

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

NORTH CENTRAL MISSOURI COLLEGE

July 8, 2015

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Hoffman at 11:33 a.m. at the Head Start Central Office. 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; Vicki Weaver, Board Secretary/Clerk; and Bev Hooker, Angel Simbro and Abby Oberman, representing Head Start.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve a revised Green Hills Head Start budget for the remainder of FY15. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the employment of Elizabeth Gatlin as fulltime Teacher/FSA at Unionville for Green Hills Head Start. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the employment of Roxanne Knowles as fulltime Teacher/FSA at Brookfield for Green Hills Head Start. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to employ Casey Wells as an part-time/adjunct instructor in the Allied Health department. 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 11:52 a.m.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
July 28, 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 Vice President Rob Maloney at 5:30 p.m. The roll call showed the following members present: Don Dalrymple, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Steve Busch and Chris Hoffman were absent. 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; Whitney Bingham, Classified Staff; Bev Hooker, representing Head Start; and John Anthony and Ronda Lickteig, representing the news media.

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

Don Dalrymple moved and Dr. John Holcomb seconded the motion to approve the Minutes of the meetings of June 23 and July 8 as presented. Four votes were cast in favor and none opposed.

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

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the monthly bills for North Central Missouri College, Head Start, and WIOA as presented. Four 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 summer sessions and O.A.R. activities have gone smoothly. Most governmental reporting and the application for accreditation for our dual credit program have all been completed.

Tyson Otto, CFO/Director of Operations, introduced Whitney Bingham, who reviewed the annual Student Debt Report. A new roof is on Ellsworth Hall and the flooring project at the KCC is complete.

Development Director Teresa Cross spoke about the Preserving the Past and Gifts in Action campaigns; an appearance on KTVO; Chamber luncheon program; distributions from the Young estate; the Traveling Pirates; the Golf Tournament; an Open House on Labor Day weekend; the next Foundation Board meeting; new lapel pins; and the shelter house at the Barton Farm Campus.

President Neil Nuttall discussed the Year in Review report; the upcoming Young estate auction; Geyer Hall asbestos concerns and architectural drawings for the renovation project; the Governor's visit; A+ Task Force; NW Missouri Business Fa-

cilitation Group; the new division of duties for Human Resources; NCMC's financial aid default prevention rate; renewal of the five-year TRiO grant; and statewide legislative goals.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept a quote of \$19,237 from Dissinger Reed of Overland Park, Kansas for athletic health insurance for the 2015-16 sports year. Four votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to set the annual levy hearing for Tuesday, August 25, at 5:15 p.m. Four votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve a revised Code of Ethics. Four votes were cast in favor and none opposed.

President Nuttall briefly reviewed a revised Sexual Misconduct Policy; no action was requested.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to accept the resignation of Colby Searcy, maintenance employee, effective July 22, 2015. Four votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to employ Brooke McAtee of Trenton as Director of Nursing and Health Sciences effective August 10, 2015; this is a full-time AMP Group 2 position with an annual salary of \$74,000. Four votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the employments of Cynthia Lance, Katalin Skaggs, Rebecka Sullenger, and Casey Wells as part-time clinical instructors in the nursing/health sciences department at the rate of \$250/clinical day. Four votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the employment of Rex Ross as an adjunct instructor in the criminal justice department. Four votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the membership list of the 2015 Presidential Search Committee as presented (with one member yet to be named). Four votes were cast in favor and none opposed.

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

Vice President Rob Maloney called the Executive Session to order at 6:40 p.m. in the

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

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

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

Vice President Maloney called the regular session to order in the President's Office, Frey Administrative Center at 7:32 p.m. The roll call showed the following members present: Don Dalrymple, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Steve Busch and Chris Hoffman were absent. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary/Clerk. Jamie Hooyman, Vice President of Institutional Effectiveness; and Tyson Otto, CFO/Director of Operations.

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

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

NORTH CENTRAL MISSOURI COLLEGE

August 13, 2015

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

Don Dalrymple moved and Dr. John Holcomb seconded the motion to approve the employment of Brenda Austin of Gardner, Kansas as a full-time tenure-track nursing instructor effective fall 2015; her placement on the faculty salary schedule will be MI-12 on an eleven-month basis (\$52,044.74). Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the employment of Brandon Huffman of Trenton as PC Specialist I effective August 24, 2015 pending receipt of a satisfactory background check; this is a full-time classified staff position with the salary set at 4A-3 on the classified staff salary schedule (\$11.08/hour). Five votes were cast in favor and none opposed.

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

Diane Lowrey moved and Rob Maloney seconded the motion to employ Mitchell Holder as an adjunct instructor in the career/technical education department. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to accept the resignation of Janet Nelson, nursing instructor, effective immediately. Five votes were cast in favor and none opposed.

Briefly discussed were the presidential search, in-service, and an on-site review by the State Board of Nursing.

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 12:32 p.m.

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

**NORTH CENTRAL MISSOURI COLLEGE**

August 25, 2015

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 President 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/Clerk; Jamie Hooyman, Vice President; Tyson Otto, CFO/Director of Operations; Teresa Cross and Randy Young, Administrative Staff; Maryellen Harman and Melody Shipley, faculty; Bev Hooker, representing Head Start; and John Anthony and Ronda Lickteig, representing the news media.

President Hoffman announced that the proposed tax levy rate for the 2015-16 year is \$.3949 per hundred of assessed valuation and opened the floor for public comments. There were no comments.

Dr. John Holcomb moved and Steve Busch 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 25, 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/Clerk; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; Teresa Cross and Randy Young, administrative staff; Maryellen Harman and Melody Shipley, faculty; Bev Hooker, representing Head Start; Ron Auxier and Jeremy Proctor, architects; 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 Rob Maloney seconded the motion to approve the Minutes of the meetings of July 28 and August 13 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 for North Central Missouri College, Head Start, and WIOA 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 WIOA as presented. Six votes were cast in favor and none opposed.

Head Start reports were reviewed by Dr. Bev Hooker.

During the report of the Vice President of Institutional Effectiveness, Jamie Hooyman said that move-in, in-service and the beginning of classes went smoothly, and final enrollment numbers will be available by the September Board meeting. Many students were served in summer O.A.R. sessions and student workers underwent training.

Tyson Otto, CFO/Director of Operations, asked Physical Plant Director Randy Young to discuss the north wall of Barnes Hall, which has some separation between the brick veneer and the building itself.

Development Director Teresa Cross spoke about the *Preserving the Past and Focusing on the Future* and *Gifts in Action* campaigns, Rotary presentations, Labor Day Open House, the Foundation meeting, Traveling Pirates, Golf Tournament, and Holiday Hoops.

President Neil Nuttall awarded the annual NISOD medal to faculty member Melody Shipley and discussed activities of the NW Missouri Business Facilitation Group.

Jeremy Proctor and Ron Auxier made a presentation about the upcoming major renovations planned to Geyer Hall, and they will return for the September Board meeting.

Diane Lowrey moved and Don Dalrymple seconded the motion to set the tax levy for the 2015 year at \$.3949 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 the revised Sexual Misconduct Policy (see attached) for the Board Policy Manual. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Rob Maloney seconded the motion to approve payment of invoices from Assessment Technologies Institute of Leawood, Kansas for an Education Consultant Fee (\$18,375) and testing supplies (\$22,640, \$36,270, \$47,229, \$16,926, \$39,963, and \$3,888.50). Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to accept the resignation of Stacie Foster, Head Start Bethany Center Teacher/FSA, effective immediately. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Rob Maloney seconded the motion to approve a change in the enrollment status, from full-time to part-time, for Krista Wernimont, Head Start Visitor/Teacher Assistant; she will no longer be a Teacher Assistant. Six votes were cast in favor and none opposed.

Steve Busch moved and Dr. John Holcomb seconded the motion to approve the employment of Brent Stevens of St. Joseph as WIOA Equal Opportunity Officer effective September 8, 2015; this is a full-time administrative/management/professional staff position (WDB salary schedule Grade 2, Step 9) with the annual salary set at \$31,963. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal, real estate, and personnel items, citing statutes 610.021.1, .2, .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 Chris Hoffman called the Executive Session to order at 7:12 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/Clerk; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; and Teresa Cross, administrative staff.

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

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

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

President Hoffman called the regular session to order in the President's Office, Frey Administrative Center at 8:26 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; and Tyson Otto, CFO/Director of Operations.

Diane Lowrey moved and Steve Busch seconded the motion to grant authority to the college president, Dr. Neil Nuttall, to work with legal counsel to establish legal remedies for closing the Whitley estate. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were in favor and none opposed. President Hoffman declared the meeting adjourned at 8:28 p.m.

### 3.15.00 Sexual Misconduct Policy *revised 8-25-15*

3.15.10 General Statement of Policy: NCMC prohibits sex discrimination and is committed to fostering a learning environment that is safe, inclusive, and fosters academic success. NCMC considers sex discrimination in all its forms to be a serious offense and a violation of this policy. Sex discrimination involves differential treatment or adverse action based on a person's real or perceived sex, gender identity and/or gender expression. Sex discrimination includes discrimination on the basis of pregnancy, sexual orientation, gender identity, and failure to conform to stereotypical notions of femininity and masculinity, as well as same gender harassment. Sexual harassment is a form of prohibited sex discrimination, and sexual violence is a particularly severe form of sexual harassment. "Sexual misconduct", as used in this policy, is an umbrella term that collectively refers to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The specific definitions of these terms are set forth below.

3.15.20 Scope of the Policy: NCMC's Sexual Misconduct Policy applies to all members of the NCMC community. This includes allegations made by or against students, faculty, staff, administrators, Board of Trustees, and third parties. The College's prohibition of sexual misconduct extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, athletics, housing, and student services. NCMC has jurisdiction over conduct covered by this policy that occurs on campus, during or at an official College program or activity (regardless of location), or off campus when the conduct could create a hostile environment on campus. The College will investigate complaints made under this policy and, if necessary, take action to prevent the recurrence of sexual misconduct and remedy its effects.

3.15.30 Definitions: The following definitions are provided for clarity purposes. Offenses listed fall under NCMC's Sexual Misconduct Policy.

3.15.30.1 Complainant: A person who alleges that he or she is the subject of sexual misconduct, or of retaliation related to the complaint or investigation thereof and can be an NCMC employee, student, volunteer, guest, visitor or third party affiliated with the institution.

3.15.30.2 Consent: Consent is a voluntary agreement to engage in sexual activity and consists of words or actions that show a knowing and voluntary agreement to engage in mutually agreed upon sexual activity. Silence or absence of resistance does not imply consent. Informed consent cannot be gained by force, coercion, threat, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another, where the respondent knows or reasonably should have known of such incapacitation. Informed consent is also absent when the activity in question exceeds the scope of informed consent previously given, i.e. past consent does not imply future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. In the state of Missouri, consent cannot be provided if the person lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or it is given by a person who by reason of youth, mental disease or defect, intoxication, a drug-induced state, or any other reason anyone under the age of seventeen cannot give informed consent.

3.15.30.3 Dating Violence: Violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship. Missouri law does not specifically define dating violence, but conduct of this nature is covered by Missouri's definitions of domestic violence and domestic assault.

3.15.30.4 Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. Missouri's definition of domestic violence can be found at Mo. Rev. Stat. § 455.010. Under Missouri law, domestic violence also includes the crime of "domestic assault" which can be found at Mo. Rev. Stat. §§ 565.072-565.074.

3.15.30.5 Force: Physical force, violence, threat, intimidation, or coercion.

3.15.30.6 Incapacitation: The physical and/or mental inability to make informed rational judgments. States of incapacitation include, without limitation, sleep, blackouts, flash-backs, when a person is unconscious, or because of an intellectual or other disability that prevents the person from having the capacity to give consent. A person can also be incapacitated due to the use of drugs or alcohol. Where alcohol or other drugs are involved, one does not have to be intoxicated or drunk to be considered incapacitated. Rather, incapacitation is determined by how the alcohol consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make informed decisions. The question is whether the respondent knew, or a sober, reasonable person in the position of the respondent should have known, that the complainant was incapacitated. Because incapacitation may be difficult to discern, students and employees are strongly encouraged to err on the side of caution; i.e., when in doubt, assume that another person is incapacitated and therefore unable to give consent. Being intoxicated or drunk is never a defense to a complaint of sexual misconduct under this policy.

3.15.30.7 Intimidation: Spoken or written words or other types of electronic communications, physical actions including gestures, or threats of retaliation that would cause a reasonable person to be put into fear or fear harm to property.

3.15.30.8 Respondent: A person whose alleged conduct is the subject of a complaint under this policy and can be an NCMC employee, student, volunteer, guest, visitor or third party affiliated with the institution.

3.15.30.9 Retaliation: Any adverse action, to include employment or educational action, taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct. Includes, but is not limited to, threat, intimidation, reprisals, and/or adverse actions related to employment or education.

3.15.30.10 Sexual Harassment: Sexual harassment is unwelcome conduct of a sexual nature and includes sexual advances, requests for sexual favors, and other verbal, physical, visual, or digital conduct of a sexual nature when: (A) Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education; (B) Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or (C) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment. Examples of sexual harassment include, but are not limited to, unwelcome conduct such as: (1) comments of a sexual nature, (2) sexually demeaning statements, questions, jokes, or anecdotes, (3) display of sexually explicit materials in the workplace, (4)

remarks about sexual activity or speculations about sexual experiences, and (5) whistling or other sexually explicit sounds or gestures. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical.

3.15.30.11 Sexual Violence: Sexual violence is a particularly severe form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because he or she is below the minimum age of consent in the applicable jurisdiction, or because of his or her incapacitation due to the use of drugs and/or alcohol. Other types of conduct may also constitute sexual violence. Examples of sexual violence include, but are not limited to, the following: (A) Rape or sexual assault: sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent; (B) The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent; (C) Unwilling sexual penetration (anal, vaginal, or oral) or other sexual touching with any object or body part that is committed by force, threat, intimidation, or otherwise without consent; (D) Having sexual intercourse with a person who is unconscious because of drug or alcohol use; (E) Hazing that involves penetrating a person's vagina or anus with an object; (F) Sexual exploitation, which includes, but is not limited to, the following: sexual voyeurism, use of the "date rape drug" to effect sexual intercourse or some other form of sexual contact with a person, knowingly transmitting a sexually transmitted disease such as HIV to another person through sexual activity, secretly videotaping or photographing sexual activity where the other party has not consented, disseminating sexual pictures or videos of another person without consent regardless if the pictures or videos were obtained with consent, or prostituting another person.

3.15.30.12 Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress. Missouri's definition of stalking can be found at Mo. Rev. Stat. § 455.010 and § 565.225. Cyberstalking is a form of stalking. Cyber-stalking is a pattern of threatening behaviors and unwanted advances directed from one individual to another over the Internet and other electronic, online and computer communications. It can involve, but is not limited to: threatening/obscene emails and text messages, online verbal abuse, and tracing a victim's computer and internet activity.

### 3.15.40 Title IX Coordinator's Role & the Title IX Compliance Team

#### 3.15.40.1 The Title IX Coordinator's Role: The College's Title

IX Coordinator has primary responsibility for coordinating the College's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this College, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX. The Title IX Coordinator oversees the College's response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns of sexual misconduct, and assess effects on the campus climate, so the College can address issues that affect the wider school community. The Title IX Coordinator is also responsible for implementing training and educational programs for students, faculty, and staff. Specific responsibilities that fall under the Title IX Coordinator are outlined on the document "Title IX Coordinator Role and Responsibilities." Interested parties may contact the Title IX Coordinator in order to: (A) seek information about courses of action available to resolve reports or complaints that involve potential sexual misconduct; (B) file a complaint or make a report of sexual misconduct; (C) notify the College of an incident or policy or procedure that may raise potential Title IX concerns; (D) get information about available resources (including confidential resources) and support services related to sexual misconduct; (E) ask questions about the College's policies and procedures related sexual misconduct; or (F) discuss options for training and educational programming

#### 3.15.40.2 The Title IX Compliance Team:

The Title IX Coordinator is:

Tyson Otto, Title IX Coordinator/

Chief Financial Officer

Address: NCMC Campus, 106 Frey Building

Phone: 660-359-3948, ext. 1500

Email: [totto@mail.ncmissouri.edu](mailto:totto@mail.ncmissouri.edu)

The Deputy Title IX Investigators assist the Title IX Coordinator with investigations. They are:

Dr. Kristen Alley, Dean of Student Services

Address: NCMC Campus, Alexander Student Center  
Office 12, 1301 Main Street, Trenton, MO

Phone: 660-359-3948 ext. 1400

Email: [kalley@mail.ncmissouri.edu](mailto:kalley@mail.ncmissouri.edu)

Dr. Sharon Weiser, Dean of Instruction

Address: NCMC Campus, Geyer Hall Office 110,  
1301 Main Street, Trenton, MO

Phone: 660-359-3948 ext. 1300

Email: [sweiser@mail.ncmissouri.edu](mailto:sweiser@mail.ncmissouri.edu)

3.15.40.3 Investigative Roles and Primary Disciplinary Authority: As the supervisor of the investigation, the Title IX Coordinator will work with the investigators to assist in the investigation of a complaint and supervise the investigation, assure remedial action takes place, comply with timelines, and provide communication to all parties. If the Title IX Coordinator is unavailable or is a respondent, an investigator will fulfill Title IX Coordinator's function under this policy. As described in the forthcoming narrative, one of the Deputy Title IX Investigators will typically assist the Title IX Coordinator with an investigation depending on the status of the parties involved. However, the Title IX Coordinator reserves the right to conduct the investigation alone, hire an outside investigator, involve both Deputy Title IX Investigators, or designate other appropriate College official(s) to investigate the complaint. In cases involving employees exclusively or when the employee happens to be a student but "student status" is not a condition of their employment, the Title IX Coordinator shall serve as the primary disciplinary authority and coordinate the investigation with the Dean of Instruction/Deputy Title IX Investigator. Any conduct action taken shall be initiated by the Title IX Coordinator. Conduct by an employee that involves sexual misconduct or involves retaliation in violation of this policy is considered to be outside the normal course and scope of employment. In cases involving students exclusively, including when the student is a student-employee and being a student is a condition of their employment, the Title IX Coordinator shall serve as the primary disciplinary authority and coordinate the investigation with the Dean of Student Services/Deputy Title IX Investigator. In cases involving students and employees, Title IX Coordinator shall serve as the primary disciplinary authority and follow relevant procedures for the individual charged in the complaint (respondent). If the complainant is a student, the Dean of Student Services will assist with the investigation. If the complainant is an employee, the Dean of Instruction will assist with the investigation.

3.15.50 Reporting Policies and Protocol

3.15.50.1 Institutional Complaint: A person who wishes to make a complaint with the College can contact the Title IX Coordinator directly to file a formal complaint or contact any NCMC employee and request their assistance in filing a formal complaint with the Title IX Coordinator. Contact and submission of a formal complaint can be completed in person, over the phone, electronically, or in paper form. Any person can file a report of sexual misconduct even if the alleged conduct was not perpetrated against him or her. For submission of an electronic or paper complaint, individuals are encouraged to complete a Sexual Misconduct Form in order to assure accurate information is recorded. Sexual Misconduct Forms are located on the NCMC website and/or available at the following locations: NCMC Library, Dean of Student Services Office, Dean of Instruction's Office, or Business Office. In all formal complaint submissions, individuals are encouraged to provide as much information as possible, including a written description of the incident(s), the name of the respondent if known, the date(s), time(s) and location(s)

of the conduct, the names of any witnesses, and if there is any specific relief being sought. The College encourages person to make complaints of sexual misconduct as soon as possible because delayed reporting may limit the College's ability to investigate and respond to the conduct complained of.

3.15.50.2 An Employee's Obligation to Report: NCMC mandates reporting from all employees, but encourages anyone who believes that s/he has experienced or witnessed sexual misconduct or related retaliation to come forward promptly with inquiries, reports or complaints and to seek assistance from the appropriate campus resources. Any employee who observes sexual misconduct or related retaliation, receives a written or oral report of sexual misconduct or related retaliation, or in the exercise of reasonable care, should know about sexual misconduct or related retaliation is required to report it to the Title IX Coordinator. Any employee who knew about the sexual misconduct and took no action to stop it or failed to report the prohibited sexual misconduct will be subject to disciplinary action. An employee should not share information with law enforcement without the complainant's consent or unless the complainant has also reported the incident to law enforcement. Students should be aware that sharing information about an incident of sexual misconduct with an NCMC employee will result in a report to the Title IX Coordinator and that the College will then take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. It is not possible to have an "off-the-record" conversation with an employee regarding an incident of sexual misconduct or related retaliation because of the employee's reporting obligation. Employees should, to the extent possible, ensure a student understands the employee's reporting obligations before information is disclosed – and, if the student wants to maintain confidentiality, direct the student to the confidential resource listed in the Section below. Employees should not pressure the complainant to seek out confidential resources, but will honor and support the complainant's wishes, including for the college to fully investigate an incident. Employees will also not pressure the complainant to make a full report if the complainant is not ready. For purposes of this section, an NCMC employee refers to anyone who is employed by the College and whose employment is defined in NCMC's faculty and employee classification policies in their respective manuals and includes Resident Assistants. Reports of sexual misconduct shall be made to the Title IX Coordinator. If the Title IX Coordinator is the subject of the sexual misconduct claim, it may be reported to another member of the Title IX Compliance Team.

3.15.50.3 Confidential Discussions: North Central Missouri College works with North Central Missouri Mental Health Center (NCMMHC), a local, off-campus mental health care provider, to provide professional counseling to students. These professional counselors work with, but are separate from, the College and may talk to a victim in confidence. These counselors will generally only report to the College that an incident occurred without revealing any personally identifying information. Disclosures to these counselors will not trigger a College investigation into an incident against the victim's wishes. Following is the contact information for these individuals:

North Central Missouri Mental Health Center  
1601 East 28th Street  
Trenton, MO 64683  
660-359-4487

3.15.50.4 Information Provided to Complainant and Respondent: A complainant who makes a claim of sexual misconduct to the College will be given a copy of the document titled "Rights and Options Under NCMC's Sexual Misconduct Policy." This document provides information about this policy, rights, and options parties have when a sexual misconduct complaint has occurred. . A person against whom a complaint has been filed will also be given similar information about the process and resources.

3.15.50.5 Criminal Complaints: Any victim of sexual crime is encouraged to contact local law enforcement to report the crime. A victim can contact law enforcement directly, or NCMC can provide assistance in contacting law enforcement at the victim's request. To report a crime, call 911 or contact local law enforcement. In Trenton, individuals may call:

Trenton Police Department  
Emergencies: 911 or 660-359-2121

Non-Emergency: 660-359-5557

17th and Harris, Trenton, MO

NCMC has provided a copy of this policy and relevant resources to the Trenton Police Department. NCMC will work with local enforcement in the investigation, as is allowed under Title IX. With prior permission from either the complainant or respondent, NCMC will share the evidence supplied by those respective individuals to assist law enforcement in their investigation. However, NCMC will comply with all lawful orders issued by criminal, civil, or tribal courts.

#### 3.15.50.6 Complaints Concerning Off-Campus Conduct:

Complaints or reports of sexual misconduct or related retaliation made by an NCMC student, employee, or third-party affiliated with the institution shall be handled in accordance with the procedures outlined in this policy, regardless of where the conduct occurred.

3.15.50.7 False Complaints: It is a violation of this policy for anyone to make an intentionally false accusation of sexual misconduct or related retaliation through the use of NCMC procedures. Anyone found to have made an intentionally false accusation of sexual misconduct or related retaliation will be subject to disciplinary action that may lead to suspension, expulsion, or termination.

3.15.50.8 Anonymous Reporting: NCMC does not have a procedure that provides for anonymous reporting. If information about sexual misconduct is received but the identities of the parties are unknown, the College will investigate the situation to the extent possible based on available information.

3.15.50.9 Complaints Filed By Third Parties: If the individual seeking to file the complaint is not the subject of the alleged misconduct, the Title IX Coordinator shall contact the victim, if identified, make them aware that they have been named in a report, and give him/her the opportunity to file a complaint. If the victim declines the option to file a complaint, the investigator shall then advise the victim of other resolution options. Where the welfare of NCMC requires it, NCMC reserves the right to initiate an investigation as outlined in this policy. There shall be no retaliation against the subject who declines to participate in an investigation. The Title IX Coordinator will also inform the victim of their rights under this policy and identify forms of support, including interim measures available.

3.15.50.10 Amnesty: To encourage reporting, NCMC provides amnesty to victims who may be hesitant to report to College officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking or visitation, related to the sexual misconduct incident. Amnesty means that the individual's conduct will not be subject to punitive conduct action, but may be addressed through education, assessment and/or treatment. No conduct proceedings or conduct record will result from conduct that falls under amnesty. The Title IX Coordinator, in conjunction with the Dean of Student Services, will make decisions regarding amnesty. The College's commitment to amnesty in these situations does not prevent action by police or other legal authorities against an individual who has illegally consumed alcohol or drugs or has otherwise violated the law.

3.15.50.11 Public Statements: Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents of sexual misconduct, are not considered notice to the College of sexual misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts.

3.15.50.12 U.S. Department of Education: Inquiries or complaints

that involve potential violations of Title IX may also be referred to the U.S. Department of Education's Office for Civil Rights (OCR), which can be reached at:

Kansas City Office (OCR Office for Missouri)

Office for Civil Rights

U.S. Department of Education

One Petticoat Lane

1010 Walnut Street, 3rd floor, Suite 320  
Kansas City, MO 64106  
Telephone: 816-268-0550  
FAX: 816-268-0599; TDD: 800-877-8339  
Email: OCR.KansasCity@ed.gov  
U.S. Department of Education  
(OCR National Headquarters)  
Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: 800-421-3481  
FAX: 202-453-6012; TDD: 800-877-8339  
Email: OCR@ed.gov

To file complaints of discrimination with OCR, you may use the online complaint form available at: <http://www.ed.gov/ocr/complaintintro.html> or send a letter to the OCR enforcement office for the state of Missouri.

### 3.15.50.13 Jeanne Clery Disclosure of Campus Security Policy

and Campus Crime Statistics Act (Clery Act): The Clery Act provides mandatory reporting requirements for specific crimes, which may also be incidents reported under Title IX. In instances where there is a report of a crime that meets the crime definitions outlined in the Clery Act and occur within the geographic boundaries identified by Clery, the following will be initiated: (A) per Clery guidelines, each incident will be included in crime statistics in the respective year the crime occurred. The Title IX Coordinator and Deputy Investigators are Campus Security Authorities and have specific reporting duties under Clery to report and record applicable crimes in annual statistics; (B) if the incident represents a serious or ongoing threat to the campus community, a timely warning will be issued to the entire campus community; (C) if the incident is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, emergency notification will occur without delay. "Immediate" is defined as posing an imminent or impending threat. For more information about Clery, Clery crimes, definitions, or mandatory crime reporting under the Clery Act, go to: <http://www.ncmissouri.edu/about/Pages/safetyreport.aspx> or speak with the Title IX Coordinator or Dean of Student Services.

### 3.15.60 Requests for Confidentiality

#### 3.15.60.1 General: If a complainant does not wish to pursue

resolution or requests confidentiality, NCMC will take all reasonable steps to investigate and respond to the complaint consistent with the request of confidentiality. NCMC will evaluate the request for confidentiality in the context of their responsibility to provide a safe and nondiscriminatory environment for all students and employees, including the complainant. NCMC will weigh the complainant's age, the seriousness of the alleged sexual misconduct, other sexual misconduct complaints against the respondent, and the respondent's rights to receive information. There are times when the College may not be able to honor a complainant's request. NCMC may exercise its right to initiate an investigation into sexual misconduct or retaliation even if the alleged subject of the sexual misconduct is unwilling to pursue the claim or believes that the claim has been satisfactorily resolved. If an investigation is pursued despite a request for confidentiality, the complainant will be informed that an investigation is going to occur and will, to the extent possible, only share information with people responsible for handling the College's response. If the College honors the request for confidentiality, the complainant must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. If the investigation or conduct action cannot occur due to confidentiality requests by the complainant, NCMC reserves the right to pursue other steps to limit the effects of the alleged harassment and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the complainant. Examples include: providing increased

monitoring, supervision at locations or activities where the misconduct occurred, providing training and education materials for students and employees, revising and publicizing the school's policies on sexual misconduct, and conducting climate surveys regarding sexual misconduct.

#### 3.15.60.2 Requesting Confidentiality from the College: How the

College Will Weigh the Request and Respond: The Title IX Coordinator, in consultation with other members of the Title IX Compliance Team as appropriate, is the person designated to evaluate requests for confidentiality. When weighing a complainant's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including, but not limited to, the following: (A) the increased risk that the alleged perpetrator will commit additional acts of sexual misconduct, such as whether there have been other sexual misconduct complaints about the same alleged perpetrator, whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of sexual misconduct, or whether the alleged perpetrator threatened further sexual misconduct or other violence against the victim or others; (B) whether the sexual violence was committed by multiple perpetrators; (C) whether the sexual violence was perpetrated with a weapon; (D) whether the victim is a minor; (E) whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence); or (F) whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group. The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action.

#### 3.15.70 Protecting the Complainant: Pending final outcome of an

investigation under this policy, the College will take steps to protect the complainant from further discrimination or harassment. This may include assisting and allowing the complainant to change his or her academic, living, transportation, or work situation, to the extent that the College has control over these environments, if options to do so are reasonably available and upon request of the complainant. Such changes may be available regardless of whether the victim chooses to report the crime to local law enforcement. The College will also assist the complainant in accessing other available victim advocacy, academic support, counseling, disability, and health or mental health services both on and off campus. Requests to change an academic, living, transportation, or work situation, or for any other protective measure or assistance, should be made to the Title IX Coordinator. If a complainant has obtained an ex parte order of protection, full order of protection, or any other temporary restraining order or no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator. The College will take all reasonable and legal action to implement the order. Through the College's agreement with North Central Missouri Mental Health Center, counseling and support for students is available, whether or not a victim chooses to make an official report or participate in the institutional disciplinary or criminal process.

#### 3.15.80 Protection Against Retaliation: NCMC prohibits retaliation

against those who file a complaint or third-party report, or otherwise participate in the investigative and/or disciplinary process (e.g. a witness). Individuals should report any acts of retaliation to the Title IX Coordinator and NCMC will take strong responsive action if retaliation occurs. Individuals who are found to have violated this provision will be subject to disciplinary action that may lead to suspension, expulsion or termination as relevant for students and/or employees. Examples of possible retaliation include, but are not limited to: (1) an employee receives an unsatisfactory evaluation because s/he reported an incident of sexual harassment s/he perceived between his/her supervisor and a co-worker, (2) a student receives harassing phone calls because s/he reported an incident of sexual misconduct, and (3) a student has their residence hall room vandalized because s/he testified during an investigation of a sexual misconduct case. Protected activity can include, but not be limited to: reporting or filing a complaint of sexual misconduct; assisting someone in reporting or filing a complaint of sexual misconduct; participating in any manner in an investigation of sexual misconduct; protesting any form of sexual misconduct.

#### 3.15.90 Special Guidance for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking

### 3.15.90.1 Contacting Law Enforcement and Preserving Evidence:

If someone is a victim of sexual assault, domestic violence, dating violence, or stalking, the College recommends that they contact the appropriate law enforcement agency (dial 911 in emergency situations), in addition to making a complaint under this policy. A victim may decline to notify such authorities. It is important to take steps to preserve any available evidence because it may be needed for criminal prosecution or in obtaining a protection order. Evidence of sexual assault, domestic violence, dating violence, or stalking should be preserved as soon as possible after the incident, even if the reporting student is unsure about reporting or filing criminal charges. Some evidence may only be collected within a short period of time after the incident occurs and delaying action to preserve evidence immediately after an incident may reduce the chances for a successful criminal prosecution in the future. Staff are available to assist anyone interested in seeking a forensic exam. Contact the Title IX Coordinator for assistance. Please note that in instances of stalking, it is likely that the best available evidence is in the form of a letter, email, text, etc., rather than evidence of physical contact or violence. Obtaining a forensic exam allows an individual to have the future option of criminal prosecution without the obligation to take that step immediately. A forensic exam is a medical examination specifically for individuals that have experienced sexual assault. In addition to the general care provided in the emergency room (physical exam, treatment for injuries and testing for sexually transmitted infections and pregnancy), individuals can opt to receive a forensic exam that will check for evidence relating to the sexual assault. Physical evidence, such as hair, semen or photographs of injuries, will be collected during this exam and stored for possible future use in court to prosecute the person(s) who committed the sexual assault. There is no charge for the forensic exam, however, there may be charges for other medical care received. Individuals pursuing a forensic exam should try NOT to: shower, douche, drink, smoke, eat, change clothes, use the bathroom, change clothes or brush their teeth. They may also want to bring extra clothes to change into after the exam. Victims of sexual assault are encouraged to not change their clothes, however, if a change of clothes occurred, place the original clothing in a paper bag (plastic may destroy evidence). Wright Memorial Hospital in Trenton has a forensics team and provides specially-trained nurses (SANE - Sexual Assault Nurse Examiner) to assist victims of sexual assault. Forensic exams are provided free of charge to victims of sexual assault. However, there may be costs associated with ER visits and other related injuries.

3.15.90.2 Off-Campus Resources: The following list contains options for assistance following an incident:

North Central Missouri Mental Health Center

1601 East 28th Street

Trenton, MO 64683

660-359-4487

Trenton Police Department

17th and Harris

Trenton, MO

Emergencies: 911 or 660-359-2121

or Non-Emergency: 660-359-5557

Wright Memorial Hospital

191 Iowa Boulevard

Trenton, MO

660-358-5700

A Sexual Assault Nurse Examiner (SANE) is available and calls may be placed ahead of arrival to request that a SANE nurse be accessible when a victim arrives. Green Hills Women's Shelter provides advocacy and support for victims of sexual violence. They operate a 24-hour hotline: 1-800-942-0649, serving both male and female victims of domestic violence and/or sexual assault. Two shelters, one in Trenton and one in Cameron are also available for women and children needing safe refuge. To contact the Trenton shelter, call 660-359-3297. To contact the Cameron shelter, call 816-632-4900.

Crisis hotlines are also available, including the following: (A) Missouri Crisis Line – 1-888-761-HELP (4357); Text HAND to 839863; (B) RAINN Sexual Abuse Hotline – 800-656-HOPE (4673); (C) Comprehensive Mental Health Services Crisis Line – 1-888-279-8188; (D) National Domestic Violence Hotline – 800-799-7233; (E) DoD Safe Helpline – 887-995-5247 (Crisis intervention for members of the military); and (F) The Trevor Project – 866-488-7386 (Crisis intervention for LGBTQ community).

#### 3.15.100 Preliminary Matters Related to the Investigation and Resolution Process

3.15.100.1 Applicability: The procedures described in Section XI and XII, below, apply to the resolution of all complaints of sexual misconduct. They are the exclusive means of resolving complaints of sexual misconduct, and they apply regardless of the status of the parties involved (e.g., faculty, staff, administrators, students, third parties).

3.15.100.2 Promptness, Fairness, and Impartiality: The procedures provide for prompt, fair, and impartial investigations and resolutions. Those implementing the procedures shall discharge their obligations fairly and impartially. If a person determines that he or she cannot apply the procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, another appropriate individual shall be designated to fulfill the role of the conflicted individual. Complainants and respondents may raise concerns of a conflict of interest with the Title IX Coordinator.

3.15.100.3 Training: The procedures will be implemented by officials who receive annual training on the issues related to sexual misconduct and how to conduct an investigation process including such topics as: hearing decorum, standards of proof, compliance, report writing, conduct and investigation procedures that protect the safety of victims and promote accountability, and other information relevant to their roles. All faculty/staff must complete HR training related to sexual harassment. Faculty, staff and students are provided with ongoing prevention and awareness campaigns and information related to sexual misconduct, sex discrimination policy and procedures, and their role in reporting sexual misconduct. Training topics also include: (A) NCMC's Title IX Coordinator, who it is and how to reach; (B) Title IX and NCMC's Sexual Misconduct policy and procedures used to process complaints, applicable disciplinary code provisions relating to sexual misconduct and the consequences of violating those provisions; (C) What constitutes sexual misconduct and when it creates a hostile environment, sexual violence, including same-sex sexual violence; (D) NCMC's definition of consent applied to sexual conduct, including examples; (E) Signs of abusive behavior and how to avoid potential attacks; (F) How NCMC determines conduct that is unwelcome under Title IX and when it creates a hostile environment; (G) Reporting options, including reports to responsible employees, local law enforcement, and confidential disclosure options, as well as timeframes; (H) Effects of trauma, including neurobiological changes victims might experience; (I) The role alcohol and drugs often play in sexual misconduct incidents, including the deliberate use of alcohol and/or other drugs to perpetrate sexual violence; (J) Strategies, skills, and options for bystanders to intervene safely and positively to prevent harm and possible sexual violence; (K) How to report sexual violence to campus or local law enforcement and concurrent reporting; the role of "responsible employees;" (L) Students rights under Title IX; (M) Resources that provide support service; (N) Title IX's protections against retaliation; and (O) Amnesty rule. Specifically, for NCMC employees, training will also include their rights and obligations under Title IX, including the appropriate response to reports of sexual misconduct and the obligation to report sexual misconduct to appropriate College officials. Training is also provided to specific audiences, such as Resident Assistants, student athletes, residential students and student workers on, at minimum, an annual basis. All new, full-time students attend mandatory orientation sessions and receive Title IX training. A Safety Awareness Week is also conducted on campus and sexual misconduct education is provided, as well as bystander intervention information. Passive programming is also provided on the NCMC website and portal. A variety of assessments are used to evaluate the effectiveness of training and education initiatives.

3.15.100.4 Timing of the Process: NCMC will endeavor to

conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the Title IX Coordinator in writing explaining how much additional time is needed and why it is needed. The Title IX Coordinator shall respond to any such request within three (3) days.

3.15.100.5 Informal Resolution: Informal means of resolution, such as mediation, may be used in lieu of the formal procedure. The following standards apply to any informal resolution method that is utilized: (A) Can only be used with the complainant's voluntary cooperation, the respondent's cooperation, and the involvement of the Title IX Coordinator; (B) The complainant will not be required to work out the problem directly with the respondent; (C) Either party may terminate the informal process at any time and elevate the complaint to the formal investigation procedures described below; and (D) Informal means, even on a voluntary basis, will not be used to resolve complaints alleging any form of sexual violence.

3.15.100.6 Interim Measures: In all complaints of alleged sexual misconduct, regardless of whether the complainant wishes to pursue a formal complaint, NCMC will take prompt and effective action to support and protect the complainant, including taking interim steps before the final outcome of the investigation, as well as remedial measures after the final outcome, and making the complainant aware of all available resources. Accordingly, Title IX Coordinator may impose a "no contact" order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation. The Title IX Coordinator may also take any further protective action that he/she deems appropriate concerning the interaction of the parties, including without limitation, directing College officials to make academic accommodations (alter academic schedules, withdraw from/retake a class without penalty), access academic support such as tutoring, change college housing, access to dining facilities, and/or college employment arrangements. When taking steps to separate the complainant and the respondent, the Title IX Coordinator will seek to minimize unnecessary or unreasonable burdens on either party; provided, however, that every reasonable effort will be made to allow the complainant to continue in his/her academic, college housing, and/or college employment arrangements. Violation(s) of the directive and/or protective actions will constitute a separate violation of policy that may lead to disciplinary action up to and including suspension and/or termination regardless of the outcome of the underlying complaint.

3.15.100.7 Advisor: During all stages of the process, the complainant and respondent may have an advisor accompany them. Generally, if either party brings an attorney, the College may also have legal counsel present in an observational role. In cases involving multiple complainants or respondents, the advisor cannot be another complainant or respondent. An advisor does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and must agree to maintain the confidentiality of the process. Advisors may speak privately to the advisee, and the complainant and respondent may request a break during any disciplinary proceeding to consult with the advisor, which will be granted at the discretion of the Title IX Coordinator. An advisor cannot address the Title IX Coordinator, opposing party, or anyone else in the room but the advisee. An advisor may be removed if he or she becomes disruptive or does not abide by the limitations discussed in the previous sentences. An advisor will be asked to sign an affirmation that he or she understands his or her role in the process.

3.15.100.8 Pending Criminal Investigation: Some instances of sexual misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the College will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the College of its responsibilities under Title IX. An investigation by the College and a criminal investigation can exist concurrently. Therefore, to the extent doing so does not interfere with any criminal

investigation, the College will proceed with its own investigation and resolution of the complaint. If the College needs to temporarily delay the fact-finding portion of its Title IX investigation while the police are gathering evidence, interim measures may still be taken to protect the complainant in the educational setting. Updates will also be provided to both the respondent and the complainant regarding the status of the investigation and when the College resumes the investigation.

3.15.100.9 Standard of Review: A preponderance of the evidence standard is used to evaluate evidence and make a final decision. A preponderance of evidence means that the evidence shows that it is “more likely than not” that the respondent violated this policy.

3.15.100.10 Rights of the Parties: During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include: (A) equal opportunity to identify and have considered witnesses and other relevant evidence; (B) similar and timely access to all information considered by the investigator(s) and Title IX Coordinator; (C) equal opportunity to review any statements or evidence provided by the other party; (D) equal access to review and comment upon any information independently developed by the investigator(s) and/or Title IX Coordinator should the information be shared with the other party; (E) and equal opportunity to appeal determinations pursuant to the following section.

3.15.110 Investigation and Resolution Procedures

3.15.110.1 Notification of Complaint and Intake Meetings: Once an incident of sexual misconduct has been reported, the Title IX Coordinator will, as soon as practicable but not later than seven days after the complaint is made, schedule separate intake meetings with the complainant and respondent in order to share College policy, provide clarification and/or answer questions about the policy and procedures. The Title IX Coordinator will also provide them with the form “Rights and Options Under NCMC’s Sexual Misconduct Policy” if not previously provided, and with the complainant, identify their wishes regarding consent to the investigation, involvement of law enforcement, and confidentiality, and to identify forms of support, including interim measures available. Through intake meetings, the Title IX Coordinator will attempt to determine the name(s) of others who may be involved in the incident(s), names of witnesses, and the date, location, and nature of the alleged sexual misconduct, if it has not been provided, and if the complaint is going to be pursued, preferences from both parties regarding informal resolution.

3.15.110.2 Investigators: The Title IX Coordinator will also promptly schedule a meeting with the designated investigator(s) to share the complaint and work in conjunction to conduct a prompt, thorough and impartial investigation. Investigators are neutral fact-finders, who, during the course of the investigation, typically conduct interviews with the complainant, the respondent, and each third-party witness and/or expert witnesses if applicable; visit and take photographs at each relevant site; and where applicable, coordinate with law enforcement agencies to collect and preserve relevant evidence.

3.15.110.3 Content of the Investigation: During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The investigator(s) will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

3.15.110.4 Investigative Report: At the conclusion of the investigation, the investigator(s) will submit findings via an investigative report. The investigative report shall include: Names of all witnesses interviewed; any documents reviewed; summaries of interviews with the complainant, the respondent(s), and each third-party witness, where applicable; photographs of the relevant site(s) and related logs; other photographic, electronic and forensic evidence, and; a restatement of the relief (i.e., corrective or disciplinary action) requested by the complainant. Investi-

gative reports will be provided to the Title IX Coordinator in order to seek a resolution of the complaint and determine appropriate disciplinary action in cases of substantiated findings. If the respondent is the Title IX Coordinator, the investigative report will be submitted to the Dean of Student Services and President. The Title IX Coordinator will review all records to guarantee protection of the victim's confidentiality, including record-keeping that excludes personally identifiable information on victims.

3.15.110.5 Resolution of a Complaint: Within five (5) business

days of receipt of the investigative report, the Title IX Coordinator will review the information gathered in the investigation process and make a determination. If necessary to reach a determination, the Title IX Coordinator may consult with the investigator(s), meet with and question the parties and/or witnesses, and review relevant evidence. The five day deadline may be extended in such situations and the parties will be notified of any extensions. Also, if the Title IX Coordinator meets with one party during this phase, the other party will be given a similar opportunity. In general, complaint findings fall into three categories: (A) Responsible/Substantiated – where any or all allegations are found by a preponderance of the evidence to have occurred; (B) Not Responsible/ Unsubstantiated – where there is a lack of a preponderance of the evidence to support the allegations in the complaint; or (C) False/Malicious Complaints – where there is a preponderance of the evidence that the allegations were intentionally false and malicious. After a determination has been made, the parties will be notified of the outcome in writing along with an explanation of appeal procedures. The Final Outcome Letter will indicate whether or not the complaint was substantiated, the final relief/remedy in cases of a substantiated complaint, as well as a final summary of the investigation, to include all witnesses interviewed and a list of all documents reviewed. The complainant's letter will contain: any individual remedies offered or provided to the complainant or any sanctions imposed on the respondent that directly relate to the complainant, and other steps the school has taken to eliminate the hostile environment, if one is found to exist, and prevent recurrence (e.g., requiring the respondent to stay away from the complainant until both parties graduate, prohibiting the respondent from attending school for a period of time, or transferring the respondent to another residence hall room or other class). The respondent will not be notified of the individual remedies offered or provided to the complainant. NCMC will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the redisclosure of information related to the outcome of the proceeding. The Final Outcome Letter is the final determination on the matter unless appealed in accordance with the procedures in Section XII.

3.15.110.6 Possible Sanctions: If there is a finding of a

substantiated complaint, the Title IX Coordinator will impose appropriate, corrective remedies to: (A) eliminate the policy violation, (B) reasonably prevent a recurrence of the violation, and (C) remedy the effects of the violation on the complainant and the College community. Suspension or expulsion for students and termination for employees will be considered, however, the Title IX Coordinator may impose sanctions that it finds to be fair and proportionate to the violation, while meeting the corrective action conditions above. Past violations of College policy may be considered, as well as the nature and severity of such past violation(s). Other remedies may include: probation, termination of housing agreement, counseling, no contact orders, adjustment of schedules, etc. Sanctions are not effective until the resolution of any timely appeal of the decision. However, if advisable to protect the welfare of the complainant or the College community, the Title IX Coordinator may determine that interim measures be taken immediately and continue in effect until such time as an appeal has been heard. These measures may include, but are not limited to: allowing the respondent to attend class, engage in other activities on a supervised or monitored basis, or other modifications to the determination as may be advisable. The Title IX Coordinator may suspend the interim measures pending exhaustion of any appeals by the respondent. If the respondent is a student and the Title IX Coordinator imposes a sanction of suspension or expulsion, then, following exhaustion of any appeals by the student, the Title IX Coordinator will notify the Registrar's Office to place a notation on the student's transcript reading "Disciplinary Suspension" or "Disciplinary Expulsion," as the case may be.

3.15.110.7 Other Possible Remedies: In addition to any sanctions

imposed against the respondent, additional remedies will be sought to eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects. All services needed to remedy the hostile environment will be offered to the complainant. These remedies are separate from, and in addition to, any interim measure that may have been provided prior to the conclusion of the investigation. In any instance in which the complainant did not take advantage of a specific service (e.g., counseling) when offered as an interim measure, those services will continue to be offered. Remedies sought may include changes to the College services and/or policies by (A) providing an effective escort to ensure that the complainant can move safely between classes and activities; (B) insuring the complainant and perpetrator do not share classes or extracurricular activities; (C) moving the perpetrator or complainant (if the complainant requests to be moved) to a different residence hall room; (D) providing counseling; (E) providing academic support services, such as tutoring; (F) arranging for the complainant to have extra time to complete or re-take a class or withdraw from a class without any academic or financial penalty; and (G) reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the sexual violence and the misconduct that may have resulted in the complainant being disciplined. Remedies for the broader student population may include, but are not limited to: (A) providing an on-call counselor specifically trained in providing trauma-informed comprehensive services to victims of sexual violence; (B) training or retraining employees on the College's responsibilities to address allegations of sexual violence; (D) developing materials on sexual violence, which should be distributed to all students and employees; (E) conducting bystander intervention and sexual violence prevention programs with students and employees; (F) issuing policy statements or taking other steps that clearly communicate that the College does not tolerate sexual violence and will respond to any incidents and to any individual who reports such incidents; (G) conducting, in conjunction with student leaders, a campus climate check to assess the effectiveness of efforts to ensure that the College is free from sexual violence, and using that information to inform future proactive steps that the College will take; (H) providing targeted training for a group of students if, for example, the sexual violence created a hostile environment in a residence hall or on an athletic team; and (I) reviewing protocol for working with local law enforcement.

3.15.120 Appeals: Either party may appeal the Title IX Coordinator's decision within ten (10) calendar days of the date noted on the Final Outcome letter. In cases involving students, appeals should be sent to the Vice President of Institutional Effectiveness. In cases involving employees, appeals should be sent to the President. An appeal can only be filed on one of the following grounds: (A) there was a procedural error significant enough to call the outcome into question; (B) there is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the investigator(s), would result in a different decision; or (C) the sanctions imposed are disproportionate to the offense. The appeal must be in writing and contain the following: (A) name of the complainant; (B) name of the respondent; (C) a statement of the determination of the complaint, including corrective action if any; (D) a detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it, and (E) requested action, if any. Upon receipt, the Appellate Officer will inform the non-appealing party that an appeal has been filed. The individual making the appeal may request a meeting with the Appellate Officer, but the decision to grant a meeting is within the Appellate Officer's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity. The Appellate Officer will resolve the appeal within five (5) business days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The parties will be notified in writing if the Appellate Officer's decision will take longer than 5 days. The decision of the Appellate Officer is final. The Appellate Officer shall issue a short written statement of the resolution of the appeal, including any changes made to the previous determination and/or the sanctions and remedial measures imposed. The written statement will be promptly and concurrently provided to the complainant, respondent, and Title IX Coordinator.

3.15.130 Documentation: Throughout all stages of the investigation, resolution, and appeal, the investigator(s), Title IX Coordinator, and Vice President, as the case may be,

are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these procedures.

3.15.140 Dissemination of Campus Policy: This policy shall be available through campus publications, orientation programs, NCMC website, in Board Policy located on the intranet, and other appropriate forms of communication. In accordance with Title IX, NCMC disseminates a notice of nondiscrimination, has a designated Title IX Coordinator to coordinate efforts to comply with and carry out responsibilities under Title IX, take specific and continuing steps to disseminate information, and adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee sex discrimination complaints.

3.15.150 Review of Policy: This policy shall be reviewed regularly.

Revisions shall be made as deemed necessary after each review. Comments on the policy may be submitted at any time to the Title IX Coordinator. Any modifications of the policy shall be recommended to the President for review and approval.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
September 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/Clerk; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; Amy Carr, Teresa Cross, Ellen Hamilton, Brooke McAtee, Tocarra Williams, and Randy Young, administrative staff; Brenda Austin, Damon Bach, Maryellen Harman, Traci Norris, Jaime Pittman, and Lisa Schilling, Faculty; Stephanie Dowell, Brandon Huffman, Jayne Meservey, Nicole Shell, and Melissa Spencer, classified staff; Bev Hooker, representing Head Start; Ron Auxier and Jeremy Proctor, architects; and John Anthony and Ronda Lickteig, representing the news media.

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

Dr. John Holcomb moved and Steve Busch seconded the motion to approve the Minutes of the meetings of August 25 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 for North Central Missouri College, Head Start, and WIOA as presented. Six votes were cast in favor and none opposed.

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

Several Head Start reports were reviewed by Dr. Bev Hooker.

During the report of the Vice President of Institutional Effectiveness, Jamie Hooyman discussed the recent College Fair, a counselors' meeting, the Annual Report, the Nan Carter softball tournament, and fall enrollment figures. Also, newly-employed faculty/staff members introduced themselves to the Board.

Tyson Otto, CFO/Director of Operations, shared Bookstore statistical information.

Development Director Teresa Cross spoke about the *Preserving the Past and Focusing on the Future* and *Gifts in Action* campaigns; *\$90 for 90*; the golf tournament; Labor Day Open House; the quarterly Foundation meeting; and a visit with a representative from the Common Fund investment group.

President Neil Nuttall mentioned recent nationwide recognitions received by NCMC; promised increases in state funding and public recognition for NCMC by Governor

Nixon; activity of the NW Missouri Business Facilitation Group; the Missouri Health Professions Consortium; and a Pathways Roundtable meeting at NWMSU next week.

Following a presentation by Jeremy Proctor and Ron Auxier from Ellison-Auxier Architects, Inc., Dr. John Holcomb moved and Diane Lowrey seconded the motion to authorize Ellison-Auxier Architects to let bids for the renovation of Geyer Hall. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to pay an invoice from Daviess County Livestock Market for \$15,169.50 for 14 head of feeder cattle. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to declare a list of property as surplus so the items can be disposed of in accordance with Board policy. Six votes were cast in favor and none opposed.

No action was requested.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the transfer of Kristi Cutsinger into the full-time administrative/management/professional staff position of Program Coordinator of Health Sciences effective October 1, 2015; her salary will be set in Group 5 of the AMP salary classification (\$35,000 annually). Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to approve the employment of Ryan Woodward of Laclede as I.T. Database Administrator effective September 23, 2015; this is a full-time administrative/management/professional staff position with the salary set in Group 5 of the AMP salary classification (\$32,000 annually). Six votes were cast in favor and none opposed.

Don Dalrymple moved and Rob Maloney seconded the motion to approve the employment of Tanya Bartlett as Teacher/FSA for the Green Hills Head Start program. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal, real estate, and personnel items, citing statutes 610.021.1, .2, .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 Chris Hoffman called the Executive Session to order at 7:10 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, 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; and Teresa Cross, administrative staff.

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

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

President Hoffman called the regular session to order in the President's Office, Frey Administrative Center at 8:09 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; and Tyson Otto, CFO/Director of Operations.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the employment of Teddy Leffler of Trenton as maintenance worker effective October 5; this is a full-time classified staff position with the salary set at Range 2B, step 14 (\$12.10 per hour) on the classified staff salary schedule. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to purchase a property located at 1322 Lulu Street from Greg and Linda Bunner for \$32,000. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were in favor and none opposed. President Hoffman declared the meeting adjourned at 8:12 p.m.

Workforce Development Board  
Meeting Minutes  
September 18, 2015

Hillyard Industries, Inc.

The Northwest Region Workforce Development Board (WDB) met Friday, September 18, 2015 at Hillyard Industries, St. Joseph, MO. At roll call there were nineteen (19) Board Members present; one (1) Presiding Commissioner; thirteen (13) Ex-officio (non-voting) members and guests; and four (4) WDB staff present. Those participating included the following:

Board Members

Gregg Roberts	Kent Osborn	John Dickmeyer	Lori Seymour	Lisa McGhee
John Zeliff	Anita Coulter	Jeff Andrews	Donna Kelley	Gary O'Toole
Betty Wymore	Steve Reznicek	Rob Zifas	Neil Nuttall	Becky Cleveland
John Sciortino	Debb Trautloff	Nshan Erganian	Laurie Findling	

Presiding Commissioner

Rod Dollars, Gentry County Presiding Commissioner

Ex-officio (non-voting) Members and Guests

David Scholz, DWD	Kevin West, VR	Shari Schenewerk, DWD	Randy Railsback, RPC
Jackie Spainhower, RCOG	Gary Clapp, MWSU/WI	Becky McAtee, GHRPC	
Kim Mildward, NWRCOG	Janice Spearman, Mo-Kan	Connie Epperson, DWD	
Steve Dempsey, DWD	Lisa Elrod, DWD	Harry Gray, DWD	

WDB Staff

Lisa Hostetler	Jeanie Griffin	Miranda Brummett	Brent Stevens
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BUSINESS MEETING – Roll call was taken and a quorum was established with ten (10) business sector members and nine (9) partner members participating.

Consent Agenda

Motion was made by Lisa McGhee, seconded by Neil Nuttall to approve the minutes from the June 9, 2015 NW WDB meeting, expenditure reports for WIOA Youth and NGCC; NW WDB PY15 expenditures to date; and a revised PY15 administrative budget. The motion passed by roll call vote with nineteen (19) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

NW WDB Youth Advisory Committee Report

Neil Nuttall served as the Youth Advisory Committee Chair; the Committee developed (and later adopted) the following mission statement:

“The mission of the Youth Advisory Committee is to identify and evaluate successful employment and training programs for low-skilled, disadvantaged youth and young adults so they can be productive members of the workforce.”

### NW WDB One-Stop System Alignment Committee Report

Betty Wymore served as the One-Stop System Alignment Committee Chair; the Committee developed and adopted the following mission statement:

“The mission of the One-Stop System Alignment Committee is to assist in providing a framework for the delivery of seamless services to our customers to identify and successfully achieve their goals.”

### NW WDB Employer Engagement Committee Report

Lisa Hostetler reported for the Employer Engagement Committee (Becky Cleveland named Chair); the Committee developed (and later adopted) the following mission statement:

“The mission of the Employer Engagement Committee is to align, support, and promote linkages between education, economic development and workforce development to meet business and industry needs and stimulate economic wellbeing for our workforce, communities, and region.”

### By-Laws Review Task Force Report

The By-Laws Review Task Force worked via conference call on August 18, 2015 to amend the Northwest Workforce Development Board By-Laws so they align with the newly-enacted Workforce Innovation and Opportunity Act (WIOA). The Task Force members are: Gary O’Toole; Kent Osborn; Steve Reznicek; Debb Trautloff; John Zeliff; and Rob Zirfas. Rob Zirfas agreed to serve as the Chair of the Task Force and lead discussion of the proposed changes.

Notice of proposed By-Laws amendments were sent to NW WDB Members, NW WDB Commissioners, NW WDB Committee Members, and Ex-Officio (non-voting) Members of the NW WDB. The proposed changes included Workforce Investment Act (WIA) to Workforce Innovation and Opportunity Act (WIOA) wording updates; the correct WIOA Code of Federal Register (CFR) citation updates; Northwest Workforce Investment Board (NW WIB) to Northwest Workforce Development Board (NW WDB) changes; addition of new WIOA committees of the NW WDB and the duties of such committees; plus a several clean-up and clarifying items. Zirfas referenced each addition and/or change during presentation to the Board.

Motion was made by Gregg Roberts, seconded by Debb Trautloff to approve the By-Laws as presented. The motion passed by roll call vote with nineteen (19) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

### UPDATES AND OTHER BUSINESS:

1. The Gentry County update was provided by Presiding Commissioner Rod Dollars, who discussed the county’s interest in pursuing Certified Work Ready Communities (CWRC) status.

No action was required nor taken.

2. Functional Leaders Kim Mildward, Becky McAtee, and Janice Spearman provided business services updates to the Board. Shari Schenewerk also reported business services activities from a regional perspective.

No action was required nor taken.

3. A fiscal monitoring response letter from Green Hills Community Action Agency to the NW WDB office (dated August 20, 2015) was presented. Board members in attendance discussed the concerns noted and Green Hills Community Action Agency’s response to the concerns.

Motion was made by Anita Coulter, seconded by John Dickmeyer to approve the fiscal monitoring response from Green Hills Community Action Agency. The motion passed by roll call vote with nineteen (19) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

4. WDB Director Lisa Hostetler shared details of a meeting on September 3, 2015 between NW WDB and GHCAA to address staffing concerns. The lack of continuity in staffing at GHCAA and lack of transition when employees leave has put the WIOA Youth program in jeopardy. During the meeting between WDB and GHCAA staff, NW WDB staff proposed that GHCAA have a singularly-focused Director of the WIOA Youth program and for GHCAA to consider a different approach to hiring and training. No commitment to the proposed staffing changes was received from GHCAA. Board members discussed their concerns and alternative providers of WIOA Youth services in the Green Hills sub-region.

Motion was made by Lisa McGhee, seconded by John Sciortino to terminate the WIOA Youth contract between GHCAA and the NW WDB with the requisite 30 day notice as outlined in the contract. The motion passed by roll call vote with nineteen (19) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

Board Members asked Director Hostetler to utilize the North Central Missouri College (NCMC) emergency procurement clause to identify a Green Hills WIOA Youth service provider and prevent lapse in service to our participants. The Board agreed to several possible 'stop gap' measures in order of preference; they are:

- a. Solicit interest from existing NW WDB WIOA subcontractors;
- b. Contact a bidder from a previous Request for Proposals to determine interest; or
- c. Request a waiver from DOL and DWD to operate the program at the WDB level.

Hostetler noted that the process would be vetted through the NW WDB Executive Committee, which is authorized to conduct business on behalf of the Board between meetings.

5. The NW WDB Conflict of Interest Policy/Code of Conduct was presented for discussion and vote. Hostetler indicated that the changes reflect new Workforce Innovation and Opportunity Act language and citations, as well as clarification on Ex-officio (non-voting) member responsibilities not previously included in the policy. The intent of a conflict of interest policy is to uphold the integrity and transparency of WIOA. Members must disclose a conflict of interest if one exists, and must refrain from discussion and vote in such instances.

Motion was made by Lori Seymour, seconded by Gary O'Toole to approve the updated Conflict of Interest Policy/Code of Conduct. The motion passed by roll call vote with nineteen (19) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

6. NW WDB Fiscal Manager Jeanie Griffin reviewed a WIOA Transition Funds budget in the Board meeting packet. Each Workforce Development Board region in Missouri was given the opportunity to submit a budget of no more than \$50,000 to Division of Workforce Development (DWD) for WIOA transition funds. The budget provided details about how the WDB will use those funds; DWD must approve the budget prior to action by the NW WDB.

No action was required nor taken.

7. Transition to Workforce Innovation and Opportunity Act (WIOA) includes change in Board committees at the regional level. Hostetler provided the committee rosters, indicating that appropriate individuals were included based on the focus of each committee and the individual's affiliation and work. The NW WDB Committees are: Executive; Youth Advisory; Employer Engagement; and One-Stop System Alignment. There may be modifications to the committee rosters to fulfill the duties of each.

Motion was made by Anita Coulter, seconded by John Dickmeyer to approve the Committee rosters as presented, allowing additional members to join as appropriate. The motion passed by roll call vote with nineteen (19) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

8. Hostetler and Griffin discussed the local plan modification to be sent to the Division of Workforce Development. As a WDB region requests to modify its 5-year plan, it must present the modifications to the Board and must seek input from the public. The modified documents are:

- a. \$1,630,308 in PY15/FY16 funding to serve WIOA eligible Adult, Youth and Dislocated Workers
- b. Northwest Workforce Development Board (NW WDB) Roster
- c. NW WDB By-Laws
- d. NW WDB Regional Designation
- e. Agreement between the Chief Local Elected Officials, Workforce Development Board and North Central Missouri College
- f. Chief Local Elected Officials' Consortium Agreement
- g. Transfer of \$81,976 from PY15 Dislocated Worker to Adult to meet current service level needs for this target population

Motion was made by Lisa McGhee, seconded by Kent Osborn to approve the plan modification documents mentioned above so they may be forwarded to the Division of Workforce Development. 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 – December 1, 2015 in Hamilton, MO

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
October 27, 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/Clerk; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; Teresa Cross and Randy Young, administrative staff; Maryellen Harman, Faculty; Student Senate officers Morgan Gittemeier, Alex Holt, Michaela Jaycox, and Jeana Noel; Bev Hooker, representing Head Start; Ron Auxier and Jeremy Proctor, architects; 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 September 22 and the draft Minutes of the Workforce Development Board of September 18 as presented. Six votes were cast in favor and none opposed.

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

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

During the report of the Vice President of Institutional Effectiveness, Student Senate officers introduced themselves to the Board. Jamie Hooyman discussed the new College Factbook and At A Glance document, work on an agreement with an educational entity in the Bahamas, and the annual tally of employee scholarship awards.

Tyson Otto, CFO/Director of Operations, reported that auditors are on campus and items recently declared surplus by the Board will be available for purchase in an on-line auction on November 11.

Development Director Teresa Cross spoke about a Remember the Past activity, the *Preserving the Past and Focusing on the Future* and *Gifts in Action* campaigns; *\$90 for 90*; the quarterly Foundation meeting; and Holiday Hoops. She reported that there is approximately \$2.6 million in endowed scholarship funds invested in the Common Fund, and it appears that closeout of the Young estate will yield more than \$900,000 to add to that account.

President Neil Nuttall mentioned the NW Missouri Business Facilitation Group, work to develop a new agreement with NWMSU, and the recent designation of Grundy County as a Certified Work Ready Community by the Missouri Department of Economic Development.

Following a presentation by Jeremy Proctor and Ron Auxier from Ellison-Auxier Architects, Inc., Diane Lowrey moved and Don Dalrymple seconded the motion to accept the base bid (\$4,440,000), alternate bid #1 (\$77,000) and alternate bid #5 (\$17,000) from PSR Construction of Kirksville, Missouri for the renovation of Geyer Hall. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to approve revised Board policies 1.3.00 and 7.1.00 as presented (see attached). Six votes were cast in favor and none opposed.

A first reading was conducted on a revised Board policy 5.12.60.10; no action was requested.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept a bid from Fry-Wagner of Lenexa, Kansas for \$21,950 (per move) for moving out of and back in to Geyer Hall. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to accept a bid from Pocket Nurse of Monaca, Pennsylvania for the purchase of SimCart Rx with demo dose packs at a cost of \$10,895; this is a sole source bid. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to accept a bid from Pocket Nurse of Monaca, Pennsylvania for the purchase of replacement laboratory items at a cost of \$29,105. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to accept a bid from Cytek of Topeka, Kansas at a cost of \$58,871 per classroom (for two classrooms) for high definition ITV equipment; this is a sole source bid. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to accept a state contract bid of \$12,943.12 from CDWG of Vernon Hills, Illinois for renewal of Veem backup software. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to accept a bid of \$25,431.50 from OM Office Supply of Mechanicsburg, Pennsylvania for replacement PCs and laptops. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to renew Morenet dues and internet service at a cost of \$53,788.01. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve a continuation grant application and budget for FY16 for Green Hills Head Start. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to declare a list of Head Start property as surplus so the items can be sold. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the parameters for the search for the next president of North Central Missouri College. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept the resignation, with regrets, of Megan DeWitt, Director of Admissions and Financial Aid, effective January 5, 2016. Six votes were cast in favor and none opposed.

Rob Maloney moved and Diane Lowrey seconded the motion to accept the retirement of Steve Ockenfels, Director of the Ketcham Community Center, effective December 31, 2015. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to employ Rhonda Stuart as an adjunct instructor in the allied health program at \$392 per credit hour. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to employ Lissa Jarr as an adjunct instructor in the HIM program at \$392 per credit hour. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to employ Jessica Gage as a clinical instructor in the allied health program at \$250 per clinical day. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept the resignation of Tiffany Baum, Brookfield A Center Teacher/FSA for the Green Hills Head Start program. Six votes were cast in favor and none opposed.

Steve Busch 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, .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 Chris Hoffman called the Executive Session to order at 7:10 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary/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.

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 in the President's Office, Frey Administrative Center at 7:52 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; 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 in favor and none opposed. President Hoffman declared the meeting adjourned at 7:53 p.m.

*Board Policy Manual*

1.3.00 Selected Missouri Statutes pertaining to the Junior College District of Grundy County, Missouri:  
The Public School Laws of Missouri, sections:

Generally, 178.770 et. seq.  
Accreditation standards, 178.780  
Actions by or against, 178.770  
Annexation, 178.890  
Bond, 178.770  
Budgets, 178.780  
College courses, 178.805  
Contracts, majority of Board of Trustees, 178.830  
Corporate powers, 178.770  
Dissolution, 178.400  
Elections, 178.800 to 178.840  
    Annexation, 178.890  
    Notice, regular elections, 115.023  
    Qualified voters, defined, 115.133  
    Regular elections, conduct, 115.023  
    Trustees, 115.023  
Employees, 178.860  
Entrance requirements, 178.780  
Fraternities and sororities, 171.141  
Name, 178.770  
Notice, elections, regular, 115.023  
Per capita cost, 178.850  
Records, 178.780  
Retirement of personnel, 178.860  
Standards, 178.770  
State aid, Administration of program, 178.780  
Withholding, refusal to honor annexation, petition, 178.890  
Taxation, 178.770, 178.870  
Trustees, 178.820 et. seq.  
Tuition, 178.850  
were adhered to and are being complied with by the Junior College District of Grundy County, Missouri.

Other sections and statutes not specifically written for junior colleges, but applicable to same will be complied with accordingly as interpreted and defined by the Department of Higher Education and by legal counsel. The Missouri Sunshine Law, 610.010 through 610.030, is one of those statutes.

## 7.1.00 Use of College Buildings and Grounds

7.1.10 Purpose: This policy governs the use of buildings and grounds located on the College's campuses or under the College's operating authority and applies to "expressive activities" which are defined to include "all forms of peaceful assembly, protests, speeches, distribution of literature, signs, and circulating petitions". It applies to College groups and groups unaffiliated with the College. This policy imposes limits on the use of College buildings and grounds so that they can fulfill their primary missions.

7.1.20 Policy: College buildings and grounds are primarily intended, and will be made available, principally for College programs, activities, and operations. Requests for use by persons, groups or organizations affiliated or unaffiliated with the College, will be resolved in accordance with the reasonable time, place, and manner restrictions expressed in this policy and its accompanying procedures, all of which will be administered in a manner reasonably designed to advance the mission of the College, preserve the order necessary to conduct customary College operations and activities, protect the safety of persons and security of property, and maintain the aesthetic appearance of the campus.

### 7.1.30 Procedures

#### 7.1.31 Priorities

(1) College activities take priority over all other requests for use.

Space will be made available for college activities in the following order of priorities: (a) College instructional programs; (b) Official College events; (c) College-sponsored educational activities; (d) Actively chartered student clubs and organizations

(2) Space will be made available to outside organizations other than for commercial solicitations when use does not conflict with scheduled College functions.

(3) The College regulates any use of its buildings and grounds for solicitation.

7.1.32 Reservation Process: The following procedures apply to reservations requested by or for individual faculty, staff or students, registered student organization or non-college entities:

(1) Advance reservations are required for the use of any College building. Advance reservations are also required for the use of College grounds but only if use of grounds is likely to affect pedestrian or motor vehicle traffic. Examples of situations where use of grounds would likely affect pedestrian or motor vehicle traffic would include, but not be limited to, the erection of temporary displays, use of free-standing signage, tents, booths, or tables, the use of seating, use of College owned equipment, or other uses that present a heightened security risk. Normal leafletting activity described in Section 4 below would not require an advance reservation.

(2) Those requesting a reservation of College buildings or grounds should contact the President's office to determine location and availability, as well as any specific policies applicable to that location. Those requesting reservations of College buildings or grounds must complete the

Application for Permit to Use North Central Missouri College Common Area/Facilities Form (“Application for Permit”) and submit it to the Business Office.

(3) For reservations of College buildings, the Application for Permit (found in the business office) must be submitted at least three (3) days prior to the event. When a reservation is required for use of College grounds, the Application for Permit must be submitted at least one business day prior to the event.

#### 7.1.33 Areas Open for Use

(1) Designated College buildings and grounds are available for eligible users during normal College hours which are generally defined as 8:00 am to 4:30 pm Monday through Friday. Overnight use of College buildings or grounds is not permitted. The College is closed during certain times throughout the year for holidays and semester breaks and use of College buildings and grounds is not permitted during these times. Any exceptions to this policy must be authorized by the President.

(2) A fee will be charged for the buildings used depending upon the setup required, equipment needed, and the room utilized. Those requesting a fee schedule should contact the Business Office.

(3) The following groups or types of events are exempt from paying a fee unless the activity requires additional or out of the ordinary expenses on behalf of the College, or the organization charges any admission fee: (a) Student-sponsored organizations or activities: Any student group officially recognized by the College and not charging an admission fee. Student-sponsored organizations may also co-sponsor outside organizations with prior approval by the Dean of Student Services; (b) College-sponsored groups or activities: Institutions or groups providing services for College students or employees; (c) Guests and invitees of College departments: Organizations and groups invited for financial, educational or relational reasons. Examples might include a local service organization invited to hold a regular member meeting, or a community group invited to utilize a room and tour the building.

(4) All other organizations or events will be charged the designated amount unless the President’s office deems otherwise.

(5) All reservations will be coordinated by the CFO’s office and the appropriate building manager. Reservations are on a first-come, first-serve basis. All food and beverage service shall be coordinated and approved through the area coordinator. The College reserves the right of first refusal to be sole provider of food and beverage needs through their contracted services. College administration reserves the right to prevent uses that would result in excessive wear and tear, provide safety or security risks. All users will be responsible for picking up trash and returning the space used to its original condition. Additional fees may be charged for cleanup beyond normal usage.

#### 7.1.34 Distribution of Pamphlets, Leafletting and Other Written Materials

(1) The distribution of non-commercial newspapers, notices, pamphlets, leaflets, and other printed material is permitted on College grounds. The distribution of the materials must not interfere with the orderly conduct of College affairs, the maintenance of College property and the free flow of traffic and persons.

(2) Distributing materials on parked vehicles or otherwise leaving materials unattended is expressly prohibited.

#### 7.1.35 Responsibilities of Users

(1) Users of buildings and grounds will be required to comply with College policies, which include the prohibition of tobacco use, alcoholic beverages, controlled substances or firearm possession of any kind in any College building or on College grounds. All users are also required to comply with all federal, state, and local laws that apply to the College.

(2) No use of College buildings or grounds may exclude individuals on the basis of political preference, race, sex or creed. College buildings and grounds will not be used regularly, or other than temporarily on an ad hoc or emergency basis by any church or non-College religious organization for religious worship, or for the teaching or indicating of any of the tenants or doctrine of such religious organizations.

7.1.36 When any College building is used, a certificate of general liability insurance may be required naming the College as an additional named insured with minimum limits of liability in the amount of \$1,000,000 and \$3,000,000 per occurrence. In certain instances, the College may require proof of additional insurance as necessary for a unique situation, and users agree to comply with this request. A certificate evidencing such general liability insurance, and any other applicable insurance, shall be furnished to the College prior to use of the building. Notwithstanding the insurance certificate, users must agree to indemnify and hold harmless the College from any and all claims, demands, costs, judgments (including attorney's fees), arising out of or relating to the acts or omissions of users or its representatives using the buildings, and users must execute an indemnity agreement along the lines described in this paragraph.)

#### 7.1.37 Prohibited Conduct

(1) College buildings, grounds or services may not be used for any activity or event which materially disrupts the learning environment of the College, interferes with regular academic programs, substantially impedes normal operation of the College or infringes on the individual rights of those who study or work on the campus.

(2) The use of amplification equipment will not be permitted on College grounds or in College buildings under circumstances which would interfere with the learning environment required for instruction and study or which would interfere with the individual rights of those living or working on or near the campus.

(3) Any conduct violating federal, state, or local law.

(4) Inciting or participating in violent behavior.

7.1.38 Appeal Process: Appeals of a denial of a use request may be made in writing within five (5) business days of the denial to the President or his or her designee. Such appeal may address a denial of an application for use or the specified conditions of approval of the use. The decision of the President or his or her designee shall be final.

7.1.39 Consequences of Unauthorized Use: Unauthorized use of institutional grounds, and other resources may violate this Policy, other applicable College Policies, and civil and criminal laws. A demonstrated violation of policy may result in disciplinary or legal action against violators. In addition, the College reserves the right to promptly discontinue unauthorized uses, without compensation - to persons, groups, or organizations acting in violation of this Policy.

7.1.310 Contacts: All questions related to this Policy should be directed to the President's office.

7.1.40 Definitions: “Grounds,” “outside grounds” or “ground” shall mean all areas owned, or leased by the College, or under the College’s control, outside of a building.

7.1.50 Authority: This policy is maintained under the authority of the President of NCMC.

7.1.60: Related Policies: Policy 6.14, Advertising and Solicitation

7.1.70: Implementation

7.1.71 Purpose, procedures, responsibilities and definitions approved and adopted by the President’s Cabinet in September 2015.

7.1.72 Revised Policy approved by the Board of Trustees on 10/27/15.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
November 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/Clerk; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; Teresa Cross, administrative staff; Bev Hooker, representing Head Start; Morgan Gray, Cade Mullenix, Megan Speichinger, Jaimie Taylor, and Shania Thorburn, students; 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 October 27 as presented. Six votes were cast in favor and none opposed.

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

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

The monthly Head Start report was reviewed by Dr. Bev Hooker; she also discussed the upcoming site monitoring visit.

During the report of the Vice President of Institutional Effectiveness Jamie Hooyman, the visiting students introduced themselves. Hooyman said student Chelsey Valentine and college president Dr. Neil Nuttall were recognized at the recent MCCA convention, there have been several high school groups visiting campus, and things are going well as Geyer Hall is vacated.

Tyson Otto, CFO/Director of Operations, presented a written financial report on the Geyer Hall project. He also distributed information on an insurance proposal.

Development Director Teresa Cross spoke about the capital campaign (including a donor challenge, 90 for 90, and t-shirts); the Gifts in Action campaign; the November Foundation meeting; scholarship awards; these annual activities: estate planning seminar, Holiday Open House, and Holiday Hoops; a new event planned for April; Amazon Smile; and S.E.T. meetings.

President Neil Nuttall talked about the upcoming legislative session, the Trenton Downtown Improvement Association, a pre-construction meeting for the Geyer Hall

project, and on-campus visits by high school students.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve revised Board policy 5.12.60.10 as presented (see attached). Six votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to set Board election dates as required by state law (December 15, 2015 through January 19, 2016). Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to direct college officials to begin the process of selling land (located southwest of Trenton), which was donated to the College through the estate of Mary Covey, by public auction. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to renew the lease of VmWare software from CDWG of Vernon Hills, Illinois at a state contract price of \$21,238.80 (this is a 1.5 year contract). Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to accept a bid from Barnes Baker of Trenton for a 2016 Ford pickup truck; net price after trade-in allowance and a Barnes Baker donation is \$20,695. Six votes were cast in favor and none opposed.

The Board discussed the date of their December meeting but no action was taken to change it.

Don Dalrymple moved and Diane Lowrey seconded the motion to accept the retirement/resignation of Melody Shipley, Director of Developmental Education, with gratitude for her years of service, effective May 7, 2016. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to employ Jenna Stevens of Country Club, Missouri as Nursing/Health Sciences secretary effective November 30, 2015; this is a full-time classified staff position with her placement on the Classified Staff Salary Schedule at 3B-6 (\$11.33/hour). Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to employ Kimberly Meeker as Director of Financial Aid effective January 1, 2016; this is a full-time Administrative Management Professional position with her placement on the AMP compensation scale in Group 3 (\$42,176 annually). Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to increase the annual salary of Associate Director of Financial Aid Ashlea Buntin from \$36,567 to \$38,067, effective December 1, 2015. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to employ Sarah Williamson as Financial Aid Representative effective January 1, 2016; this is a full-time Classified Staff position with her placement on the Classified Staff Staff Schedule at 4B-12 (\$13.95/hour). Six votes were cast in favor and none opposed.

An update was given on the progress of the presidential search.

Steve Busch 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, .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 Chris Hoffman called the Executive Session to order at 6:37 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/Clerk; Jamie Hooyman, Vice President of Institutional Effectiveness; and Tyson Otto, CFO/Director of Operations.

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 in the President's Office, Frey Administrative Center, at 6:55 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; and Tyson Otto, CFO/Director of Operations.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were in favor and none opposed. President Hoffman declared the meeting adjourned at 6:57 p.m.

### *Board Policy Manual change*

5.12.60.10 Bereavement Leave: Full-time employees are permitted a paid bereavement leave up to five working days for the death of an employee's spouse, child, sibling, parent, step-parent, grandparent or grandchild; a spouse's child, parent, step-parent, grandparent or grandchild; or a member of the employee's household.

Workforce Development Board  
Draft Meeting Minutes  
December 1, 2015

Missouri Star Quilt Company

The Northwest Region Workforce Development Board (WDB) met Tuesday, December 1, 2015 at Missouri Star Quilt Company, Hamilton, MO. At roll call there were eighteen (18) Board Members participating; one (1) Presiding Commissioner; nine (9) Ex-officio (non-voting) members and guests; and four (4) WDB staff present. Those participating included the following:

Board Members

Bruce Baker*	Gregg Roberts	Kent Osborn	Lori Seymour	Lisa McGhee
Anita Coulter*	Donna Kelley	Gary O'Toole	Juanita Assel	Debbie Douglas
Kevin DeLaney	Betty Wymore	Rob Zifas	Neil Nuttall*	Becky Cleveland
Debb Trautloff	Nshan Erganian	Laurie Findling		

Presiding Commissioner

Wade Wilken, Jr., Clinton County Presiding Commissioner

Ex-officio (non-voting) Members and Guests

Shari Schenewerk, DWD	Randy Railsback, RPC	Jackie Spainhower, RCOG*
Melody Smith, MWSU/WI*	Becky McAtee, GHRPC	Kim Mildward, NWRCOG
Janice Spearman, Mo-Kan	Laura Brewer, Mo-Kan	Rekha Nanchal, RSB

\*Participated via conference call

WDB Staff

Lisa Hostetler	Jeanie Griffin	Miranda Brummett	Brent Stevens
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BUSINESS MEETING – Roll call was taken and a quorum was established with eleven (11) private sector members and seven (7) partner sector members participating.

Consent Agenda

Motion was made by Lisa McGhee, seconded by Betty Wymore to approve the minutes from the September 18, 2015 NW WDB meeting; expenditure reports for WIOA Youth and NGCC; NW WDB PY15 expenditures to date; a revised PY15 administrative budget; and approval of the Plan Modification. The motion passed by roll call vote with eighteen (18) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions

REGIONAL WIOA BUSINESS:

1. Regional Sector Strategies Team report

NW WDB Director Lisa Hostetler reported that the purpose of the statewide sector strategies launch meeting was to begin the work of developing and elevating sector strategies that address the needs of multiple employers within an industry. Sector

strategies begin with focused, active partnerships among businesses in a target industry sector and workforce development organizations, educators, training providers, labor unions, community organizations, and other key stakeholders.

Hostetler reported that working together we will identify industry needs for workers with specific skills, education, and credentials, and then make sure that educational and training opportunities are available to help people gain those skills and meet employer needs. Workforce Development Boards often act as the convener, bringing together these stakeholders and facilitating the process of industry leaders articulating their workforce needs. Sector strategies consist of goals, plans of action, policies, and service delivery strategies developed and continuously re-examined by sector partnerships to meet the ongoing and changing needs of employers within that sector. Sector strategies are regional in scope and industry specific.

Each regional Missouri team is working with consultant Rick Maher (and his staff from Maher & Maher) to build a framework around sector strategies using a world class sector strategies model. Members of the Northwest regional team for the initial launch with consultants from Maher & Maher included Laurie Findling, Program Development Specialist at Family Support Division; Becky Cleveland, Economic Development Coordinator at City of Brookfield; Betty Wymore, Adult Education Director at St. Joseph School District; Steve Reznicek, Quality Assurance Manager at Division of Workforce Development; Jackie Spainhower, Executive Director at Northwest Missouri Regional Council of Governments; Rob Zirfas, District Supervisor at Vocational Rehabilitation; Shari Schenewerk, Regional Workforce Coordinator at Division of Workforce Development (DWD); Jason Helton, Director of Federal Programs at North Central Missouri College (NCMC); Brent Stevens, Equal Opportunity Officer at NCMC / NW WDB; and Lisa Hostetler, Executive Director at NCMC / NW WDB.

The work began with a sector strategies readiness self-assessment by the team members; review of data to identify which industry sector(s) to focus our pilot work on; a SWOT analysis; and next-steps action plan.

Input and discussion by Regional Sector Strategies Team members in attendance was heard. Next steps for the Team are to conduct asset mapping and to establish a timeline and action plan to move the Northwest Missouri Manufacturing Sector Partnership through each phase of the process. No action was required nor taken.

## 2. One-Stop System Team meeting report

WDB staff convened a meeting November 20th with all One-Stop Job Center partners to discuss coordination of job-seeker and business services from each organization, and to prepare for Memorandum of Understanding and Local Unified Plan work. The Team will meet monthly.

Partners in attendance provided their perspective of the meeting. No action was required nor taken.

## 3. Partner Memorandum of Understanding (MOU) and infrastructure funding

As with WIA, Workforce Innovation and Opportunity Act (WIOA) requires each of the partners providing services in or via referral through the Job Centers to enter into a Memorandum of Understanding. The MOU will describe how those services will be coordinated, how referrals will be made, and how costs to support the Job Center infrastructure will be agreed upon.

The MOU must be completed and signed by partners, WDB Chair and Chief Local Elected Official Chair by June 1, 2016.

No action was required nor taken.

#### 4. Local Unified Plan

A local unified 5-year plan is also required under Workforce innovation and Opportunity Act. The Division of Workforce Development has developed draft local plan guidance that will be reviewed by the One-Stop System Team during our January meeting. Each of the WIOA core partners (Title I Adult, Dislocated Worker, Youth; Title II Adult Education and Literacy; Title III Wagner-Peyser; and Title IV Vocational Rehabilitation) is required to contribute to the unified plan.

The Local Unified Plan is due to Division of Workforce by June 1, 2016 and will be vetted through the NW WDB prior to submission.

No action was required nor taken.

#### UPDATES AND OTHER BUSINESS:

1. The Clinton County update was provided by Presiding Commissioner Wade Wilken, Jr., who discussed new businesses and business expansion activities in the county.

No action was required nor taken.

2. Northwest Regional Council of Governments Executive Director Jackie Spainhower, Green Hills Regional Planning Commission Executive Director Randy Railsback and Linn County Economic Developer Becky Cleveland provided economic development updates from across the region.

No action was required nor taken.

3. Director of the St. Joseph area Adult Education and Literacy (AEL) Program, Betty Wymore, addressed the Board. Of significant importance is a project between St. Joseph School District AEL program and NW WDB/North Central Missouri College (NCMC) to develop an AEL class site in the Green Hills region. Wymore, Hostetler, and Dr. Weiser at NCMC are meeting to establish action steps that will lead to an AEL class site on the NCMC campus with classes to begin in March, 2016.

No action was required nor taken.

4. Rob Zirfas discussed programs through Vocational Rehabilitation, stating that VR programs enable individuals with disabilities to prepare for and engage in meaningful employment. Zirfas noted that as VR services align with Job Center programs and are specifically designed to assist the disabled population in our region. Zirfas is the District Supervisor at the Vocational Rehabilitation offices in Chillicothe.

No action was required nor taken.

5. Missouri Work Assistance Program (MWA) Specialist Laurie Findling addressed the Board. As with Vocational Rehabilitation, the MWA program offers services that align with Job Center programs. MWA provides employment and training assistance to individuals receiving cash payments through Temporary Assistance to Needy Families (TANF). The program provides assistance with job leads, resume writing, interviewing skills, GED, on-the-job training, transportation, Vocational Education, and child care. Findling serves all of north Missouri, including the 18-county Northwest Workforce Development Board region.

No action was required nor taken.

\*\*Rob Zirfas excused himself from the meeting at 5:14; the quorum was maintained with 11 private sector and 6 partner sector members present.

6. NW WDB Program Operations Manager Miranda Brummett presented a program monitoring report of the WIA/WIOA Youth, TANF Summer Jobs, and TANF SPYC Programs operated by Green Hills Community Action Agency (GHCAA). This monitoring report officially closes the contract between GHCAA and the Northwest Workforce Development Board.

Motion was made by Kent Osborn, seconded by Juanita Assel to approve the program monitoring report to Green Hills Community Action Agency. The motion passed by roll call vote with seventeen (17) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

7. Hostetler discussed the Green Hills WIOA Youth service provider transition report provided to Board members. Immediately following the Board meeting in September, Hostetler solicited current NW WDB WIOA subcontractors to determine interest in fulfilling the remaining contract period for WIOA Youth services following contract termination with Green Hills Community Action Agency for the same. By email vote, Executive Committee members acted on behalf of the full Board (as permitted in our By-Laws) on September 29, 2015, to award the contract on an emergency procurement basis to Green Hills Regional Planning Commission for the remainder of the program year (October 22, 2015 through June 30, 2016).

Motion was made by Betty Wymore, seconded by Debb Trautloff to ratify the actions taken by the Executive Committee. The motion passed by roll call vote with seventeen (17) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

8. A letter from the Division of Workforce Development (DWD) was sent to the Northwest Region Workforce Development Board commending the region on attainment of performance goals in the Adult, Dislocated Worker, and Youth programs for program year 2014 (July 1, 2014 through June 30, 2015). As stated by DWD Director Amy Sublett, "I want to commend you and your Workforce Board staff for the leadership and diligence you have shown in the management of quality programs..."

No action was required nor taken.

9. Brummett discussed an addition to the Supportive Service policy relating to needs based payments. The Supportive Service-Needs Based Assessment Standards addendum presented by Brummett clarifies how participants' expense/income ratio is to be calculated to establish an unbiased approach to providing assistance to those in need.

Motion was made by Lori Seymour, seconded by Becky Cleveland to approve the Needs Based Assessment Standard. The motion passed by roll call vote with seventeen (17) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

10. Hostetler reminded Board members that a Request for Proposals (RFP) to procure providers of One-Stop Operations, Functional Leadership, Next Generation Career Center (NGCC) and Youth services is to be conducted in 2016. With assistance from Executive Committee members, WDB staff will develop the RFPs as we prepare for the first full year of WIOA implementation beginning July 1, 2016. The process and Request for Proposals documents will be presented and vetted through the Executive Committee in March, 2016.

No action was required nor taken.

Meeting was adjourned.

Next Meeting – March 1, 2016; location to be determined

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
December 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 Vice President Rob Maloney at 5:30 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Dr. John Holcomb, and Rob Maloney. Chris Hoffman and Diane Lowrey were absent. 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, administrative staff; 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. Four votes were cast in favor and none opposed.

Chris Hoffman joined the meeting at 5:32 p.m.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the Minutes of the meeting of November 24 and the Minutes of the WIOA meeting of December 1 as presented. Five votes were cast in favor and none opposed.

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

Don Dalrymple moved and Rob Maloney seconded the motion to approve payment of the monthly bills for North Central Missouri College, Head Start, and WIOA as presented. Five votes were cast in favor and none opposed.

The monthly Head Start report was viewed.

Vice President of Institutional Effectiveness Jamie Hooyman reported that the fall semester went smoothly as did the move out of Geyer Hall. Work has begun at Geyer with most of the asbestos already removed. New teacher credential standards are being developed by the MDHE and the HLC.

Tyson Otto, CFO/Director of Operations, had no report.

Development Director Teresa Cross spoke about the capital campaign (including a donor challenge, meetings with area businesses, and a donor page on the college website); the Gifts in Action campaign; scholarship awards; the Holiday Open House, Holiday Hoops; and Amazon Smile.

President Neil Nuttall talked about ongoing work with the Northwest Regional Council of Governments for Work Ready Communities and the possibility of AEL classes returning to the area.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to purchase property/ casualty/ liability insurance through MUSIC for the 2016 calendar year at a cost of \$142,115. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Rob Maloney seconded the motion to approve the revision of four pages in the Organizational Chart (Vice President, Dean of Student Services, Chief Financial Officer, and Head Start). Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to accept the resignation of Kayla Wilson, Business Office Generalist, effective January 4, 2016. Five votes were cast in favor and none opposed.

Steve Busch moved and Dr. John Holcomb seconded the motion to approve a salary adjustment for Kristie Cross, Marketing Specialist, from \$34,000 to \$34,700 annually, effective January 1, 2016. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Steve Busch seconded the motion to employ Noel Staddie as an adjunct instructor in the early childhood education department. Five votes were cast in favor and none opposed.

Steve Busch moved and Dr. John Holcomb seconded the motion to employ Anna Leutticke as adjunct/ clinical instructor in the nursing/health sciences department at a rate of \$250 per clinical day. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to employ Amanda Wood as adjunct/clinical instructor in the nursing/health sciences department at a rate of \$250 per clinical day. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to employ Brady Kopek as an adjunct instructor in the national government department. Five votes were cast in favor and none opposed.

An update was given on the progress of the presidential search by Steve Busch and Vicki Weaver, Search Coordinator.

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 in favor and none opposed. President Hoffman declared the meeting adjourned at 6:06 p.m.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
January 26, 2016

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/Clerk; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; Teresa Cross, administrative staff; Maryellen Harman, faculty; Rebecca Friedrich, representing the firm of KPM CPAs and Advisors; 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.

Steve Busch moved and Don Dalrymple seconded the motion to approve the Minutes of the meeting of December 22 as presented. Six votes were cast in favor and none opposed.

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

Dr. John Holcomb moved and Steve Busch seconded the motion to approve payment of the monthly bills for North Central Missouri College, Head Start, and WIOA as presented. Six votes were cast in favor and none opposed.

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

Vice President of Institutional Effectiveness Jamie Hooyman reported that spring semester started smoothly, a new student portal will be launched soon, and the annual Career Fair is coming up. She also discussed in depth new requirements for teacher qualifications by the Higher Learning Commission.

Tyson Otto, CFO/Director of Operations, asked Rebecca Friedrich to give an overview of the FY15 annual audit. He discussed the mid-year bookstore report, the Geyer Hall financial progress report, and the annual financial report/investment summary. He also said that NCMC will be moving away from the Discover card method of delivery for student Pell funds; it is expected that the College may develop an EFT process instead.

Steve Busch moved and Dr. John Holcomb seconded the motion to accept the FY15 annual audit. Six votes were cast in favor and none opposed.

Development Director Teresa Cross spoke about the capital campaign, social media videos about the Geyer Hall renovations, scholarships and the upcoming reception/

Gala, a joint Board of Trustees/Foundation Board of Directors meeting, the Travelling Pirates, the golf tournament, Holiday Hoops, Great Northwest Day, and Leadership Trenton.

President Neil Nuttall discussed the Missouri Health Professions Consortium, membership on the WIOA state board, the NW Missouri Business Facilitation Group, a Crisis Intervention Plan, the Missouri legislature and proposed state appropriations, issues with Conceal and Carry legislation, and a DESE compliance audit set for February 25.

Don Dalrymple moved and Diane Lowrey seconded the motion to purchase testing supplies for the nursing program from ATI of Leawood, Kansas for \$12,896. Six votes were cast in favor and none opposed.

As this was a first reading of this proposed change in the *Nondiscrimination Policy*, no action was requested.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept the resignation/retirement of faculty member Scott Keith effective at the end of his current full-time contract (May 7, 2016). Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the employment of Jordan Cox as Financial Aid Cashier effective January 11, 2016; this is a full-time classified staff position with her placement at 3B-4 (\$10.88/hour) on the classified staff salary schedule. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to employ Amy Harris as adjunct/clinical instructor in the nursing/health sciences department at a rate of \$250 per clinical day. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ Laticia Sinclair as adjunct/clinical instructor in the nursing/health sciences department at a rate of \$250 per clinical day. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to award tenure to Amy Guthrie effective with her next full-time teaching contract. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to award tenure to Maryellen Harman effective with her next full-time teaching contract. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to approve updated job descriptions for the President, Chief Financial Officer/Director of Operations, Dean of Instruction, Dean of Student Services, Psychology instructor, and Accounting Assistant. Six votes were cast in favor and none opposed.

An update was given on the progress of the presidential search by search co-chairs

Steve Busch and Diane Lowrey.

Diane Lowrey moved and Steve Busch seconded the motion to employ Brooke Niemeier as full-time teacher/FSA for the Brookfield A Head Start Center. Six votes were cast in favor and none opposed.

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

President Chris Hoffman called the Executive Session to order at 7:05 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/Clerk; Jamie Hooyman, Vice President of Institutional Effectiveness; and Tyson Otto, CFO/Director of Operations.

Legal matters were discussed and no action was taken. Drs. Nuttall and Hooyman then left the meeting.

Personnel matters 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 in the President's Office, Frey Administrative Center, at 7:45 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 Vicki Weaver, Board Secretary/Clerk, and Tyson Otto, CFO/Director of Operations.

The Board briefly discussed naming opportunities within the Geyer Hall renovation project.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were in favor and none opposed. President Hoffman declared the meeting adjourned at 7:49 p.m.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
February 23, 2016

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 4:30 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, administrative staff; Maryellen Harman, faculty; Brooke McAtee, director of nursing/health sciences; Bev Hooker, representing Head Start; and John Anthony, 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 26 as presented. Six votes were cast in favor and none opposed.

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

Steve Busch moved and Diane Lowrey seconded the motion to approve payment of the monthly bills for North Central Missouri College, Head Start, and WIOA as presented. Six votes were cast in favor and none opposed.

The monthly Head Start report was reviewed by Dr. Hooker. She also discussed Head Start's Annual Program Report, a positive Compliance Review, and confirmation of federal funding at the 100% level for the Head Start 2016-17 year.

Vice President of Institutional Effectiveness Jamie Hooyman reported on three recent events: FBLA Day, Math Explorations Day, and the Career Fair.

Tyson Otto, CFO/Director of Operations, had no verbal report.

Development Director Teresa Cross spoke about the newest Alumni News and thanked her staff for their work on the project.

President Neil Nuttall gave an overview of the DESE/OCR review set for February 25 and shared new discouraging reports from the legislature concerning state funding for the next fiscal year.

Don Dalrymple moved and Diane Lowrey seconded the motion to approve a revised *Nondiscrimination Policy*, Section 3.16.00 in the Board Policy Manual (see attached). Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to set the FY17 nursing tuition and fees as proposed. Six votes were cast in favor and none opposed.

Steve Busch moved and Dr. John Holcomb seconded the motion to approve a flow-through expenditure of \$25,000 to the NW MO Enterprise Facilitation Group; these are MO Department of Economic Development funds. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the Policy Council By-Laws and Child Selection Criteria/Preschool Head Start for the 2016-17 year. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to employ Melissa Sims of Trenton as Accounting Assistant effective February 29, 2016; this is a full-time classified staff position with her placement at 4A-9 (\$12.53/hour) on the classified staff salary schedule. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve a salary adjustment for Whitney Bingham, Student Accounts Coordinator, from 5B-5 (\$13.24/hour) to 5B-7 (\$13.79/hour), effective February 8, 2016. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ an additional full-time faculty member in the English department. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to employ Bill Ehrich as adjunct instructor in the history department. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to employ Nathaniel Smith as an adjunct instructor in the English department. Six votes were cast in favor and none opposed.

An update was given on the progress of the presidential search by search co-chairs Steve Busch and Diane Lowrey.

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, .3 which allow the Board to do so. Roll call vote showed Busch, aye; Holcomb, aye; Lowrey, aye; Hoffman, aye; Dalrymple, aye; and Maloney, aye.

President Chris Hoffman called the Executive Session to order at 4:55 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/Clerk.

Legal and personnel matters were discussed and no action was taken. President Neil Nuttall left the meeting at 4:59 p.m.

An additional personnel item was discussed and 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 in the President's Office, Frey Administrative Center, at 5:40 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 was Vicki Weaver, Board Secretary/Clerk.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were in favor and none opposed. President Hoffman declared the meeting adjourned at 5:41 p.m.

### *Board Policy Manual change*

3.16.00 Nondiscrimination: North Central Missouri College is committed to a policy of educational equity. NCMC admits students, grants financial aid and scholarships, conducts all educational programs, activities and employment practices without discriminating on the basis of race, color, national origin, sex, disability, religion, age, genetic information, veteran status, ancestry, gender identity or expression, or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972; the Americans with Disabilities Act of 1990; Section 503 and 504 of the Rehabilitation Act of 1973; Title VI/VII of the Civil Rights Act of 1964; discrimination prohibited by Title IV Public Law 88-352, 1964; Public Law 88-380, 1972; the Age Discrimination Act; and other applicable statutes and College policies. NCMC also provides equal access to the Boy Scouts and other designated youth groups. NCMC prohibits sexual harassment, including sexual violence.

Title I of the Americans with Disabilities Act of 1990 prohibits employment discrimination against qualified individuals with disabilities by employers with 15 or more employees. The U.S. Equal Employment Opportunity Commission and the Office for Civil Rights are the agencies assigned to enforce Title I of the ADA.

Title II of the Americans with Disabilities Act of 1990 prohibits disability discrimination by public entities, including public colleges and universities whether or not they receive federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title II of the ADA.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance. Programs and activities that receive federal financial assistance from the United States Department of Education are covered by Title VI. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title VI.

Title VII of the Civil Rights Act of 1964 protects individuals against unlawful employment practices based on their race, color, sex, and national origin. The Civil Rights Act of 1991 significantly extended plaintiffs' rights under Title VII. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing Title VII.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities and extends to employment and admission to institutions that receive federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title IX.

The Age Discrimination Act of 1975 protects people from discrimination based on age in programs or activities receiving federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing the ADA of 1975.

Age Discrimination in Employment Act of 1967 protects individuals who are 40 years of age or older. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the ADEA.

Civil Rights Act of 1991 provides monetary damages in cases of intentional em-

ployment discrimination. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the CRA of 1991.

Equal Pay Act of 1963 protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the EPA.

Section 504 of the Rehabilitation Act of 1973 protects people from discrimination in admission, employment, treatment, or access based on disability in programs or activities receiving federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Section 504.

Executive Order 11246 requires certain government contractors to engage in affirmative action and to not discriminate based on race, sex, or national origin. The Office of Federal Contract Compliance Programs (U.S. Department of Labor) is the agency charged with enforcing the EO 11246 and ensuring that federal contractors are in compliance.

3.16.10 NCMC does not discriminate on the basis of sex in admissions, recruitment, financial aid, academic programs, activities, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing, use of buildings, and employment. The Supreme Court also has concluded that sexual harassment violates Title IX, *Franklin vs. Gwinnett County Pub.Sch.*, 503 U.S. 60 (1992).

3.16.20 The following has been designated to handle inquiries regarding nondiscrimination policies and to serve as the overall campus coordinator for purposes of Title IX, Title VI, Title VII and Section 504 compliance: the NCMC CFO (contact information: Tyson Otto, Frey Building, 1213 Mabel Street; (660) 359-3948 x1500; [totto@mail.ncmissouri.edu](mailto:totto@mail.ncmissouri.edu).) Inquiries regarding Title IX can also be referred to the Assistant Secretary for Civil rights, U.S. Department of Education. 5.1.20.1 Deputy Title IX coordinators for NCMC are the Athletic Director (Ketcham Community Center, 1322 Mabel Street, (660) 359-3948 x1409); Dean of Instruction (Geyer Hall, 1301 Main Street, (660) 359-3948 x1300) and the Dean of Student Services (Alexander Student Center, 1204 Main Street, (660) 359-3948 x1400).

3.16.20.1 The following have been designated to assist with handling inquiries regarding the Americans with Disabilities Act, Section 503/504 of the Rehabilitation Act, and related statutes and regulations for NCMC: CFO Tyson Otto (for employees) (Frey Building, 1213 Mable Street, and the Accessibility Services Coordinator (for students) (Alexander Student Center, 1204 Main Street, (660) 359-3948 x1405).

3.16.20.2 Inquiries concerning the application of anti-discrimination laws may be referred to the Title IX Coordinator (Tyson Otto) and/or to the Assistant Secretary for Civil Rights, Office for Civil Rights, U.S. Department of Education.

3.16.20.3 Further information on notice of nondiscrimination can be obtained at <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> or 1-800-421-3481.

3.16.30 In compliance with Federal Rules and Regulations, NCMC has adopted procedures for resolving complaints, including complaints of discrimination. The procedures are available to any NCMC student, employee or applicant who feels that s/he has been discriminated against in employment or student programs/activities.

3.16.40 Copies of the Complaint Policy/Grievance Procedure, or Sexual Misconduct Policy may be obtained at [www.ncmissouri.edu](http://www.ncmissouri.edu) or the Dean of Student Services (660) 359-3948 x1400. Persons with print-related disabilities may request this information in an alternate format by contacting the Accessi-

bility Services Coordinator (660) 359-3948 x1405). More information about filing a student complaint/grievance can be found on the NCMC website at: <http://www.ncmissouri.edu/hea/Pages/student-complaint-policy.aspx> More information about reporting a sexual misconduct incident to the Title IX Coordinator, can be found on the NCMC website at: [http://www.ncmissouri.edu/current\\_student/titleix/Pages/HowtoReportanIncident.aspx](http://www.ncmissouri.edu/current_student/titleix/Pages/HowtoReportanIncident.aspx)

3.16.50 Printed materials/brochures shall contain the following statement: NCMC is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, genetic information, veteran status, ancestry, gender identity or expression, or sexual orientation in its educational programs, activities, admissions, or employment practices as required by Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Americans with Disabilities Act, other applicable statutes and college policy. Sexual harassment, to include sexual violence, is a form of sex discrimination and is prohibited. Inquiries concerning these statutes and nondiscrimination policies should be referred to the college president, Dr. Neil Nuttall, Frey Building, 1213 Mabel Street, (660) 359-3948 x1200, or [nnuttall@mail.ncmissouri.edu](mailto:nnuttall@mail.ncmissouri.edu). *Entire Section 3.16.00 revised 2/23/16*

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

NORTH CENTRAL MISSOURI COLLEGE

March 2, 2016

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Hoffman at 12:00 p.m. in the President's Office, 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 was Vicki Weaver, Board Secretary/Clerk.

Diane Lowrey moved and Don Dalrymple seconded the motion to close the special meeting and reconvene in Executive Session to discuss personnel items, citing state statute 610.021.3 which allows the Board to do so. Roll call vote showed Busch, aye; Holcomb, aye; Lowrey, aye; Hoffman, aye; Dalrymple, aye; and Maloney, absent.

President Chris Hoffman called the Executive Session to order at 12:01 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, and Diane Lowrey. Rob Maloney was absent. Also present was Vicki Weaver, Board Secretary/Clerk.

Personnel matters were discussed and no action was taken.

Member Rob Maloney joined the meeting at 12:05 p.m.

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

President Hoffman called the special session to order in the President's Office, Frey Administrative Center, at 1:00 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 was Vicki Weaver, Board Secretary/Clerk.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to adjourn the special meeting of the Board of Trustees. Six votes were cast in favor and none opposed. President Hoffman declared the meeting adjourned at 1:02 p.m.

Workforce Development Board  
Meeting Minutes  
March 1, 2016

Red Top Saloon and Grill

The Northwest Region Workforce Development Board (WDB) met Tuesday, March 1, 2016 at Red Top Saloon and Grill, Cameron, MO. At roll call there were twenty-one (21) Board Members participating; two (2) Presiding Commissioners; ten (10) Ex-officio (non-voting) members and guests; and four (4) WDB staff present. Those participating included the following:

Board Members

Gregg Roberts	Kent Osborn	John Dickmeyer	Lori Seymour	Lisa McGhee
John Zelif	Anita Coulter*	Gary Hardison	Chad Boyd	Patrick Miller*
Gary O'Toole	Judy Bagley	Kevin DeLaney	Betty Wymore	Steve Reznicek
Rob Zifas	Neil Nuttall	Penny Adams	Debb Trautloff	Nshan Erganian
Laurie Findling				

Presiding Commissioner

Wade Wilken, Jr., Clinton County Presiding Commissioner Rod Dollars, Gentry County Presiding Commissioner

Ex-officio (non-voting) Members and Guests

Connie Epperson, DWD	Shari Schenewerk, DWD	Randy Railsback, RPC
Jackie Spainhower, RCOG*	Dr. Gary Clapp, MWSU/WI	Robin Hammond, SJYA
Becky McAtee, GHRPC	Kim Mildward, NWRCOG	Janice Spearman, Mo-Kan
Jason Helton, NCMC	Rekha Nanchal, RSB	

\*Participated via conference call

WDB Staff

Lisa Hostetler	Jeanie Griffin	Miranda Brummett	Brent Stevens
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Business Meeting – Roll call was taken and a quorum established with thirteen (13) private sector members and eight (8) partner sector members participating.

Board Members were introduced to Angel O'Dell, who spoke on behalf of herself and husband Mark, owners of Red Top Saloon and Grill.

Executive Committee Report

The Northwest Workforce Development Board (NW WDB) Executive Committee conducted business via conference call on Friday, February 12, 2016; Board Chair John Zelif directed members to the minutes of that call in their Board packets.

1. With the resignation of former NW WDB Secretary Priscilla Whitt, Committee Members nominated Juanita Assel as Board Secretary. The floor was opened for nominations and no additional nominations were heard.

2. Discussion about the Request for Proposals process and contracts for Workforce Innovation and Opportunity Act Youth, Adult & Dislocated Worker (NGCC) Programs was held in Committee. WIOA contract extension consideration is based on continued transition activities and unpublished Federal Regulations.

The Committee made a recommendation to extend contracts with existing NW WDB WIOA subcontractors for the period July 1, 2016 through June 30, 2017. The subcontractors are:

- ▶ NW Regional Council of Governments – WIOA Adult & Dislocated Worker (NGCC) and Youth programs in the Maryville sub-region;
- ▶ Mo-Kan Regional Council – WIOA Adult & Dislocated Worker (NGCC) programs in the St. Joseph sub-region;
- ▶ St. Joseph Youth Alliance – WIOA Youth program in the St. Joseph sub-region; and
- ▶ Green Hills Regional Planning Commission – WIOA Adult & Dislocated Worker (NGCC) and Youth programs in the Green Hills sub-region

3. NW WDB Director Lisa Hostetler presented a letter of support for a Department of Labor H1-B Tech Hire grant. Dr. Gary Clapp reported that the grant opportunity is being pursued by a consortium including Missouri Western State University, St. Joseph Chamber of Commerce, St. Joseph Workforce Alliance, LLC., the NW Workforce Development Board at North Central Missouri College, as well as many technical schools in the area. The objective of the grant is to rapidly train workers for and connect them to well-paying, middle-and high-skilled, and high-growth jobs in advanced manufacturing.

4. Replacement of post-secondary representative on the NW WDB as a result of Dr. Nuttall's upcoming retirement was discussed in Committee and presented to the full Board. Dr. Gary Clapp, Western Institute at Missouri Western State University was contacted and is anxious to serve.

After discussion of each item above, a motion was made by Lisa McGhee, seconded by Kent Osborn to ratify the actions of the NW WDB Executive Committee, including appointment of Juanita Assel to the NW WDB Secretary position; extending WIOA contracts with existing subcontractors; releasing the H1-B Tech Hire grant letter of support; and nominating Dr. Gary Clapp, MWSU/WI to represent post-secondary on the NW WDB. The motion passed by roll call vote with twenty-one (21) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

Dr. Neil Nuttall was recognized for his service to the Board and presented a small gift of appreciation.

#### Consent Agenda

Motion was made by Laurie Findling, seconded by Betty Wymore to approve the minutes from the December 1, 2015 NW WDB meeting; expenditure reports for WIOA Youth and NGCC; NW WDB PY15 expenditures to date; a revised PY15 administrative budget; and disposal of surplus property at Green Hills Regional Planning Commission. The motion passed by roll call vote with twenty-one (21) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

#### Updates and Other Business:

1. The Clinton County update was provided by Presiding Commissioner Wade Wilken, Jr., who discussed new businesses and business expansion activities in the county. Presiding Commissioner Rod Dollars reported "business as usual" in Gentry County. No action was required nor taken.

2. NW WDB Program Operations Manager Miranda Brummett discussed recent monitoring activities for the program year July 1, 2015 to date. Brummett conducted program monitoring of Next Generation Career Center (NGCC) subcontractors Northwest Missouri Regional Council of Governments; Green Hills Regional Planning Commission; and Mo-Kan Regional Council. The NGCC

monitoring evaluation form was presented to the Board for their review. Only one (1) concern was noted amongst the 38 records monitored by Brummett; it has been corrected.

Brummett also provided a monitoring evaluation of WIOA Youth subcontractors St. Joseph Youth Alliance; Northwest Missouri Regional Council of Governments; and Green Hills Community Action Agency (GHCAA). The only WIOA Youth subcontractor with significant findings was GHCAA; at the request of the Board, their contract was terminated in October, 2015. Green Hills Regional Planning Commission has assumed WIOA Youth contract duties for the Green Hills sub-region as a result. No action was required nor taken.

3. WIOA Youth, TANF, and SPYC fiscal monitoring was conducted by NW WDB Fiscal Manager Jeanie Griffin. The fiscal monitoring summary was presented to Board Members; Griffin noted only one (1) concern that required corrective action, which has been addressed. No action was required nor taken.

4. Griffin presented a request to transfer \$100,000 of WIOA funds from the Dislocated Worker budget to the Adult budget, providing explanation and justification for the transfer. As Griffin noted, the request is based on the demographics of our Job Center customers. There are more WIOA Adult customers seeking services than Dislocated Worker customers. Motion was made by Lisa McGhee, seconded by Neil Nuttall to approve the transfer of funds as presented. The motion passed by roll call vote with twenty-one (21) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

5. Brummett lead discussion of proposed NW WDB Individual Training Account (ITA) policy revisions. ITAs are a funding mechanism for classroom and occupational skills training for eligible Job Center customers. The maximum allotment per customer in healthcare related training was adjusted; assessment testing parameters were defined; and occupational training considerations noted. After discussion, a motion was made by Betty Wymore, seconded by Gary O'Toole to revise the ITA policy as presented. The motion passed by roll call vote with twenty-one (21) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

6. Director of the St. Joseph area Adult Education and Literacy (AEL) Program, Betty Wymore, provided an update on AEL classes in Trenton on the North Central Missouri College (NCCMC) campus. NCCMC will provide class space; St. Joseph AEL will provide funding for two (2) part-time instructors as well as classroom (consumable) supplies. The NW WDB will provide laptops for student use. Wymore, Hostetler, and Dr. Weiser at NCCMC will conduct interviews of candidates during mid-March. The job posting for AEL instructors was shared with NW WDB members in order to recruit additional candidates. No action was required nor taken.

7. Becky McAtee, Missouri Association for Workforce Development (MAWD) Board Member and Trenton/Chillicothe Job Centers Functional Leader, spoke about the upcoming MAWD conference. This annual conference will be held on May 11th through May 13th at Lodge of 4 Seasons. Sessions are planned on May 12th for Workforce Development Board Members and Chief Local Elected Officials – a one-day conference registration fee is available for those interested in sessions that relate to their role as a Board Member or Official. The NW WDB would support costs associated with MAWD conference attendance for a few Board Members and/or Officials. When the conference agenda is published, it will be shared with the group. If interested, please let Hostetler know. No action was required nor taken.

## WIOA-Mandated Business

8. NW WDB Equal Opportunity Officer Brent Stevens presented a “NW WDB Member Equal Opportunity Self-Identification Form”. Demographic data about Board Members is requested and used for record keeping and reporting purposes; submission of the information is voluntary. As the Equal Opportunity Officer, Stevens is required to conduct analysis of Board and staff composition and report it (without identifying information) to Missouri Division of Workforce Development. No action was required nor taken.

9. All Workforce Development Boards are required to develop a Job Center Memorandum of Understanding that describe various funding streams and resources utilized to better serve mutual customers, both job seekers and business, through the integrated service delivery system. Contributing partners of the NW WDB Missouri Job Center Memorandum of Understanding are: Veterans programs; Job Corps; Department of Elementary and Secondary Education; Division of Vocational Rehabilitation; Adult Education and Literacy; Trade Act; Wagner-Peyser; Migrant and Seasonal Farm Workers; Midland Empire Resources for Independent Living; WIOA; Carl Perkins Act; Community Services Block Grant; and Missouri Work Assistance.

The Partner Memorandum of Understanding was attached to the meeting announcement; Hostetler discussed the development process and next steps.

Motion was made by Gregg Roberts, seconded by Nshan Erganian to approve the Memorandum of Understanding as presented. The motion passed by roll call vote with twenty-one (21) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

After Board approval, the MOU will be distributed to our Job Center partners for signatures.

10. Hostetler reported that attestation of By-Laws review by the Board must be included as the NW WDB local plan is developed. During the September, 2015 NW WDB meeting, extensive discussion and review was held and the revisions approved by the Board. An “Attestation for Review of By-Laws” document was circulated for Board Members’ signature at this meeting. No action was required nor taken.

11. A brief Manufacturing Sector Strategy report was given by Hostetler, who mentioned an action plan and timeline have been developed but progress has slowed due to WIOA transition activities and WIOA compliance deadlines. No action was required nor taken.

12. NW WDB staff has convened One-Stop partners for monthly meetings that address service delivery of mutual customers through the One-Stop Job Centers. During those meetings, partners have discussed the services available to customers via their organization; have developed a comprehensive regional resource directory; established a customer referral form and process; developed the Memorandum of Understanding; and are working toward development of a new Business Services Outreach Plan. Hostetler noted that the work being completed will be incorporated into a comprehensive local plan.

Board Members who participate on the One-Stop System Team reported their perceptions of the group work and encouraged other Board Members and CLEOs to attend. The next meeting of the One-Stop System Team is Friday, March 18, 2016 from 9:30 to noon at Webster Learning Center, 1211 N. 18th Street, St. Joseph. No action was required nor taken.

Meeting was adjourned.

Next Meeting – June 7, 2016; Red Top Saloon and Grill

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
March 22, 2016

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 5:00 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Diane Lowrey, and Rob Maloney. Dr. John Holcomb was absent. 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 and Marcie Cutsinger, administrative staff; Maryellen Harman, faculty; Bev Hooker, representing Head Start; Jon Marshall, candidate for president of NCMC; David St. Clair; and John Anthony and Ronda Lickteig, representing the news media.

Don Dalrymple moved and Steve Busch seconded the motion to approve the meeting agenda as presented. Five 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 23 and March 2 and the draft Minutes of the WDB meeting of March 1 as presented. Five votes were cast in favor and none opposed.

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

Diane Lowrey moved and Don Dalrymple seconded the motion to approve payment of the monthly bills for North Central Missouri College, Head Start, and WIOA as presented. Five votes were cast in favor and none opposed.

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

Vice President of Institutional Effectiveness Jamie Hooyman reported on the recent Ag Day activity, a dual credit/A+ meeting; an agreement with the Bahamas Institute of Business and Technology; and a change in the pre-admission date for the nursing programs.

TRiO Director Marcie Cutsinger presented her annual report.

Trustee Dr. John Holcomb joined the meeting at 5:10 p.m.

Tyson Otto, CFO/Director of Operations, briefly reviewed the monthly Geyer Hall renovation progress report.

Development Director Teresa Cross spoke about the capital campaign, the scholarship campaign, celebrations set for April 28, a visit to Platte City High School, the annual joint meeting with the Board of Trustees and the NCMC Foundation Board of Directors, the Traveling Pirates, and the annual golf tournament.

President Neil Nuttall gave an update on legislative issues and talked about the possibility of a tuition increase recommendation for FY17. He also told the Board that Marcie Cutsinger is doing a study on conceal-and-carry as a part of her doctoral work, he and faculty member Rustin Jumps will be receiving honorary state FFA degrees, the Covey estate yielded approximately \$234,000 for NCMC, and he is continuing to work with the Community Foundation of Northwest Missouri.

Diane Lowrey moved and Don Dalrymple seconded the motion to set special meetings for Tuesday, March 29 at 6:30 p.m. and Monday, May 9, at 5:30 p.m.; the motion also included a date change for the regular meeting date in May from May 24 to May 23. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept a bid of \$25,000 from Joseph DeVorss of Trenton for construction of a shelter house at the Barton Campus. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to accept a sole source bid of \$22,288 from Tech Electronics of Columbia, Missouri, for installation of a fire alarm and mass notification system in the ASC. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve a 2% increase in room and board rates effective with the fall 2016 semester. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Steve Busch seconded the motion to accept the resignation of Jacob Bottcher, Network Administrator, effective March 25, 2016. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ (pending a satisfactory background check) Jeffrey Grell of Corvallis, Oregon as a full-time chemistry/physics faculty member effective August 17, 2016; his salary will be set at MI-10 on the 16-17 faculty salary schedule. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ Nathan Gamet of Lawton, Oklahoma as full-time Ketcham Community Center Manager effective April 11, 2016; this is a full-time administrative/management/professional staff position with his salary set in AMP Group 4 (\$48,500 annually). Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Steve Busch seconded the motion to employ Eric Tyhurst as adjunct instructor in the math/economics department. Six votes were cast in favor and none opposed.

Steve Busch 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 2016-17 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 Diane Lowrey seconded the motion to award emeritus status to Melody Shipley upon her retirement; according to terms of Board Policy 5.12.80, she will be named *Professor Emeritus*. Six votes were cast in favor and none opposed.

An update was reviewed on the progress of the presidential search.

Steve Busch 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, .3 which allow the Board to do so. Roll call vote showed Busch, aye; Holcomb, aye; Lowrey, aye; Hoffman, aye; Dalrymple, aye; and Maloney, aye.

President Chris Hoffman called the Executive Session to order at 6:10 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Also present were Neil Nuttall, President; Vicki Weaver, Board Secretary/Clerk; Jamie Hooyman, Vice President of Institutional Effectiveness; and Tyson Otto, CFO/Director of Operations.

Legal and personnel matters were discussed and no action was taken. President Neil Nuttall, Dr. Jamie Hooyman, and Tyson Otto left the meeting at 6:30 p.m.

An additional personnel item was discussed and no action was taken. Presidential candidate Jon Marshall joined the meeting at 6:40 p.m. and left at 8:20 p.m.

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

President Hoffman called the regular session to order in the President's Office, Frey Administrative Center, at 8:33 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 was Vicki Weaver, Board Secretary/Clerk.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were in favor and none opposed. President Hoffman declared the meeting adjourned at 8:36 p.m.

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

NORTH CENTRAL MISSOURI COLLEGE

March 29, 2016

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Hoffman at 6:28 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Chris Hoffman, Don Dalrymple, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Also present were Vicki Weaver, Board Secretary/Clerk, and Dr. Lenny Klaver, candidate for NCMC president.

Don Dalrymple moved and Diane Lowrey seconded the motion to close the special meeting and reconvene in Executive Session to discuss personnel items, citing state statute 610.021.3 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 Chris 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: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Also present were Vicki Weaver, Board Secretary/Clerk, and Dr. Lenny Klaver, candidate for NCMC president.

A personnel item was discussed and no action was taken. Klaver left the meeting at 8:00 p.m.

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

President Hoffman called the special session to order in the President's Office, Frey Administrative Center, at 8:41 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 was Vicki Weaver, Board Secretary/Clerk.

Diane Lowrey moved and Steve Busch seconded the motion to adjourn the special meeting of the Board of Trustees. Six votes were cast in favor and none opposed. President Hoffman declared the meeting adjourned at 8:42 p.m.

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

NORTH CENTRAL MISSOURI COLLEGE

March 31, 2016

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Hoffman at 7:01 a.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Chris Hoffman, Don Dalrymple, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present was Vicki Weaver, Board Secretary/Clerk.

Don Dalrymple moved and Diane Lowrey seconded the motion to close the special meeting and reconvene in Executive Session to discuss personnel items, citing state statute 610.021.3 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 Chris Hoffman called the Executive Session to order at 7:02 a.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 was Vicki Weaver, Board Secretary/Clerk.

A personnel item was discussed and no action was taken.

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

President Hoffman called the special session to order in the President's Office, Frey Administrative Center, at 7:17 a.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 was Vicki Weaver, Board Secretary/Clerk.

Diane Lowrey moved and Don Dalrymple seconded the motion to offer an employment contract to Dr. Lenny Klaver of Houghton, Michigan as NCMC president; the contract will be the usual renewable three-year presidential contract with a beginning date of June 1, 2016 at an annual salary of \$145,580 plus an annual \$8,000 automobile allowance. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey 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 7:23 a.m.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
April 26, 2016

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 5:45 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, Kristi Harris and Nate Gamet, administrative staff; Maryellen Harman and Lola Swint, faculty; Bev Hooker, representing Head Start; Miranda Oder, student; and John Anthony and Ronda Lickteig, representing the news media.

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

College President Neil Nuttall administered the Oath of Office to Chris Hoffman and Diane Lowrey and they re-assumed their seats on the Board.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to nominate Rob Maloney as president of the Board of Trustees. There being no other nominations, six votes were cast in favor and none opposed to name Maloney as president by acclamation.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to nominate Don Dalrymple as vice-president of the Board of Trustees. There being no other nominations, six votes were cast in favor and none opposed to name Dalrymple as vice-president by acclamation.

Diane Lowrey moved and Don Dalrymple seconded the motion to name Vicki Weaver as secretary/clerk of the Board of Trustees. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to name Tyson Otto as treasurer of the Board of Trustees. 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 March 22, 29, and 31 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 for North Central Missouri College, Head Start, and WIOA as presented. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to approve payment of the monthly bills for North Central Missouri College, Head Start, and WIOA as presented. Six votes were cast in favor and none opposed.

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

Vice President of Institutional Effectiveness Jamie Hooyman asked the visiting student and Nate Gamet, KCC Director, to introduce themselves. She relayed information about activities on Commencement Day, May 7.

Tyson Otto, CFO/Director of Operations, briefly reviewed the monthly Geyer Hall renovation progress report and told the Board that employee health insurance renewal rates will increase by 5.6% for the coming year.

Development Director Teresa Cross spoke about NCMC's Day of Celebration/scholarship reception, KTTN Open Line, the capital campaign, scholarship awards, a joint meeting with the Foundation Board of Directors and the Board of Trustees, the international trip in May, a trip to a Royals game, and the annual Golf Tournament.

President Neil Nuttall told the Board he is recommending no tuition increase for FY17 as a result of the passage of HB3; he also said NCMC has met all its performance funding requirements this year. He has been working with Ralph Boots in economic development and the Lady Pirates softball team plays in their district tournament this weekend in Columbia.

Dr. John Holcomb moved and Diane Lowrey seconded the motion approve the Public Complaint Policy and the Internal Dispute Resolution Procedure, both for the Green Hills Head Start program. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to approve a Board Resolution regarding banking records to change a job title from *Director of Business* to *Business Office Coordinator*. Six votes were cast in favor and none opposed.

As this is a first reading of a proposed Board Policy Manual change, no action was requested.

Diane Lowrey moved and Steve Busch seconded the motion to approve a list of information technology items as surplus so they can be disposed of. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to accept a bid from CDWG of Vernon Hills, Illinois for the purchase of information technology equipment at a total cost of \$78,620.41. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve year two of a three-year contract for a Microsoft Campus Agreement through Insight of Tempe, Arizona at a cost of \$39,485.17. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to accept the resignation of faculty member Brenda Austin effective at the end of her current contract (June 30, 2016). Six votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to accept the resig-

nation of Dr. Stephanie Blaine, Maryville Site Coordinator, effective May 7, 2016. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to accept the resignation of Lynda Snuffer, Early Childhood Development Coordinator, effective May 12, 2016. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to accept the resignation of Andrea Brown, Upward Bound Academic Advisor, effective April 26, 2016. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to employ Dr. Lindsay Oram of Columbia, Missouri as a full-time tenure-track psychology faculty member effective fall 2016; her placement on the faculty salary schedule will be DI-6. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to employ Brittany Page of Farmington, New Mexico as full-time tenure-track English faculty member effective fall 2016; her placement on the faculty salary schedule will be MI-6. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to employ the presented list of full-time faculty for the 2016-17 year, pending any staffing reductions related to loss of state/federal revenue, with all salaries to be determined at a later date. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to employ Heather McCollum of Milan, Missouri as full-time Upward Bound Academic Advisor effective May 1, 2016; this is an AMP position with her placement in Group 5 (\$31,500 annually). Six votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to employ Denise Toole as adjunct instructor in the accounting department. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to employ Timothy Smith as adjunct instructor in the religion department. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Steve Busch seconded the motion to approve revised job descriptions for the TRiO Administrative Assistant, early childhood instructor, nursing instructor/supervisor of the Maryville Skills Lab, and three Maryville nursing instructors. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Don Dalrymple seconded the motion to add this statement: *"serve as a Campus Security Authority (CSA) and fulfill reporting obligations as required by the Clery Act"* to all the job descriptions presented. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to set President Neil Nuttall's official retirement date as June 30, 2016; President-Elect Lenny Klaver's official start date as May 16, 2016; and change the signatory authority for NCMC business from Dr. Nuttall to Dr. Klaver effective May 16, 2016. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to change the meeting time of the next regular Board meeting (on May 23) to 4:30 p.m. Six votes were cast in favor and none opposed.

An Executive Session was not needed and was not held.

Don Dalrymple moved and Steve Busch seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were in favor and none opposed. President Maloney declared the meeting adjourned at 6:54 p.m.

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

NORTH CENTRAL MISSOURI COLLEGE

May 9, 2016

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Maloney at 5:50 p.m. in the Lager Building at the Barton Farm Campus. The roll call showed the following members present: Chris Hoffman, Don Dalrymple, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Neil Nuttall, College President; Vicki Weaver, Board Secretary/Clerk; Teresa Cross and Randy Young, administrative staff; Tricia Key, classified staff; Julie Ashbrook, Cathy Bailey, Phyllis Bendure, Gary Black, Harry Bratton, Nan Carter, Bruce Constant, Cara Farmer, Glenda Homedale, Jean Peace, and Allan Seidel, all with the NCMC Foundation Board of Directors; and Phil Hoffman, Dr. Nicole Neal, and Linda Ropp, patrons.

Reports and updates were given on various Foundation projects. It was suggested that a new NCMC strategic plan be adopted and implemented after the arrival of the new college president later this month.

Diane Lowrey left the meeting at 6:45 p.m.

Chris Hoffman made a gift presentation to retiring college president Dr. Neil Nuttall.

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 Maloney declared the meeting adjourned at 7:15 p.m.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
May 23, 2016

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 Rob Maloney at 4:31 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Jamie Hooyman, Vice President of Institutional Effectiveness; Tyson Otto, CFO/Director of Operations; Brooke McAtee, administrative staff; Bev Hooker, representing Head Start; and John Anthony and Ronda Lickteig, representing the news media.

Diane Lowrey 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 Don Dalrymple seconded the motion to approve the Minutes of the meetings of April 26 and May 9 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 and monthly bills for North Central Missouri College, Head Start, and WIOA as presented. Six votes were cast in favor and none opposed.

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

Vice President of Institutional Effectiveness Jamie Hooyman talked about intersession, summer session, Commencements, OAR sessions, nursing early admissions, and progress at Geyer Hall.

Tyson Otto, CFO/Director of Operations, briefly commented on Geyer project finances.

A written report was presented on behalf of Development Director Teresa Cross.

President Lenny Klaver told the Board of his first week on the job including meeting staff members, planning for adjustments related to the resignation of Dr. Jamie Hooyman, his attendance at the MCCA Spring Conference later in the week, and his management philosophies.

Steve Busch moved and Don Dalrymple seconded the motion approve Board Policy Manual changes for sections 6.1.70 and 6.4.62 as presented. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to renew Preferred-Care Blue employee health insurance from Blue Cross Blue Shield of Kansas City

for FY17 at a monthly cost per employee of \$484.08 for PPO Plans and \$443.73 for Health Saving Account Plans (with NCMC contributing \$42.50 for employees choosing the HSA plan for a total cost of \$486.23). Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept a bid from McConnell & Associates of North Kansas City to clean, crack fill, seal coat, and stripe asphalt pavements for four parking lots at a total cost of \$38,551.62. Six votes were cast in favor and none opposed.

Steve Busch moved and Dr. John Holcomb seconded the motion to accept a sole source bid of \$22,932 from Schillers Audio Visual of Sedalia, Missouri for replacement information technology equipment. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Dr. John Holcomb seconded the motion to approve the purchase of office/classroom/library furnishings for Geyer Hall from Krueger International of Green Bay, Wisconsin for a total price of \$251,694.46. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Don Dalrymple seconded the motion to set a special Board meeting for noon on June 8 at the Head Start Central Office meeting room. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve a *Change in Scope* application for the Green Hills Head Start program. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to reluctantly accept the resignation of Vice President Jamie Hooyman effective July 1, 2016. Five votes were cast in favor and one (Chris Hoffman) opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve an updated organizational chart. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to employ Nathan Marsh of Chillicothe, Missouri as Network Administrator effective June 1, 2016; this is a full-time administrative/management/professional position with salary placement in Group 4 (\$37,500 annually with an additional \$1,000 to be granted upon his completion of Windows Server 2012 certification). Six votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to accept the resignation of Tanya Bartlett, Head Start Teacher/FSA, effective May 23, 2016. Six votes were cast in favor and none opposed.

An Executive Session was not needed and was not held.

Don Dalrymple moved and Diane Lowrey seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were in favor and none opposed. President Maloney declared the meeting adjourned at 5:23 p.m.

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

NORTH CENTRAL MISSOURI COLLEGE

June 8, 2016

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Maloney at 12:10 p.m. in the Head Start Central Office. The roll call showed the following members present: Steve Busch, Chris Hoffman, Don Dalrymple, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Also present were Lenny Klaver, College President; Vicki Weaver, Board Secretary/Clerk; Alan Barnett, Administrative Staff; and Bev Hooker, representing Head Start.

Steve Busch moved and Don Dalrymple seconded the motion to approve the 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 Head Start COLA grant application. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the Head Start Extended Duration of Services grant application. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to accept the bid of \$23,864 from Corbel Solutions of Seattle, Washington, for refurbished network equipment for Geyer Hall. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept the bid of \$114,046 from Schillers of Sedalia/St. Louis for the purchase of projectors and Smartboards and the installation of other existing classroom equipment for Geyer Hall. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to accept the resignation of Karla McCollum, Director of Admissions, effective July 1, 2016. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to accept the resignation of Adam Gaston, PC Specialist II, with his last working day as June 6. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to promote Brandon Huffman from PC Specialist I to PC Specialist II; his salary will be moved on the Classified Staff salary schedule to 5A-5 effective July 1, 2016. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to employ Jaimee Norton of Plattsburg, Missouri as full-time tenure-track nursing educator on an 11-month contract effective July 1, 2016; her placement on the faculty salary schedule will be at BG-10. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Steve Busch seconded the motion to create two new positions, Admissions Representative/Recruiter and I.T. Systems Administrator. Six 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. Six votes were cast in favor and none opposed. President Maloney declared the meeting adjourned at 12:49 p.m.

Workforce Development Board  
Meeting Minutes  
June 7, 2016

Red Top Saloon and Grill

The Northwest Region Workforce Development Board (WDB) met Tuesday, June 7, 2016 at Red Top Saloon and Grill, Cameron, MO. At roll call there were fifteen (15) Board Members participating; two (2) Presiding Commissioners; eight (8) Ex-officio (non-voting) members and guests; and four (4) WDB staff present. Those participating included the following:

Board Members

Gregg Roberts	Anita Coulter	Rob Zifas	Kent Osborn	Jeff Andrews
Gary Clapp	John Dickmeyer*	Chad Boyd	Debb Trautloff	Lisa McGhee
Juanita Assel	Nshan Erganian	John Zeliff	Betty Wymore	Laurie Findling

Presiding Commissioner

Wade Wilken, Jr., Clinton County Presiding Commissioner  
Jack Hodge, Harrison County Presiding Commissioner

Ex-officio (non-voting) Members and Guests

Connie Epperson, DWD	Shari Schenewerk, DWD	Randy Railsback, GHRPC
Robin Hammond, SJYA	Becky McAtee, GHRPC	Tom Bliss, Mo-Kan*
Kim Mildward, NWRCOG	Janice Spearman, Mo-Kan	

\*Participated via conference call

WDB Staff

Lisa Hostetler	Jeanie Griffin	Miranda Brummett	Brent Stevens
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Business Meeting – Roll call was taken and a quorum established with nine (9) private sector members and six (6) partner sector members participating.

Executive Committee Report

The Northwest Workforce Development Board (NW WDB) Executive Committee conducted business via conference call on Tuesday, May 31, 2016; Board Chair John Zeliff directed members to a hand- out on the tables with the report of that call (below).

The Northwest Workforce Development Board (NW WDB) Executive Committee met by conference call at 2:00 pm on Tuesday, May 31, 2016. Committee members participating included: John Zeliff, NW WDB Chair; Gregg Roberts, NW WDB Vice-Chair; Juanita Assel, NW WDB Secretary; John Dickmeyer, NW WDB Treasurer; Kent Osborn; Lisa McGhee; and Debb Trautloff.

Staff participating included: Lisa Hostetler; Jeanie Griffin; Miranda Brummett; and Brent Stevens. The first draft of the NW WDB Local Plan PY2016 – PY2020 was sent to Board Members and Presiding Commissioners on May 18, 2016. Hostetler explained the planning process as dictated by the Department of Labor and Missouri Division of Workforce Development. Input from the Chief Local Elected Officials, stakeholders, Board Members, and the public are required. Stakeholder input was sought through the One-Stop System Team meetings during October, 2015 through April, 2016. The NW WDB Local Plan was vetted through the Chief Local

Elected Officials (CLEO) Coordinating Committee on May 24, 2016; they voted their approval of the plan as presented.

The NW WDB Executive Committee Members reviewed and discussed the plan by section; the attachments related to each section were also reviewed. Highlights of the discussion were:

- \* MERIC economic, labor market and workforce data in the local plan (made available to each WDB region in the state) and the difference in annual income in small rural NW counties Atchison and Holt; Miranda provided a possible explanation

- \* Local region geography and sub-regional approach to service delivery based on unique characteristics of each sub-region

- \* Workforce board structure, representation, and standing committees

- \* One-Stop Job Centers in the NW region, the co-located partners in those centers, and services provided at each of the four (4)

- \* Chillicothe and St. Joseph have DWD (state) and partner staff housed in those centers and the cost-sharing agreements are an attachment to the plan; the prior year cost-sharing agreement is included – DWD will conduct new year cost-sharing discussions with Workforce Development Board regions in late summer, 2016

- \* Administration and local policies as well as the related attachments

- \* One-Stop service delivery strategies and the Next Generation Career Center (NGCC) model

- \* Sector strategy work and disappointment in consultant's ability to deliver meaningful support for such; what recourse is available if any; other Missouri WDB regions' sector strategy work and perception of Maher & Maher involvement

- \* On-the-Job placements and WIOA performance; the negotiated performance rate has not changed with the inception of WIOA; new measures and Federal to State, then State to local negotiations will occur in PY2017

- \* WIOA Title I Adult/Dislocated Worker/Youth services and activities in the NW region

- \* How the Local Plan will be used and presented to the full Board; anticipated reactions from the Board

- \* The Local Plan is dated 2016 – 2020, will it ever be revised; and if so, how/why; Jeanie provided response

- \* What do the other Missouri WDB regions' local plans look like and can they be viewed. Brent provided a link to the other regional plans via Missouri WDB regional websites

The Executive Committee voted their approval of the plan. Hostetler noted that the NW WDB Local Plan and public notice of such is posted on the NW WDB website ([www.nwwib.org](http://www.nwwib.org)).

The meeting was adjourned at 2:47.

After a brief discussion of the Local Plan and Executive Committee Report in full Board session, members offered their thanks and gratitude for a job well done by NW WDB staff. WDB Director Lisa Hostetler offered her thanks to WDB staff Jeanie Griffin, Miranda Brummett, and Brent Stevens plus the One-Stop System Team members who provided significant input in the Local Plan.

No action was required nor taken.

### Consent Agenda

Motion was made by Lisa McGhee, seconded by Gary Clapp to approve the minutes from the March 1, 2016 NW WDB meeting; expenditure reports for WIOA Youth and NGCC; NW WDB PY15 expenditures to date;

DWD annual financial monitoring of the NW WDB; and DWD approval of the NCMC audit. The motion passed by roll call vote with fifteen (15) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

Dr. Clapp offered congratulations to WDB staff on a very clean financial monitoring report; NW WDB Fiscal Manager Jeanie Griffin was recognized for the work.

Updates and Other Business:

1. Clinton County Presiding Commissioner Wade Wilken, Jr., and Harrison County Presiding Commissioner Jack Hodge reported no activities related to workforce development in their counties.

No action was required nor taken.

2. TIOA Title I Adult, Dislocated Worker, and Youth program updates were provided by Janice Spearman, St. Joseph Job Center Functional Leader; Kim Mildward, Maryville Job Center Functional Leader; Becky McAtee, Trenton & Chillicothe Job Centers Functional Leader; and Robin Hammond, St. Joseph Youth Alliance Executive Director.

No action was required nor taken.

3. Director of the St. Joseph area Adult Education and Literacy (AEL) Program, Betty Wymore, provided an update on AEL classes in Trenton on the North Central Missouri College (NCMC) campus. AEL class informational meetings were held on May 10, 11, and 12 at NCMC; 22 individuals attended the meetings to learn about classes and student expectations. An AEL instructor was hired in late April and has begun his teaching duties. Wymore reported the enrollment/registration dates for the upcoming year and expressed gratitude for support from NCMC and the WDB to make classes available in the Green Hills sub-region.

No action was required nor taken.

4. Clinton County Presiding Commissioner Wade Wilken and Board Members Kent Osborn, Debb Trautloff, Gregg Roberts and Rob Zirfas (as well as WDB staff) represented the Northwest region at the Missouri Association for Workforce Development (MAWD) Conference in May. Each attendee reported their experience and offered Becky McAtee, Missouri Association for Workforce Development (MAWD) Board Member and Trenton/Chillicothe Job Centers Functional Leader, a vote of gratitude for her work on the MAWD Conference Planning Committee. Hostetler expressed appreciation for the Commissioner's and Board Members' participation and representation at the annual conference.

No action was required nor taken.

5. Board Chair John Zelif introduced the September WDB retreat agenda item by noting that the first two (2) were 'home runs'. Planning for the 3rd annual retreat was discussed, with the option of utilizing the retreat as a manufacturing sector strategy employer launch. Board members agreed to hold the retreat in St. Joseph to attract a large number of manufacturing representatives and to consider inviting Jasen Jones, SW WDB Executive Director, to lead the employer launch.

Hostetler will recruit a team of volunteers to act as a Retreat/Employer Launch committee, which will be charged with planning and coordination activities. The proposed dates of

week of September 12th or September 19th were discussed; a poll will be sent to Board Members and interested parties to determine the date best suited for the majority.

No action was required nor taken.

6. NW WDB EO Officer Brent Stevens presented an Equal Opportunity data analysis overview. This report was prepared by the Northwest Workforce Development Board in accordance with the local Methods of Administration Element 7 (Monitor Recipients for Compliance) as well as 29 CFR part 37.37. The purpose of the data analysis is to determine possible adverse impact leading to discrimination based on race, national origin/ethnicity, sex, age, and disability status of a participant in programs funded in whole or in part under Title 1 of the Workforce Innovation Opportunity Act (WIOA).

Data was collected on a regional level for the following programs for program year 2014 (July 1, 2014-June 30, 2015):

- WIOA Adult
- WIOA Youth
- Wagner-Peyser
- Dislocated Worker
- Veterans
- Unemployment Insurance Worker Profiling

Each program had two key performance indicators collected based on demographics. Both key performance indicators were then analyzed by using the 80% rule as well as standard deviation, to determine possible adverse impact leading to discrimination against a protected class. When analyzing performance, only demographics who made up more than 2% of the total were calculated.

Stevens reported that the completed analysis demonstrates that NW WDB subcontractor and partner staff provide equal opportunity to services and programs regardless an individual's race, national origin/ethnicity, sex, age, or disability status.

No action was required nor taken.

7. Stevens and Hostetler discussed a discrimination case against a NW WDB WIOA Youth subcontractor and requisite conciliation agreements between that subcontractor, the NW WDB, and the Missouri Division of Workforce Development. Board members were directed to material in the meeting packet that detailed the case (maintaining confidentiality of the complainant/charging party). Stevens provided a timeline of the case to date, indicating that the Division of Workforce Development is working toward resolution between the parties involved.

No action was required nor taken.

### WIOA-Mandated Business

1. The NW WDB Audit Summary of WIOA Title I subcontractors was presented by NW WDB Fiscal Manager Jeanie Griffin. Audit reports from Green Hills Regional Planning Commission (GHRPC), Trenton; Northwest Regional Council of Governments (NW RCOG), Maryville; Mo-Kan Regional Council (Mo-Kan), St. Joseph; St. Joseph Youth Alliance (SJYA), St. Joseph; and Green Hills Community Action Agency, Trenton were

reviewed and expenditures reconciled. There were no findings amongst the audits conducted by Griffin. Motion was made by Betty Wymore, seconded by Kent Osborn to approve the audit summary report. The motion passed by roll call vote with fifteen (15) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

2. A comprehensive summary evaluation of subcontractors Mo-Kan, GHRPC, and NW RCOG was presented; Hostetler and Griffin explained that the WIOA Adult & Dislocated Worker program subcontractors were evaluated on their program monitoring reports, their fiscal practices and expenditures, and the Functional Leader performance. Each of the WIOA Title I Adult & Dislocated Worker subcontractors named above scored 4.5 points or higher on a 1 to 5 scale (where 1 is lowest and 5 is highest). The scores indicate excellent performance by those subcontractors.

Another comprehensive summary evaluation of subcontractors was presented – this for the WIOA Title I Youth program subcontractors. The scores for GHRPC, NW RCOG, and St. Joseph Youth Alliance were explained, with additional discussion about GHRPC scores that indicated an “N/A”. GHRPC has operated the program for a short period of time, giving evaluators a minimal amount of data on which to base a numeric score.

Hostetler expressed confidence in all WIOA Adult, Dislocated Worker, and Youth program subcontractors.

Motion was made by Anita Coulter, seconded by Debb Trautloff to approve the WIOA Title I Adult, Dislocated Worker, and Youth program evaluations. The motion passed by roll call vote with fifteen (15) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

3. Program Year 2016/Fiscal Year 2017 WIOA Title I funds have been allocated to the local WDBs. A document in the Board packet provided Adult, Dislocated Worker, and Youth fund comparisons from prior year (PY15/FY16) to upcoming year (PY16/FY17). The NW region received an 8.5% increase in WIOA Adult funds (to \$542,376); a 12% decrease in Dislocated Worker funds (to \$529,552); and an 8.2% increase in Youth funds (to \$589,083). Hostetler reported a net total change in WIOA Title I funds from PY15/FY16 to PY16/FY17 is a \$30,704 increase and total WIOA Title I funds for NW WDB region of \$1,661,012.

Motion was made by Laurie Findling, seconded by Jeff Andrews to approve the WIOA Title I Adult, Dislocated Worker, and Youth program funds. The motion passed by roll call vote with fifteen (15) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

4. The TANF Summer Jobs and State Parks Youth Corps (SPYC) 2016 budgets were presented by Griffin. The Summer Jobs program will provide work experience wages for 40 youth and staffing support to the regional Youth subcontractors to administer the program. The SPYC program will provide work experience wages for 11 youth and staffing support to the regional Youth subcontractors to administer the program.

Motion was made by Gregg Roberts, seconded by Jeff Andrews to approve the TANF Summer Jobs and State Parks Youth Corps (SPYC) 2016 budgets. The motion passed by roll call vote with fifteen (15) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

5. Hostetler explained the NW WDB 2016 administrative budget in the Board packet, noting the projected revenue source total at \$435,693 and projected expenses at the same. The WIOA Title I administrative allocations and EO Staffing funds are exact revenue figures,

while the carry-over administrative revenues for WIOA Title I, Summer Jobs, and SPYC funds are projected. The projected expenses include a proposed 5% pay increase for each NW WDB staff member. Motion was made by Gregg Roberts, seconded by Betty Wymore to approve the NW WDB 2016 administrative budget. The motion passed by roll call vote with fifteen (15) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

Meeting was adjourned.

Next Meeting –  
September Board Retreat/Manufacturing Employer Sector Strategy Launch  
Exact date and location to be determined

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President

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Secretary

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Date

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Date

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
June 28, 2016

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 Rob Maloney 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 Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Sharon Weiser, Interim Vice President for Academic Affairs; Tyson Otto, CFO/Director of Operations; Teresa Cross, Kristi Harris and Brooke McAtee, administrative staff; Bev Hooker, representing Head Start; Lisa Hostetler, representing WIOA; and John Anthony and Ronda Lickteig, representing the news media.

Steve Busch 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 Diane Lowrey seconded the motion to approve the Minutes of the meetings of May 23 and June 8 and the draft Minutes of the WDB meeting of June 7 as presented. Six votes were cast in favor and none opposed.

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

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

Interim Vice President for Academic Affairs Sharon Weiser talked about an active shooter exercise scheduled for the fall inservice, two quality assessment initiatives, and summer enrollment.

Brooke McAtee from the nursing/allied health science department discussed difficulties in recruiting/retaining nursing educators and requested the Board consider allowing staff and faculty in the nursing/allied health department to work a 4-day week. Don Dalrymple moved and Dr. John Holcomb seconded the motion to allow employees of the nursing/allied health department to do a trial run on a four-day work week with the understanding that the department will continue to operate five days a week. Six votes were cast in favor and none opposed.

Tyson Otto, CFO/Director of Operations, reported that the new shelter house at the Barton Farm Campus is complete and parking lot sealing will begin next week.

Development Director Teresa Cross discussed the capital campaign and Geyer Hall, the scholarship campaign, activities of the Traveling Pirates, and the Golf Tournament.

President Lenny Klaver told the Board he is continuing to meet with staff members and Foundation members. He also talked about MCCA, an economic development

meeting, his expectations for work in the development area, an upcoming trip to Jefferson City, and his interest in data assimilation.

Dr. John Holcomb moved and Steve Busch seconded the motion approve Green Hills Head Start's annual self-assessment results and suggestions for improvement as presented. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the WIOA PY16 budget and salaries reflecting revenues and expenditures balanced at \$435,693 (including projected carry-over funds). Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Steve Busch seconded the motion to approve a bond resolution to renew the terms of the bond agreement with UMBank. Six votes were cast in favor and none opposed.

Steve Busch moved and Dr. John Holcomb seconded the motion to purchase a John Deere XUV Gator through a Missouri/Oklahoma governmental purchasing contract from Sydenstricker Farm and Lawn of Chillicothe at a total cost of \$19,920.39. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to waive the usual practice of requiring a second reading of Policy Manual changes and approve revised Board Policy #5.2.50 (*see attached*). Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to accept the resignation of Megan Cairns, Head Softball Coach/faculty member, effective June 30, 2016. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to approve the transfer of Steve Richman from Head Men's Basketball Coach to Head Women's Softball Coach effective July 2, 2016; there will be no salary change. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the transfer of Ryan Woodward from Database Administrator to Systems Administrator effective July 1, 2016; this is a full-time Group 5 AMP position with no salary change. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the transfer of Jaime Cunningham from Cashier/Admissions to Admissions Recruiter effective August 1, 2016; this is a full-time Group 5 AMP position with her salary to be \$30,000 annually. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the transfer of Kristie Cross from Marketing Specialist to Director of Admissions effective July 11, 2016; this is a full-time Group 4 AMP position with her salary to be \$42,000 annually. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to employ Noel Staddie of Laclede, Missouri as Early Childhood Education Instructor effective August 17, 2016; this is a full-time tenure-track position with her salary set at MI-10 on the faculty salary schedule. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to employ Samantha Brown as part-time clinical adjunct instructor in the nursing/allied health sciences department. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ Joseph (Danny) Perry as part-time clinical adjunct instructor in the nursing/allied health sciences department. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to employ Amanda Donovan as part-time clinical adjunct instructor in the nursing/allied health sciences department. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ Debra Herring as part-time clinical/lab adjunct instructor in the nursing/allied health sciences department. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Dr. John Holcomb seconded the motion to approve a revised job description and new line of report for the position of CTE Recruiter/Retention Specialist. Six votes were cast in favor and none opposed.

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

Don Dalrymple moved and Steve Busch seconded the motion to approve the unrestricted FY17 budget and salaries reflecting revenues of \$9,676,475 with expenses of \$10,073,658 and the auxiliary budget reflecting revenues of \$2,829,725 with expenses of \$2,759,242 as presented. Six votes were cast in favor and none opposed.

Diane Lowrey 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, .3 which allow the Board to do so. Roll call vote showed Busch, aye; Holcomb, aye; Lowrey, aye; Hoffman, aye; Dalrymple, aye; and Maloney, aye.

President Rob Maloney called the Executive Session to order at 7:10 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Also present were Lenny Klaver, President, Vicki Weaver, Board Secretary/Clerk, and Tyson Otto, CFO/Director of Operations.

Legal and personnel matters were discussed and no action was taken.

Chris Hoffman 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 Maloney called the regular session to order in the President's Office, Frey Administrative Center, at 7:29 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 Lenny Klaver, President, Vicki Weaver, Board Secretary/Clerk, and Tyson Otto, CFO/Director of Operations.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to re-employ Deanna Scroggie as nursing educator for FY17; this is a 9-month full-time faculty position. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were in favor and none opposed. President Maloney declared the meeting adjourned at 7:31 p.m.

President

Secretary

Date

Date

*Board Policy Manual Change:*

5.2.50 Applicant Travel Policy

5.2.51 North Central Missouri College may reimburse employment applicants for expenses related to employment interviews, teaching demonstrations, and/or other events related to employment recruitment for which an applicant must physically travel to campus. The expense reimbursement is available up to two (2) job candidates per listing of open position.

5.2.52 Travel expenses that qualify for reimbursement may include airfare at the coach rate (with all flights arranged by the candidate); mileage established at the approved IRS rate; and hotel expense for one night for rate of stay and tax charge only (no extra amenities included).

5.2.53 Applicant travel reimbursement shall not exceed \$1,000 per candidate. However, additional reimbursement above \$1,000 may be given to presidential candidates and other leadership positions as the Board of Trustees deems necessary for quality recruitment.

5.2.54 Reimbursement may be made for positions including administrative leadership, in-demand faculty positions, and other top level management positions.

5.2.55 An applicant offered employment who then declines the offer will not be reimbursed for travel expenses.

5.2.56 Applicant travel reimbursement shall be awarded until budgetary funds are exhausted for the fiscal year.