committee structure. Those committees will be: Executive; One-Stop System Alignment; Youth Advisory; and Employer Engagement. Congress expects to see big change in real partnerships, focus on those with barriers to employment, education, training, jobs and credentials for individuals, career pathway development, and employer engagement to support work-based training. Board members and partners will be sought to fill those committee seats and begin work to oversee key functions under WIOA.

No action was required nor taken.

17. A new Northwest Workforce Development Board logo was presented; the new logo maintains the same look as the prior, but changes the language from “WIB” to “Workforce Development Board” as mandated by WIOA.

No action was required nor taken.

18. An “Initial Designation of Local Workforce Development Board” letter to Ms. Amy Sublett, DWD Director, was discussed. In order to maintain the same workforce development area/region designation as in the past, each Board is required to submit a formal letter, signed by the Chair of the Chief Local Elected Officials Coordinating Committee, indicating they wish to be recognized by the Governor of Missouri as a local Workforce Development Area under the Workforce Innovation and Opportunity Act, Public Law 113-128. CLEO Coordinating Committee Chair Rick Hull signed the designation letter indicating that the Northwest Region Workforce Development Board is comprised of Andrew, Atchison, Buchanan, Caldwell, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Linn, Livingston, Mercer, Nodaway, Putnam, Sullivan and Worth and wishes to be recognized as such.

No action was required nor taken.

19. The final order of business was to address the September, 2015 Board retreat. A planning committee will be established to prepare for the event, this year with a focus on the Andrew, Buchanan, Clinton and DeKalb area. The retreat will be held in St. Joseph; the date, logistics and activities are to be determined by committee members.

No action was required nor taken.

Meeting was adjourned.

Next Meeting – BOARD RETREAT, September 2015

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
June 23, 2015

The regular meeting of the Board of Trustees, North Central Missouri College, was called to order in the President's Office, Frey Administration 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, Diane Lowrey, and Rob Maloney. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary/Clerk; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; Teresa Cross, Director of Development; Dr. Bev Hooker, representing Head Start; Tiffany Herrold, student; 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. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Steve Busch seconded the motion to approve the Minutes of the meeting of May 26 as presented and the draft Minutes of the WIB meeting of June 9 as presented. Six votes were cast in favor and none opposed.

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

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

The Head Start monthly report was reviewed by Dr. Bev Hooker.

During the report of the Vice President of Institutional Effectiveness, Jamie Hooyman said that Summer Session I ends this Friday. O.A.R. sessions are being conducted; student housing is nearly full for this fall; NCMC recently hosted an adjunct/dual credit meeting; and official accreditation will be requested for our dual credit programs.

Tyson Otto, CFO/Director of Operations, told the Board that demolition of the Brewer house on Main Street is complete and remodeling is underway on the old Spencer building. Work on siding and roofing projects has been delayed due to the weather.

Development Director Teresa Cross spoke about the Geyer Hall capital campaign, the recent Lions All-Star activity, a trip for the Traveling Pirates, the annual Golf Tournament, and an Open House during the Labor Day weekend.

President Neil Nuttall discussed the A+ program, an internal review of how NCMC responds to federal mandates, new duties for Kristi Harris (Human Resources), and planning associated with the Geyer Hall project.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to set a special Board meeting for 11:30 a.m. on Wednesday, July 8, at the Head Start Central Office. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to approve an enrollment reduction plan which will reduce funded enrollment slots for the Green Hills Head Start program to 17 child slots per center with a total funded enrollment adjusted to 227 slots (153 center-based and 74 home-based), effective for the 2015-16 school year. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the annual Board Resolution to renew the terms of the bond agreement with UMBank. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the employment of Amy Carr of Emporia, Kansas as full-time Residence Life Coordinator/Assistant Women's Softball Coach effective June 24, 2015; this is an AMP range 5 position with an annual salary of \$27,200 (\$25,578 base plus \$1,622 coaching stipend). Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to approve the employment of Stefanie Dowell of Gallatin as full-time Administrative Assistant to the VP of Institutional Effectiveness/Dean of Instruction; this is a classified staff position with the salary set at 5B-6 (\$13.51/hour), effective June 22, 2015. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the employment of Melissa Spencer of Trenton as a full-time, Advisor/Testing Coordinator; this is a classified staff position with the salary set at 4A-3 (\$11.08/hour), effective June 24, 2015. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to approve the employment of Jenny Denney of St. Joseph as a clinical instructor in the Allied Health department at the rate of \$250/clinical day. Six votes were cast in favor and none opposed.

Rob Maloney moved and Don Dalrymple seconded the motion to approve the employment of Daniel Venner of Chillicothe as an adjunct instructor in the music department. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to approve the transfer of Adam Gaston from PC Technician I to PC Technician II effective July 1, 2015; his salary will be set on the classified staff salary schedule at 5A-5. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the awarding of emeritus status to Janet Vanderpool; her title will be Dean Emeritus. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Steve Busch seconded the motion to approve a revised job description for *Director of Nursing and Health Sciences*. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Rob Maloney seconded the motion to accept the resignation of Karissa Creel, Head Start Brookfield Center Teacher/FSA. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve an updated Organizational Chart for Green Hills Head Start. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve a revised Organizational Chart for NCMC with a minor change as noted. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to approve the FY16 budgets and salaries as presented; the unrestricted account reflects expenditures of \$9,973,159 and revenues of \$10,003,044. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and seconded the motion to approve the WIA PY15 budget and salaries as presented. 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, .3 which allows the Board to do so. Roll call vote showed Busch, aye; Holcomb, aye; Lowrey, aye; Hoffman, aye; Dalrymple, aye; and Maloney, aye.

President Hoffman called the Executive Session to order at 6:58 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 Clerk; Jamie Hooyman, Vice President of Institutional Effectiveness; and Tyson Otto, CFO/Director of Operations.

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

Jamie Hooyman and Tyson Otto left during the Executive Session.

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, absent.

President Hoffman called the regular session to order in the President's Office, Frey Administrative Center at 8:16 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, and Vicki Weaver, Board Secretary/Clerk.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to adjourn the regular meeting of the Board of Trustees. Five votes were in favor and none opposed. President Hoffman declared the meeting adjourned at 8:17 p.m.