

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
July 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 Rob Maloney at 5:30 p.m. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Sharon Weiser, Interim Vice President for Academic Affairs; Tyson Otto, CFO/Director of Operations; Brooke McAtee, Dean of Nursing and Health Sciences; Teresa Cross and Kristi Harris, administrative staff; Tina Totten, faculty; Bev Hooker, representing Head Start; and John Anthony and Ronda Lickteig, representing the news media.

I. Call to Order
Roll Call

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

Approval of
Agenda

Diane Lowrey moved and Chris Hoffman seconded the motion to approve the Minutes of the meeting of June 28 as presented. Five votes were cast in favor and none opposed.

II. Minutes

Dr. John Holcomb 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.

III. Approval of
Financial
Reports and
Bills

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the payment of 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.

IV. Communi-
cations and
Reports

Interim Vice President for Academic Affairs Sharon Weiser talked about new performance funding measures.

Brooke McAtee, Dean of Nursing and Health Sciences, outlined a new Nursing Education Incentive Grant Program which would result in a \$5,000 supplement to the base pay for NCMC nursing educators. She also discussed her plan, if her grant application is not approved, to implement a one-time fee of \$400 for students in each nursing program to support the cost of the \$5,000 supplement. This program would be effective September 2016. Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the grant application to supplement base salaries for NCMC nursing educators. Five votes were cast in favor and none opposed.

Nursing
Education
Incentive
Program

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

Development Director Teresa Cross discussed the capital campaign, a joint event with the library, an upcoming Foundation Board meeting, a new trip for the Traveling Pirates, and the annual golf tournament.

President Lenny Klaver presented a written report; he highlighted issues from an MCCA Presidents' Retreat, the new Admissions team, and progress at Geyer Hall.

The Board looked at the annual Year in Review report.

VI. New
Business:
Year in
Review

Dr. John Holcomb moved and Don Dalrymple seconded the motion to set the annual levy hearing for 5:15 p.m. on Tuesday, August 23. Five votes were cast in favor and none opposed.

Set Levy
Hearing

Kristi Harris provided a short tutorial for Board training on-line.

Board
Training

Chris Hoffman moved and Don Dalrymple seconded the motion to approve the renewal of athletic health insurance for the 2016-17 year from Dissinger Reed of Overland Park, Kansas at a cost of \$17,737. Five votes were cast in favor and none opposed.

Athletic
Health
Insurance
Renewal

Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept a bid from Chris' Lawn Care and Landscape LLC of Kearney, Missouri for Geyer Hall landscaping at a total cost of \$38,415.50. Five votes were cast in favor and none opposed.

Geyer Hall
Landscape
Bid

Chris Hoffman moved and Don Dalrymple seconded the motion to approve the 2017-18 and 2018-19 academic calendars as presented. Five votes were cast in favor and none opposed.

2017-19
Academic
Calendars

Dr. John Holcomb moved and Don Dalrymple seconded the motion to renew MOBIUS services for the coming year at a total cost of \$17,659.38. Five votes were cast in favor and none opposed.

Library Bid

Diane Lowrey moved and Dr. John Holcomb seconded the motion to renew support and maintenance for the Heartland Onecard system from Heartland Campus Solutions at an annual cost of \$18,372.15; this is a sole source bid. Five votes were cast in favor and none opposed.

Information
Technology
Bids

Dr. John Holcomb moved and Diane Lowrey seconded the motion to purchase Blackboard Consulting services at a cost of \$16,000 plus travel expenses to provide assistance to configure *Blackboard Learn Goals*. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Dr. John Holcomb seconded the motion to renew software maintenance for Dynamics Great Plains and CRM from Associates Solutions, Inc. of Lenexa, Kansas at an annual cost of \$10,912.48. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to pay invoices from Assessment Technologies Institute (ATI) of Leawood, Kansas for allied health testing supplies at a total cost of \$197,297. Five votes were cast in favor and none opposed.

Allied
Health Bids

Don Dalrymple moved and Diane Lowrey seconded the motion to purchase access to the *Cumulative Index to Nursing and Health Sciences Literature* database through EBSCO Information Services of Dallas, Texas at a total cost of \$10,643; this is a sole source bid. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to purchase a Simman 3 from Laerdal Medical Corporation at a cost of \$106,845.18; this is a sole source bid. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to purchase three intramuscular injection training buttocks from Pocket Nurse at a total cost of \$14,550; this is a sole source bid. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to purchase Nursing Totes with supplies from Medical Equipment Affiliates of Tahlequah, Oklahoma at a total cost of \$16,537.70. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Don Dalrymple seconded the motion to approve the transfer of Jeremy Esry from Assistant to Head Men's Basketball Coach effective July 26, 2016; his annual salary will be \$32,000, plus a \$4,896 coaching stipend, and he will retain his duties as Assistant Director of the KCC. Five votes were cast in favor and none opposed.

Personnel

Dr. John Holcomb moved and Don Dalrymple seconded the motion to employ Nathan Gamet as an adjunct instructor in the physical education department. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Don Dalrymple seconded the motion to approve a draft job description for, as well as the recruitment for, a Sports Information and Marketing Coordinator/Assistant Coach. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to employ Sandra Wake of Maryville as full-time tenure-track nursing instructor effective August 9, 2016; her salary will be set at BG-10 (\$37,267) on the faculty salary schedule. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Don Dalrymple seconded the motion to approve the employment of Carmen Austin of Trenton as TRiO administrative assistant effective August 1, 2016; this is a full-time classified staff position with her salary set at 4B-4 (\$11.77/hour) on the classified staff salary schedule. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the employment of Lisa McLain of Cainsville as a full-time teacher/FSA for the Green Hills Head Start's Bethany center. Five votes were cast in favor and none opposed.

An Executive Session was not needed and was not held.

VII. Executive
Session

Diane Lowrey moved and Don Dalrymple seconded the motion to adjourn the regular meeting of the Board of Trustees. Five votes were in favor and none opposed. President Maloney declared the meeting adjourned at 7:05 p.m.

VIII. Adjourn-
ment

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

NORTH CENTRAL MISSOURI COLLEGE

August 23, 2016

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 Vice President Don Dalrymple at 5:15 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, and

Diane Lowrey. Rob Maloney was absent. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Sharon Weiser, Interim Vice President; Tyson Otto, CFO/Director of Operations; Brooke McAtee, Dean; Beth Caldarello, librarian; Sue Nichols, faculty; Teresa Cross and Kristi Harris, staff; Bev Hooker, representing Head Start; and John Anthony and Ronda Lickteig, representing the news media.

Vice President Dalrymple announced that the proposed tax levy rate for the 2016 year is \$.3968 per hundred of assessed valuation and opened the floor for public comments. There were no comments.

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

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

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
August 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 5:32 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 of Academic Affairs; Tyson Otto, CFO/Director of Operations; Brooke McAtee, Dean; Beth Caldarello, librarian; Sue Nichols, faculty; Teresa Cross and Kristi Harris, 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. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to approve the Minutes of the meetings of July 26 as presented. Six votes were cast in favor and none opposed.

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

Steve Busch 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 items were reviewed by Dr. Bev Hooker.

During the report of the Interim Vice President of Academic Affairs, Dr. Weiser briefly reviewed special appointments held by NCMC faculty, and awarded the NISOD medal to Sue Nichols. Librarian Beth Caldarello discussed a supplemental instruction program.

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

Development Director Teresa Cross spoke about a donation from Nan Carter for the capital campaign, the Gifts in Action campaign, a special event planned for September 22, an Open Line program, a Foundation Board meeting, the Traveling Pirates, the golf tournament, a uClick TV program, and Holiday Hoops.

President Lenny Klaver discussed legislative issues/meetings, a visit to Smithfield Farms, SB997, Geyer Hall, inservice, fall enrollment, an athletic department meeting, strategic planning, and federal reporting. Executive Assistant Kristi Harris made a short presentation regarding the upcoming Presidential Investiture Ceremony/Geyer Hall Open House.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to set the tax levy for the 2016 year at \$.3968 per hundred of assessed valuation. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to purchase a NEVCO scoreboard for the Ketcham Community Center with reserve funds, with the understanding that the NCMC Foundation will reimburse the College for most of the cost. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the transfer of Ryan Suttentfield to Sports Information and Marketing Coordinator effective September 1, 2016; he will retain his position as assistant men's baseball coach. This is a full-time administrative/management/professional staff position placed in AMP Group 5 with his total annual salary set at \$30,000. Six votes were cast in favor and none opposed.

Steve Busch moved and Dr. John Holcomb seconded the motion to approve a salary adjustment for the Ketcham Community Center Coordinator position held by Lesli Wyatt Collins so it is \$32,000 annually. Six votes were cast in favor and none opposed.

Steve Busch moved and Dr. John Holcomb seconded the motion to employ Craig Sager of Trenton as Marketing Specialist effective August 30, 2016; this is a full-time administrative/management/professional position with Sager's salary placement in AMP Group 5 (\$38,000 annually). In addition, Sager will be the men's golf coach with a coaching stipend of \$2,500, making his total salary \$40,500. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to employ Eric Penrod of Fort Collins, Colorado as Residence Life Coordinator/assistant men's basketball coach effective August 24, 2016; this is a full-time administrative/management position placed in AMP Group 5 with his total annual salary set at \$27,253 plus use of the Ellsworth Residence Life coordinator apartment and a meal plan for the duration of the academic year. 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 6:24 p.m.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
September 27, 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 of Academic Affairs; Tyson Otto, CFO/Director of Operations; Kristen Alley, Dean of Student Affairs; Brooke McAtee, Dean; Jeff Grell, Maryellen Harman, Lindsay Oram, Brittany Page, and Noel Staddie, faculty; Eldo Eaglen, Jeana Noel, Dennis Pogue, Sydnie Stewart, and Rebecca Tate, students; Teresa Cross and Kristi Harris, 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. 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 August 23 as presented. Six votes were cast in favor and none opposed.

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

Chris Hoffman moved and Don Dalrymple 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 items were reviewed by Dr. Bev Hooker.

During the report of the Interim Vice President of Academic Affairs, Dr. Weiser asked new faculty members to introduce themselves.

Dr. Kristen Alley, Dean of Student Affairs, asked Student Senate members to introduce themselves. Also, she reported on student engagement activities, updates to the O.A.R. program, and challenges met by the Student Services department.

Chris Hoffman moved and Don Dalrymple seconded the motion to waive the usual practice of a *second reading* for a Board Policy Manual change and proceed with immediate approval for the updated version of Policy #3.16.00, Nondiscrimination (see attached). Six votes were cast in favor and none opposed.

Development Director Teresa Cross spoke about the capital campaign, the ribbon cutting/investiture ceremonies, Treasures of 1925, Traveling Pirates, and the annual Golf Tournament. John Anthony, representing KTTN, presented NCMC with audio recordings of the ribbon cutting and investiture ceremonies.

President Lenny Klaver thanked the Board for their participation in his investiture. He discussed legislative issues, fall enrollment, strategic planning, visits to vocational/technical schools, and his emphasis on strong communication across all departments.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the revised extended duration of services application for Green Hills Head Start. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Don Dalrymple seconded the motion to declare an Oce' wide format plotter/printer as surplus property so it can be disposed of properly. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to pay an invoice from the Daviess County Livestock Market for \$10,706.60 for 15 head of feeder cattle. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to renew NCMC's internet connection (with support) at an annual cost of \$50,944.96 from MoreNet, the state service provider. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to renew NCMC's Student Information System maintenance contract at an annual cost of \$49,593.56 from Ellucian of Malvern, Pennsylvania. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to renew a three-year contract with Blackboard for Blackboard Learn (including cloud hosting); Year One cost is \$46,568.85. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve a three-year contract for Blackboard Collaborate from Blackboard; Year One cost is \$13,500. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to accept the resignation of Ellen Hamilton, Upward Bound Program Coordinator, effective October 10, 2016. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the transfer of Carmen Austin to Upward Bound Program Coordinator effective October 10, 2016; this is a full-time administrative/management/professional staff position placed in AMP Group 5 (annual salary set at \$26,500). Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to employ Rickiann Miller of Brooker, Texas as Personal Computer Specialist II effective November 1, 2016; this is a full-time classified staff position with her salary set at Range 5A-7 (\$13.13/hour). Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ Lisa Geiser of California, Missouri as Database Administrator effective October 31, 2016; this is a full-time administrative/management position placed in AMP Group 5 (\$33,660 annually). Six votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to employ Stephanie Brobst and Kaley Dixon as adjunct/clinical instructors at the rate of \$250 per clinical day. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal, real estate, and personnel items, citing statutes 610.021.1, .2, .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 6:30 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, and Vicki Weaver, Board Secretary/Clerk.

Personnel, real estate, and legal 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 Maloney called the regular session to order in the President's Office, Frey Administrative Center, at 7:04 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, and Vicki Weaver, Board Secretary/Clerk.

Diane Lowrey moved and Steve Busch seconded the motion to promote Megan Pester to a new position, Director of Advising and Retention, and add \$3,000 to her annual salary, effective October 1, 2016. Development of the job description for the new position is underway and will be available at the next Board of Trustees meeting. Six votes were cast in favor and none opposed.

The Board briefly discussed naming opportunities for remodeled facilities as well as a future Board retreat.

Chris Hoffman 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 7:16 p.m.

President

Secretary

Date

Date

Board Policy Manual change:

3.16.00 Nondiscrimination: This policy is designed to express the College's intent and commitment to comply with the requirements of federal, state, and local non-discrimination laws. It shall be applied co-extensively with those non-discrimination laws and shall not be interpreted as creating any rights, contractual or otherwise, that are greater than exist under those laws.

3.16.10 North Central Missouri College does not discriminate in its programs, activities and facilities on the basis of race, color, national origin, sex, disability, religion, age, genetic information, veteran status, marital status, ancestry, gender identity, gender expression, or sexual orientation, as those terms are defined under applicable law, as it administers its admissions policies, educational policies, financial aid, athletic programs, student treatment and services, housing, and other institutionally administered programs or activities and employment. The College also provides equal access to the Boy Scouts and other designated youth groups. North Central Missouri College prohibits sexual harassment, including sexual violence. Sources: Title IX of the Educational Amendments of 1972; the Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; Title VII of the Civil Rights Act of 1964; discrimination prohibited by Title VI Public Law 88-352, 1964; Title IX, Public Law 88-380, 1972; the Age Discrimination Act; Missouri Statutes; and other applicable statutes and College policies. Title IX prohibits a recipient from discriminating 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.

3.16.20 Questions regarding this policy statement or compliance with its provisions may be directed to Dr. Lenny Klaver, President, Frey Administrative Center, 1213 Mabel Street, Trenton MO 64683, 660 359 3948 ext. 1200, lklaver@mail.ncmissouri.edu; or Dr. Kristen Alley, Dean of Student Affairs, Alexander Student Center Office 12, 1204 Main Street, Trenton MO 64683, 660 359 3948 ext. 1400, kalley@mail.nc

missouri.edu. Questions may also be directed to government agencies having oversight and enforcement authority with respect to the referenced laws.

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the U.S. Department of Education office that serves your area, or call 1-800-421-3481.

3.16.30 The following persons have been designated to handle inquiries regarding NCMC's non-discrimination policies and to serve as the overall campus coordinators for the respective purposes outlined below:

3.16.30.1 Title IX Title IX Coordinator: Dr. Kristen Alley, Dean of Student Affairs, Alexander Student Center, Office 12, 1204 Main Street, Trenton, MO 64683, 660-359-3948, Ext. 1400, kalley@mail.ncmissouri.edu; Deputy Title IX Coordinators: Students - Marcie Cutsinger, TRIO Director, Geyer Hall 103, 1301 Main Street, Trenton, MO 64683, 660-359-3948 Ext. 1348, mcutsinger@mail.ncmissouri.edu; employees - Dr. Sharon Weiser, Dean of Instruction, Geyer Hall 123, 1301 Main Street, Trenton, MO 64683, 660-359-3948, Ext. 1300, sweiser@mail.ncmissouri.edu; Athletics - Steve Richman, Athletic Director, Ketcham Community Center, 1322 Mable Street, Trenton, MO 64683, 660-359-3948, Ext. 1409, srichman@mail.ncmissouri.edu. Inquiries regarding Title IX can also be referred to the Assistant Secretary for Civil Rights, Office for Civil Rights, United States Department of Education.

3.16.30.2 Title VII Tyson Otto, Chief Financial Officer, Frey Building, 1213 Mabel Street, Trenton, MO, 64683, 660-359-3948 Ext. 1500, totto@mail.ncmissouri.edu

3.16.30.3 The Americans with Disabilities Act/Section 504 of the Rehabilitation Act Employees: Kristi Harris, Executive Assistant/Public Relations Director, Frey Building, 1213 Mable Street, Trenton, MO 64683, 660-359-3948 Ext. 1203; Students: Megan Pester, Accessibility Services Coordinator, Alexander Student Center, 1204 Main Street, Trenton, MO 64683, 660-359-3948 Ext. 1405.

3.16.40 In compliance with Federal Rules and Regulations, North Central Missouri College has adopted procedures for resolving complaints, including complaints of discrimination. The procedures are available to any North Central Missouri College student, employee, or applicant who feels that he or she has been discriminated against.

3.16.40.1 For more information about filing a student complaint/grievance please visit: <http://www.ncmissouri.edu/hea/Pages/student-complaint-policy.aspx>

3.16.40.2 For more information about reporting a sexual misconduct incident to the Title IX Coordinator, please visit: http://www.ncmissouri.edu/current_student/titleix/Pages/HowtoReportanIncident.aspx

3.16.50 Copies of the North Central Missouri College Notice of Non-Discrimination and Policy Statement, Complaint Policy/Grievance Procedure, or Sexual Misconduct Policy may be obtained at www.ncmissouri.edu or by contacting the President's Office. Paper copies can also be obtained by contacting the Dean of Student Affairs. Persons with print-related disabilities may request this publication in an alternate format by contacting the Accessibility Services Coordinator, at (660) 359-3948, Ext. 1405.

3.16.60 NCMC's printed materials/brochures shall contain the following statement: North Central Missouri College 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, marital status, ancestry, gender identity, gender expression, or sexual orientation in its admissions, educational programs, activities, services, or employment practices as required by law, applicable statutes, and College policy. Sexual harassment, to include sexual violence, is a form of sex discrimination and is prohibited. Inquiries concerning NCMC nondiscrimination policies should be referred to: Dr. Lenny Klaver, President, Frey Administrative Center, 1301 Main Street, (660)359-3948 x1200, or lklaver@mail.ncmissouri.edu

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
October 25, 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; Tyson Otto, CFO/Director of Operations; Kristen Alley, Dean of Student Affairs; Brooke McAtee, Dean of Nursing and Health Sciences; Rustin Jumps, faculty; Kristie Cross, Kristi Harris, Jason Helton, and Megan Pester, staff; Bev Hooker, representing Head Start; Lisa Hostetler, representing WIOA; Kevin Hopkins, student; 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. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the Minutes of the meeting of September 27 as presented. Six 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. 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 items were reviewed by Dr. Bev Hooker; she talked briefly about enrollment fluctuations.

Director of Admissions Kristie Cross and Director of Advising and Retention Megan Pester made short presentations on the work of their departments.

Chief Financial Officer Tyson Otto mentioned the Geyer Hall report, clarified a bid approved by the Board last month, and reviewed the annual employee tuition waiver report.

President Lenny Klaver talked about the ongoing strategic planning process. He also discussed travels to area industries and technical schools, a visit to NCMC by the new Commissioner for Higher Education Zora Mulligan, the first Faculty Forum of the year, the new scoreboard at KCC, and a shared governance meeting.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the FY 17 budget (\$1,948,911) and continuation grant application for Green Hills Head Start. Six votes were cast in favor and none opposed.

After review of the documents, Chris Hoffman moved and Diane Lowrey seconded the motion to approve the affiliation agreement between NCMC and Hillyard Technical Center including the Dental Hygiene program curriculum as well as current faculty and student selection procedures. Six votes were cast in favor and none opposed.

As this was the first reading of proposed changes in Board Policy Manual sections regarding the use of terms *exempt* and *non-exempt* and the addition of a new section *Overtime*, no action was taken.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to change the December Board meeting date to Tuesday, December 20. Six votes were cast in favor and none opposed.

Steve Busch moved and Dr. John Holcomb seconded the motion to renew the use of Veem backup software from CDWG of Vernon Hills, Illinois at a Higher Education Contract price of \$11,585.50. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to purchase a certified refurbished Mitsubishi robot system for \$11,000 from Rixan Associates of Dayton, Ohio. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept the resignation of Sandra Wake, nursing instructor, effective October 24, 2016. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ Rocel Wright of Trenton as Cashier effective November 1, 2016; this is a full-time classified staff position with her salary set at Range 3B-2 (\$10.44/hour). Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to employ Sarah Reeter of Chillicothe, Missouri as TRiO Administrative Assistant effective October 26, 2016; this is a full-time classified staff position placed at Range 4A-4 (\$11.31/hour). Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept a new nursing faculty salary schedule and award salary increases to nursing faculty/staff as specified retroactively for the 2016-17 school year. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Steve Busch seconded the motion to award tenure to Dr. Johanna Baugher effective with her next contract. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the revised job description for the Director of Advising and Retention. Six votes were cast in favor and none opposed.

An Executive Session was not needed and was not held.

Chris Hoffman expressed his thanks to the faculty and staff for their service to students. Diane Lowrey mentioned her appreciation of reports from different departments at Board meetings.

Visiting student Kevin Hopkins introduced himself.

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 Maloney declared the meeting adjourned at 6:32 p.m.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
November 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 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; Kristen Alley, Dean of Student Affairs; Brooke McAtee, Dean of Nursing and Health Sciences; Teresa Cross and Steve Richman, administrative staff; Bev Hooker, representing Head Start; Lisa Hostetler, representing WIOA; Bekah Anderson, Drew Bunch, Joe and Mary Cabral, Courtney Cramer, Tristan Hicks, Bethany Jacobson, Christopher Richards, and Libby Tunnell, students; and John Anthony and Ronda Lickteig, representing the news media.

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

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

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

Diane Lowrey moved and Don Dalrymple 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.

Athletic Director Steve Richman discussed NCMC's various sports and their coaching staffs. He also outlined his philosophies on the importance of academics and sports at the collegiate level.

Head Start items, including a recent food audit, were reviewed by Dr. Bev Hooker. Also, upon her request, Chris Hoffman moved and Diane Lowrey seconded the motion to set a special meeting for December 8 at noon in the Head Start Central Office. Six votes were cast in favor and none opposed.

Director of Development Teresa Cross talked about the annual estate planning seminar, scholarships, a Foundation Board meeting, and Holiday Hoops.

President Lenny Klaver told the Board about the upcoming Legislative Forum and discussed the MCCA legislative agenda, MDHE, and performance funding. Also, he made a Powerpoint presentation on the development of the new strategic plan. He is expecting to have the new plan ready for the Board's review in January.

Don Dalrymple moved and Diane Lowrey seconded the motion to approve changes/additions to the Board Policy Manual sections 5.5 and 5.11 regarding the words *exempt* and *nonexempt* (see attached). Six votes were cast in favor and none opposed.

As this was the first reading of proposed changes in Board Policy Manual section 5.4, no action was taken.

Steve Busch moved and Dr. John Holcomb seconded the motion to add a student fee for Teladoc services effective with the spring semester 2017; the charge will be \$25 for the spring and fall semesters and \$10 for the summer semester. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to declare lists of college property as surplus. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to accept the retirement of David Nowland, agriculture instructor, with regrets and gratitude for his service, effective at the end of his current contract. Five votes were cast in favor and one (Chris Hoffman) opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept the resignation of Melissa Spencer, Academic Advisor/Testing Coordinator, effective January 31, 2017. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept the resignation of Anthony Alexander, Online Services Administrator, effective December 2, 2016. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to move the Bookstore Manager position from AMP Group 5 to AMP Group 4, and adjust the salary of the current Manager to \$48,000 annually, effective December 1, 2016. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to add a new nonrenewable exempt 18-month mathematics faculty position for the period of January 2017 through May 2018. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to approve the employment of Laura Stulz as an exempt clinical/adjunct instructor at \$250/clinical day. Six votes were cast in favor and none opposed.

An Executive Session was not needed and was not held.

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 Maloney declared the meeting adjourned at 6:44 p.m.

President

Secretary

Date

Date

Board Policy Manual changes:

5.5.10 Management / Professional Staff: This employee classification is for staff members who direct or manage administrative functions or perform highly technical functions within the College community. Employees in this classification may be exempt or non-exempt.

5.11.60.2.11 Vacation charges will be recorded in 1/2 day increments for exempt staff and in hourly increments for non-exempt staff.

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

Board Policy Manual addition:

5.5.12 Overtime: Overtime is time worked in excess of 40 hours in a standard work week. Sick leave, personal leave, vacation leave, jury duty, bereavement, College holidays and closings, or any other form of paid time-off are treated as paid leave and not hours worked in regards to overtime. Only non-exempt employees, as defined by the U.S. Department of Labor, are eligible for overtime compensation.

5.5.121 Non-exempt employees may not make unauthorized decisions to work over-

time or extra hours. Overtime worked for non-exempt employees must be authorized by the supervisor with a copy of the authorization sent to the Business Office. For non-exempt employees, working outside of the normal work schedule is restricted unless it is de minimis or required by the supervisor. Examples of working outside of the normal work schedule may include working afterhours, working weekends and checking/responding to College e-mails outside of normal work hours. Working unauthorized time may subject the employee to disciplinary action. Similarly, non-exempt employees may not agree, even voluntarily, or otherwise waive their rights under the Fair Labor Standards Act.

5.5.122 To ensure compliance with federal and state labor regulations, non-exempt employees must accurately record all working time. In recording working time, insubstantial or insignificant periods of time outside the scheduled working hours that cannot practically be precisely recorded may be disregarded. Overtime is recorded on the employee's time report to the nearest one-fourth hour.

5.5.123 Non-exempt staff will receive additional compensation for authorized overtime worked. Such additional compensation is paid at one and one-half times the straight-time rate. Payment for overtime is normally included in the regularly scheduled paycheck following receipt of the employee's time report by the Payroll Department. The timesheet must indicate all overtime hours worked and must be approved by the supervisor.

5.5.124 Sick, vacation, and personal leave will not be used to pay an employee more than 40 hours/week.

5.5.125 It is expected that activities be planned, organized, and scheduled so that work may be accomplished within the standard workweek. Supervisors have the authority to determine work schedules and to make individual assignments as necessary. Supervisors may adjust an employee's schedule to maintain a standard workweek. The use of flexible time off is allowed to prevent a non-exempt employee from accumulating more than 40 hours of work within a week. The utilization of flex time must occur within the same work week that the extra hours are worked.

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

NORTH CENTRAL MISSOURI COLLEGE

December 8, 2016

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Maloney at 12:06 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 Vicki Weaver, Board Secretary/Clerk and Bev Hooker, representing Head Start.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve an application for a waiver for a portion of the Head Start non-federal share for the current fiscal year. Six votes were cast in favor and none opposed.

Dr. Hooker led a discussion/training session on Head Start program performance standards.

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 Maloney declared the meeting adjourned at 12:49 p.m.

Workforce Development Board Meeting Minutes
December 6, 2016
Missouri Star Quilt Company

The Northwest Region Workforce Development Board (WDB) met Tuesday, December 6, 2016 at Missouri Star Quilt Company Retreat Center, Hamilton, MO. At roll call there were seventeen (17) Board Members participating; three (3) Presiding Commissioners; eleven (11) 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	John Dickmeyer*	Lisa McGhee
John Zelif	Anita Coulter*	Julia Birkeness	Gary O'Toole	Juanita Assel
Betty Wymore	Steve Reznicek	Rob Zifas	Gary Clapp	Becky Cleveland
Debb Trautloff	Nshan Erganian			

*Participated via conference call

Presiding Commissioner

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

Ex-officio (non-voting) Members and Guests

Connie Epperson, DWD	Shari Schenewerk, DWD	Randy Railsback, GHRPC
Becky McAtee, GHRPC	Rhonda Ewing, SJYA	Sherry Hecker, DWD
Kim Mildward, NWRCOG	Janice Spearman, Mo-Kan	Jason Helton, NCMC
Bryan Barnes, DWD	David Scholz, DWD	

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 ten (10) private sector members and seven (7) partner sector members participating.

Consent Agenda

Motion was made by Betty Wymore, seconded by Debb Trautloff to approve the minutes from the June 7, 2016 NW WDB meeting; expenditure reports for WIOA Youth and NGCC; NW WDB PY16 expenditures to date; and minutes from the August 22, 2016 NW WDB Executive Committee meeting. The motion passed by roll call vote with seventeen (17) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

Updates and Other Business:

1. Caldwell County Presiding Commissioner Bud Motsinger provided an update of activities in the county, noting a grain handling facility and rail spur are being developed. Motsinger

also reported a commercial metals business is under development with the potential to hire up to 50 employees in the future. Missouri Star Quilt Company is building a 100,000 square foot warehouse as their business expands; and a \$4-5 million feed mill is planned for Caldwell County. Clinton County Presiding Commissioner Wade Wilken, Jr., reported no activities related to workforce development in Clinton County. Gentry County Presiding Commissioner Rod Dollars reported an area rock quarry has been purchased and will begin extracting rock again.

No action was required nor taken.

2. NW WDB Director Lisa Hostetler provided an update on the Manufacturing Sector Strategy project in the region. A manufacturing industry workforce needs survey was developed and distributed to 70 manufacturers in the region; 41 survey responses were collected. The data from the surveys was discussed at a Manufacturers Employer Forum and action plans developed around key workforce needs and challenges – (1) changing perceptions about manufacturing; (2) supporting workforce recruitment and retention; and (3) closing skill gaps.

Hostetler shared the training-related survey results with post-secondary institutions in the region to develop an inventory of training options. Next steps include sharing the results of the post-secondary survey with regional training providers and bridging the skills training gaps with newly-developed curricula that meet manufacturers' needs.

Hostetler also reported work by the NW WDB Business Services Team as they address other action items from the Employer Forum and as work continues on this year-long Manufacturing Sector Strategy project.

No action was required nor taken.

3. NW WDB Fiscal Manager Jeanie Griffin and NW WDB Program Operations Manager Miranda Brummett each reported on sub-state (subcontractor) monitoring; both Managers have been in the field reviewing financial and program service activities as required by Workforce Innovation and Opportunity Act (WIOA). Written reports will be provided in March to the Board when those monitoring activities are completed.

No action was required nor taken.

4. Program Operations Manager Brummett directed Board members to documents in the meeting packet related to program performance. She explained Workforce Investment Act (WIA) program performance closeout and WIOA performance reporting.

No action was required nor taken.

5. NW WDB Director Hostetler discussed projects to be supported by recaptured WIOA Youth funds, noting that almost \$45,000 is available for new or existing projects in the region. Enhancement of the Adult Education and Literacy (AEL) programs in the St. Joseph and Green Hills areas was identified as the greatest need. These supplemental funds must be spent by June 30, 2017.

No action was required nor taken.

6. The building that houses the St. Joseph Job Center has been sold; WIOA, DWD, and partner staff will vacate the facility on December 31, 2016. Hostetler reported search for a facility is underway with assistance from Missouri Office of Administration, Missouri Division of Workforce Development, the St. Joseph Chamber of Commerce, and commercial realtors in St. Joseph.

No action was required nor taken.

WIOA-Mandated Business

1. As a result of fiscal monitoring by DWD, several NW WDB administrative policies have been updated. Fiscal Manager Griffin led the discussion of credit card, inventory, and record retention policy revisions.

Motion was made by Gregg Roberts, seconded by Kent Osborn to approve the policy changes presented. The motion passed by roll call vote with seventeen (17) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

2. Equal Opportunity (EO) compliance sub-state (subcontractor) monitoring was conducted earlier this year by NW WDB EO Officer Brent Stevens. He directed Board members to a report of Green Hills Regional Planning Commission; Northwest Missouri Regional Council of Governments; Mo-Kan Regional Council; and St. Joseph Youth Alliance Equal Opportunity compliance. Each subcontractor named above had elements out of compliance at the time of Stevens' monitoring; however Stevens noted that each has subsequently corrected the elements and achieved compliance.

At the request of the Board, when subcontractors are monitored again for EO compliance, this baseline report will be revisited for comparison.

Motion was made by Gregg Roberts, seconded by Betty Wymore to approve the EO compliance sub-state monitoring report as presented. The motion passed by roll call vote with seventeen (17) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

**Becky Cleveland excused herself from the meeting at 5:32; the quorum was maintained with 10 private sector and 6 partner sector members present.

3. A newly-developed Americans with Disabilities Act (ADA) Reasonable Accommodation Policy and Procedure Guide was reviewed by Board members. EO Officer Stevens noted that the purpose of the policy is to assist staff of the NW WDB (and its service providers) as they process accommodation requests. The policy and procedure guide provides a framework for handling accommodation requests so the WDB and its WIOA service providers remain in compliance with federal and state regulations. Stevens vetted the policy with the state EO Officer, who endorsed it.

After discussion, a motion was made by Gregg Roberts, seconded by Rob Zirfas to approve the ADA Reasonable Accommodation Policy as presented. The motion passed by roll call vote with fifteen (15) 'yes' votes, zero (0) 'no' votes, and one (1) abstention (Steve Reznicek).

4. The Missouri Division of Workforce Development Quality Assurance Team conducted a programmatic monitoring of the NW WDB and its service providers in early 2016. A monitoring report was provided to Board members; Program Operations Manager Brummett noted no concerns that are unresolved and no response is required from the Board.

No action was required nor taken.

5. Although no written report available at the time of the Board meeting, Fiscal Manager Griffin discussed the Division of Workforce Development PY15/FY16 fiscal monitoring of the NW WDB. The written fiscal monitoring report will be presented to the Board at the March, 2017 meeting.

No action was required nor taken.

6. Hostetler explained the NW WDB negotiated performance documents in the Board packet and discussed the performance negotiation process, anticipated performance levels, and expectations for WIOA service providers during the program year July 1, 2016 through June 30, 2017.

Motion was made by Betty Wymore, seconded by Gary Clapp to approve the NW WDB negotiated performance levels as presented. The motion passed by roll call vote with sixteen (16) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

7. The competitive procurement process for WIOA Youth, Adult, and Dislocated Worker programs and One-Stop Operator was reviewed by Board members. Hostetler noted WIOA regulations dictate a process that must be followed to ensure full and open competition for provision of services. The procurement process details the advertisement/notification of request for proposals; proposal response time; proposal evaluation; conflict of interest policy; review of proposals; award recommendation; and award/non-award notification.

The timeline for competitive procurement of WIOA Youth, Adult, and Dislocated Worker programs and the One-Stop Operator was presented. The procurement activities will begin early in 2017 for service delivery contracts established on July 1, 2017.

No action was required nor taken.

Meeting was adjourned.

Next Meeting – March 7, 2017; location to be determined

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
December 20, 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 5:31 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; Sharon Weiser, Interim Vice President for Academic Affairs; Tyson Otto, CFO/Director of Operations; Kristen Alley, Dean of Student Affairs; Brooke McAtee, Dean of Nursing and Health Sciences; Nate Gamet, Kristi Harris, Craig Sager, and Ryan Suttentfield, administrative staff; Bev Hooker, representing Head Start; and John Anthony and Ronda Lickteig, representing the news media.

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

Dr. John Holcomb moved and Steve Busch seconded the motion to approve the Minutes of the meetings of November 22 and December 8 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 WDB meeting of December 6 as presented. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple 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.

Director of Marketing Craig Sager, Sports Information/Marketing Coordinator Ryan Suttentfield, and Ketcham Community Center Director Nate Gamet all presented reports. Sager discussed consistent branding, data tracking, targeted ads, and the new college website. Suttentfield talked about the new sports website, social media for athletics, and brand reach. Gamet's reports included Holiday Hoops, advertising/revenue from the new scoreboard, new equipment demo, arthritis sessions, GHRA elementary basketball, adult basketball, and yoga and zumba classes.

Head Start items, including the monthly report and information on program grants, were reviewed by Dr. Bev Hooker.

Interim Vice President for Academic Affairs Dr. Sharon Weiser talked about several academic programs: AAS Computer Science/Information Systems, AAS Behavioral Health Support, Early Childhood program at Cameron, and Certified Production /Technician Certificate at Maryville.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to amend the agenda to allow a vote to approve the new Behavioral Health program. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the new AAS in Behavioral Health Support program. Six votes were cast in favor and none opposed.

President Dr. Lenny Klaver thanked the Board for its support during his first 7 months on the job. His report included highlights of the fall semester, events in Jefferson City, a housing meeting, a new campus plan and strategic plan, the positive campus climate, and a draft agreement with the Trenton Park Board concerning field usage.

Steve Busch moved and Diane Lowrey seconded the motion to amend the agenda to allow a vote to approve a draft agreement with the Trenton Park Board, and to approve the draft agreement with the Trenton Park Board. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to approve changes/additions to Board Policy Manual section 5.4 regarding new employee orientation (see attached). Six votes were cast in favor and none opposed.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to waive the Board's practice of requiring a second reading and approve changes in Faculty Policy Manual section 4.1 regarding office hours (see attached). Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to accept a bid from SHI of Vernon Hills, Illinois for hardware and software at a total cost of \$56,686. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept a bid from CDWG of Vernon Hills, Illinois for two Fortinet firewalls at a total cost of \$121,581.25. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to purchase property/casualty/liability insurance through MUSIC for the 2017 calendar year at a cost of \$143,449. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve payment of an invoice of \$12,896 for testing supplies from ATI of Leawood, Kansas. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Chris Hoffman seconded the motion to employ Sophia Swink of Savannah, Missouri as a full-time exempt faculty member in the nursing/allied sciences department effective January 3, 2017; she will have a six-month contract with her salary set at \$26,845. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to employ John Wilbur III of Spickard, Missouri as a full-time exempt temporary faculty member (18-month appointment) effective January 6, 2017; his salary will be set on the Faculty Salary Schedule at level B-0. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to employ Karissa Creel as an exempt adjunct instructor in the Early Childhood Education department. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the employment of Chanel Lovell as an exempt clinical/adjunct instructor at \$250/clinical day. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Steve Busch seconded the motion to approve the awarding of tenure to Jennifer Croy upon the issuance of her next contract. 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 6:40 p.m.

President

Secretary

Date

Date

Board Policy Manual change:

5.4.00 New Employees

5.4.10 E-Verify: In its procedures for recruiting and hiring employees, the College will comply with applicable federal regulations including use of E-Verify as mandated through state/federal law. Personnel/Payroll staff will maintain documentation, including Eligibility Verification Forms (Form I-9), as required under the Immigration Reform and Control Act.

5.4.20 Background Check: All offers of employment are conditioned on receipt of a background check report that is satisfactory to North Central Missouri College. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and applicable law. Reports are kept confidential and are only viewed by those involved in the hiring process. Although an offer of employment may be extended to an applicant prior to the completion of the background check, including the criminal conviction check, continued employment will be contingent upon receipt of a satisfactory background check.

5.4.30 Orientation: North Central Missouri College's personnel office will provide orientation for new faculty, administrative, management, professional, classified, adjunct, and part-time employees. Orientation shall include information on the following policies: sexual misconduct, drug and alcohol prevention, electronic information systems use, timely warning, emergency evacuation, and notice of nondiscrimination. New employees will be provided information on how to report an incident to the Title IX Coordinator and where to find NCMC's Clery Security Report and Higher Education Act Student Consumer Information.

5.4.31 NCMC's personnel office will provide up-to-date, accurate, and complete information to each new employee regarding eligibility for Public Service Loan Forgiveness within 10 days of the start of employment. This information may be provided electronically or as a paper copy.

5.4.32 New employees will be notified on where to find the Board Policy Manual and any other applicable employee handbooks for the hired position, provided with an overview of how to use phone and email, Business Office Online, and the staff portal, and given a campus tour. They will also be introduced to key personnel if available.

5.4.33 Immediate supervisors shall assist new hires by making introductions and ensuring that the employee is familiar with the responsibilities and duties of his/her position. They will also address with the new employee working hours, attendance, reporting policies, department overview, evaluation process, emergency procedures, and other areas of importance as it pertains to the new employee's job duties.

Faculty Policy Manual change:

4.1.2.3 To be available on a regular basis to students who have been identified as his or her advisees on matters pertaining to the student's entire curriculum and program of study through adherence to a schedule of regular office hours, consisting of a minimum of ten (10) office hours scheduled per week. Of the ten (10) scheduled office hours, eight (8) must be scheduled on campus with an additional two (2) office hours that may be scheduled in an online format. Additional hours as necessary, by appointment. Exceptions shall be reported to and approved by the Vice President for Academic Affairs.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
January 24, 2017

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 5:32 p.m. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Sharon Weiser, Interim Vice President for Academic Affairs; Tyson Otto, CFO/Director of Operations; Kristen Alley, Dean of Student Affairs; Brooke McAtee, Dean of Nursing and Health Sciences; Beth Caldarello, faculty; Teresa Cross and Kristi Harris, administrative staff; Lisa Hostetler, representing WIOA; Kayla Hyer, student; Matt Wallace, representing the KPM auditing firm; and John Anthony, Ronda Lickteig and Jennifer Thies, representing the news media.

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

Chris Hoffman moved and Don Dalrymple seconded the motion to approve the Minutes of the meeting of December 20 as presented. Five votes were cast in favor and none opposed.

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

Director of Development Teresa Cross reported gave a scholarship and Gifts in Action update. She also discussed donor contacts, bench sponsorships, the Foundation meeting in February, the annual Day of Celebration, the Traveling Pirates, and the Golf Tournament.

Kristen Alley talked about a service animal on campus this semester, Title IV mandates, retention issues, and Gainful Employment reports. She also told the Board that one of NCMC's international students has been named an International Scholar Laureate.

Interim Vice President for Academic Affairs Dr. Sharon Weiser discussed two pilot programs: expanded offerings for Second Eight Week online classes and changes in developmental course requirements.

President Dr. Lenny Klaver told the Board of enrollment numbers for the spring semester; state withholds/cuts announced by newly-elected Governor Grietens (which may result in a hiring and travel freeze, deferred maintenance issues, tuition increases, and a new emphasis on fundraising); and his experiences while attending inaugu-

ral ceremonies for the newly-elected President of the United States and Governor of Missouri.

After a presentation by Matt Wallace from the auditing firm KPM Auditing Firm & Advisors, Diane Lowrey moved and Don Dalrymple seconded the motion to accept the FY16 audit report as presented. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the payment of an invoice of \$17,225.33 from St. Joseph Stockyards for cattle. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to waive the Board's practice of requiring a second reading and approve changes in Board Policy Manual section 6.4.50 regarding procurement procedures for federal award programs (see attached). Five votes were cast in favor and none opposed.

President Klaver made a presentation on the draft Strategic Plan; action will be requested at a later date.

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

President Rob Maloney called the Executive Session to order at 6:39 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Lenny Klaver, President, and Vicki Weaver, Board Secretary/Clerk.

Personnel and legal matters were discussed and no action was taken. Dr. Lenny Klaver left the meeting at 6:43 and rejoined at 6:55 p.m.

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

President Maloney called the regular session to order in the President's Office, Frey Administrative Center, at 7:00 p.m. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Lenny Klaver, President, and Vicki Weaver, Board Secretary/Clerk.

Diane Lowrey moved and Don Dalrymple seconded the motion to offer Dr. Lenny Klaver a one-year extension on his employment contract (making his contract effective through June 30, 2020) with his salary to be set as a part of the annual budgeting process. Five votes were cast in favor and none opposed. Dr. Klaver indicated his acceptance of the offer.

The Board tentatively set a Board Retreat for Thursday, February 2 at 4 p.m. in the President's Office. Items for discussion will include the draft Strategic Plan and budgeting issues.

Chris Hoffman moved and Diane Lowrey seconded the motion to adjourn the regular meeting of the Board of Trustees. Five votes were in favor and none opposed. President Maloney declared the meeting adjourned at 7:11 p.m.

President

Secretary

Date

Date

Board Policy Manual Change:

6.4.50 Procurement procedures for federal awards will follow OMB Uniform Guidance, 2 CFR 200.317 through 200.326: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Some of the general standards over federal grant procurement include:

(1) Grant recipients must avoid acquisition of unnecessary or duplicative items; (2) Where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach; and (3) Solicitations for goods and services shall follow NC-MC's purchasing/expenditures and conflict of interest policies.

**MINUTES OF THE RETREAT OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
February 28, 2017**

The retreat of the Board of Trustees, North Central Missouri College, was called to order by President Rob Maloney at 4:00 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, John Holcomb, Diane Lowrey, and Rob Maloney. Also present were Lenny Klaver, President; Board Secretary/Clerk Vicki Weaver; and Tyson Otto, CFO.

Tyson Otto made a presentation about expected state budget cuts and NCMC's proposed responses; also Dr. Klaver made a few remarks about the draft strategic plan. No action was taken.

Steve Busch moved and Dr. John Holcomb seconded the motion to adjourn the retreat of the Board of Trustees. Six votes were cast in favor and none opposed. President Maloney declared the retreat adjourned at 5:35 p.m.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
February 28, 2017

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 5:39 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; Kristen Alley, Dean of Student Affairs; Brooke McAtee, Dean of Nursing and Health Sciences; Beth Caldarello, Lindsey Oram, and Tina Totten, faculty; Marcie Cutsinger and Kristi Harris, administrative staff; Lisa Hostetler, representing WIOA; Bev Hooker, representing Head Start; and Ronda Lickteig and Jennifer Thies, 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.

Steve Busch moved and Don Dalrymple seconded the motion to approve the Minutes of the meeting of January 24 as presented. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple 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.

Head Start Director Bev Hooker discussed the Head Start monthly and annual reports. She also briefly discussed the grant renewal and a waiver for a non-federal share match requirement.

Beth Caldarello (librarian), Marcie Cutsinger (Director of TRiO/Upward Bound) and Tina Totten (Director of the ARC) presented reports on their services to students.

Interim Vice President for Academic Affairs Dr. Sharon Weiser discussed changes in placement testing in English and math courses; she also mentioned upcoming state program reviews.

Dean of Student Affairs Kristen Alley talked about student Early Alerts, NCMC's default rate on student loans, ideas for expense reductions, the enrollment management plan, a Guided Pathways grant, a bone marrow drive, and NCMC's MCCA Student Leadership Award nominee.

During President Dr. Lenny Klaver's report, Brooke McAtee told the Board of a visit to NCMC by representatives of the State Board of Nursing. They gave their approval for NCMC to increase the number of students in its on-line nursing program. Dr. Klaver said he was appreciative of the ability of NCMC faculty and staff to handle the day-to-day operations of the College, enabling him to spend most of his time on state/legislative/budgeting issues and long-range planning for academics, student life, and physical plant needs. The men's and women's basketball teams have had successful seasons and the baseball and softball teams are off to a good start. State Senator Dan Hegeman will be the Commencement speaker this May.

Don Dalrymple moved and Diane Lowrey seconded the motion to waive the Board's practice of requiring a second reading and approve changes in Board Policy Manual section 3.8.00 regarding advertising and solicitation (see attached). Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to endorse a new A.A.S. program in Fire Science Technology. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to endorse the new strategic plan, Bright Futures. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to accept the retirement/resignation of Lenny White, custodian, effective July 1, 2017. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ Jack Green of Purdin, Missouri as a full-time exempt agriculture faculty member effective July 3, 2017; his placement on the faculty salary schedule will be ML-10 and he will have a 12-month contract. Six votes were cast in favor and none opposed.

An Executive Session was not needed and was not held.

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

President

Secretary

Date

Date

Board Policy Manual change:

3.8.00 Posting Policy: NCMC is committed to creating a campus which supports the educational mission of the College, provides a campus culture conducive to learning, and is free from obscene materials and hostile environments. Members of the College community are allowed to publicize their events in designated areas, with prior permission from the President's Office or Dean of Student Affairs Office. The form and content of the publicity will be restricted if it is libelous, obscene, incites riot or other unlawful action. Postings should follow relevant procedures and contain the name of the organization or department, and if applicable event date, time, and location. Postings should also conform to local, state, and federal laws.

3.8.10 Procedures: All postings must follow the established guidelines. The posting and/or distribution of signs, handbills and flyers in buildings at North Central Missouri College will be limited to students, registered student groups and official units of the College. Business and profit organizations will be allowed to post information on public bulletin boards in academic buildings and in the Ketcham Community Center only, with prior approval. Posters advertising non-College sponsored events must be of general interest to the College community and sponsored by not-for-profit organizations.

3.8.20 Regulations

3.8.20.1 Any and all items for general posting must be approved by the President's Office or Dean of Student Affairs Office. The approval process requires a minimum of 2 business days for review and approval. To receive approval, email a copy of the posting or send the original to the President's Office or Dean of Student Affairs Office. If approved, a stamped original will be returned to the appropriate party. All postings must have stamped approval. Postings inside the residence halls require approval from the Residence Life Office. Postings in classrooms and/or on boards assigned to departments need Department Chair approval.

3.8.20.2 Posters and flyers must not exceed 14"x 22" in size. Signs exceeding the limit must have special permission from the President's Office or Dean of Student Affairs Office for posting.

3.8.20.3 The name of the sponsoring group or unit must appear on the flyer or sign and if applicable, include the event date, time and location.

3.8.20.4 Signs, posters, flyers, etc., should be posted for a period not exceeding two weeks.

3.8.20.5 Signs maybe posted in areas designed for posters (i.e. bulletin boards designated for general use or kiosks). Posters and flyers may not be attached to windows, doors, walls, floors, trees, or any other part of the College grounds.

3.8.20.6 A limit of 10 posters may be posted throughout campus and posting over or removing existing material is prohibited, unless it is past the advertised date.

3.8.20.7 Banners and lawn signs may be used for some special occasions, but must be approved by the President's Office or Dean of Student Affairs Office in advance.

3.8.20.8 Advertisements for persons running for state or local elected positions may be placed on the public bulletin boards only.

3.8.20.9 Writing with water-based chalk on the sidewalks and/or stairs should receive prior permission from the President's Office or Dean of Student Affairs Office.

3.8.20.10 The sponsoring organization has the primary responsibility for

removing promotional information within 48 hours after an event. Failure to remove signs or postings in unauthorized locations may result in the organization being billed for sign removal and possible denial of future posting privileges.

3.8.20.11 Posters/flyers etc. promoting the consumption of alcohol and/or illegal substances are not permitted to be posted on campus.

3.8.20.12 Postings not in English need an English translation on the posting.

3.8.20.13 The College reserves the right to remove any form of advertising which does not comply with these procedures and/or bill the responsible party for the cost of removal.

Workforce Development Board
Meeting Minutes
March 7, 2017

North Central Missouri College Barton Farm Campus

The Northwest Region Workforce Development Board (WDB) met Tuesday, March 7, 2017 at NCMC Barton Farm Campus, Trenton, MO. At roll call there were thirteen (13) Board Members participating; 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	Chad Boyd	Debb Trautloff	Kent Osborn	Juanita Assel
Nshan Erganian*	John Zeliff	Betty Wymore	Laurie Findling	Lori Seymour*
Gary Clapp*	Anita Coulter*	Penny Adams		

*Participated via conference call

Presiding Commissioner

Wade Wilken, Jr., Clinton County Presiding Commissioner

Ex-officio (non-voting) Members and Guests

Shari Schenewerk, DWD	Randy Railsback, GHRPC	Becky McAtee, GHRPC
Sherry Hecker, DWD	Kim Mildward, NWRCOG	Amy Whitaker, AEL
Janice Spearman, Mo-Kan	Jackie Spainhower, NWRCOG	Jason Helton, NCMC
Bryan Barnes, DWD	Bobby Barlow, DWD	Karen Bryant, GHRPC
David Scholz, DWD		

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 seven (7) private sector members and six (6) partner sector members participating.

Consent Agenda

Motion was made by Gregg Roberts, seconded by Kent Osborn to approve the minutes from the December 6, 2016 NW WDB meeting; expenditure reports for WIOA Youth and NGCC; NW WDB PY16 expenditures to date; NCMC audit report; and minutes from the February 3, 2017 NW WDB Executive Committee meeting. The motion passed by roll call vote with thirteen (13) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

Updates and Other Business:

1. Clinton County Presiding Commissioner Wade Wilken, Jr. provided an update on the F2 tornado that hit part of Clinton County on March 6th, noting there were no fatalities and that

damage assessment in ongoing. He also reported on Red Top Saloon closing, a new County Sheriff, and new Commissioner in Clinton County.

No action was required nor taken.

2. NW WDB Director Lisa Hostetler provided an update on the Manufacturing Sector Strategy project in the region. Hostetler shared the training survey results with regional manufacturers, noting that each of the eight (8) post-secondary training providers responded their willingness to develop curricula that meet manufacturers' needs and bridge the skills training gaps.

On a related topic, the NW WDB was awarded a \$50,000 ApprenticeshipUSA grant to establish apprenticeship programs in the Northwest region. The goal of that grant funding is to engage two (2) regional manufacturers to develop apprenticeship programs as a means of addressing the challenges identified by manufacturers (changing perceptions about manufacturing; supporting workforce recruitment and retention; and closing skill gaps). Through the ApprenticeshipUSA project pilot, 12 individuals in those manufacturing companies that establish apprenticeship programs will receive training and supportive service assistance.

No action was required nor taken.

3. A demonstration of the new NW WDB website was presented by Brent Stevens (NW WDB EO Officer). Stevens, who designed the website, gave a tour of the site and highlighted new features and resources. He is working on a redirect from our old website to the new one at www.nwwdb.org. Board members offered their congratulations and praise, stating the website is helpful, easy to navigate and uncluttered. They suggested the NW WDB website be shared with county and city officials in the 18-county WDB region as a marketing and outreach strategy.

No action was required nor taken.

4. Hostetler discussed One-Stop Job Center Certification required for two (2) One-Stop Job Centers in the Northwest region – St. Joseph and Chillicothe. Hostetler referenced Missouri Division of Workforce Development (DWD) Issuance 02-2016 “Missouri One-Stop Job Center Certification Evaluation and Criteria”, noting that each One-Stop in Missouri is required to be certified. Members of the Certification Review Team must be appointed and approved by the Board; those Team members will be responsible for completing evaluations of the One-Stop Centers using a standardized certification review form. The Review Teams will make certification recommendations to the NW WDB when the process is complete.

Hostetler reported that the Chillicothe Certification Review Team Roster includes: Laura Brewer – WIOA Title I Adult/DW partner (as Team Lead); David Scholz – DWD/WP partner; Brent Stevens – NW WDB EO Officer; and Rob Zirfas – Vocational Rehabilitation partner. The St. Joseph Certification Review Team includes: Bobby Barlow – DWD/WP partner; Nshan Erganian – Goodwill/Goodworks partner; Sherry Hecker – DWD Employer Services Representative partner; Brent Stevens – NW WDB EO Officer (as Team Lead); and Betty Wymore – AEL partner. Those teams have established schedules and responsibilities in order to complete their work and present results at the June 6, 2017 NW WDB meeting.

The Board expressed their thanks to each of the individuals for volunteering to serve on the One-Stop Certification Review Teams.

Following the One-Stop Certification discussion, Hostetler noted that in order for One-Stop Job Centers to establish an infrastructure cost-sharing system, the Centers must be certified. The One-Stop infrastructure cost-sharing negotiations will begin late spring.

No action was required nor taken.

5. Sale of the St. Joseph Job Center is still pending; Hostetler reported that Missouri Office of Administration is considering rehabilitation and renovation of the space rather than selling the facility. No final decision has been made and the facility will remain occupied by Job Center staff until further notice.

No action was required nor taken.

WIOA-Mandated Business

1. A revised NW WDB Procurement Policy was presented by NW WDB Fiscal Manager Jeanie Griffin. The WDB will follow the North Central Missouri College procurement policy with the addition of language to address Uniform Guidance 2 CFR 200.317-326; specifically relating to award of contracts and contracting with small/minority businesses, women's business enterprises, and labor surplus area firms.

After discussion, a motion was made by Gregg Roberts, seconded by Laurie Findling to approve the NW WDB Procurement Policy as presented. The motion passed by roll call vote with thirteen (13) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

2. Fiscal monitoring of Temporary Assistance to Needy Families (TANF) State Parks Youth Corps (SPYC) and Summer Jobs League programs was conducted by Griffin in November, 2016. She presented a report of the monitoring results from Northwest Regional Council of Governments (RCOG, Maryville) with no concerns; St. Joseph Youth Alliance (SJYA, St. Joseph) with two (2) comments and no concerns; and Green Hills Regional Planning Commission (GHRPC, Trenton) with two (2) comments and one (1) concern. The only response needed came from GHRPC, which included their corrective action plan.

Griffin also presented a Workforce Innovation and Opportunity Act (WIOA) financial monitoring summary of the WIOA Youth program. RCOG, Maryville monitoring results included four (4) comments and two (2) concerns; SJYA, St. Joseph had five (5) comments and four (4) concerns; and GHRPC, Trenton had two (2) comments and 8 (eight) concerns. Each subcontractor noted above provided a corrective action plan to address the concerns discovered during fiscal monitoring.

No action was required nor taken.

3. A memo from Amy Sublett, Director of the Missouri Division of Workforce Development, (dated January 5, 2017) was sent to all Missouri Workforce Development Board Directors and Chairs informing them of performance factors that could impact our early performance reports. The memo further explained that WIOA performance measures, while similar, are

not the same as under the Workforce Investment Act (WIA). In the memo presented to the NW WDB members, we were informed that early performance reports may indicate outcomes that are significantly lower than the planned (negotiated) numbers. We have been advised that two (2) full program years of data are to be captured before any form of sanction or performance failure will affect the regional allocations.

Following that discussion, NW WDB Program Operations Manager Miranda Brummett presented a chart of current performance using WIA measures versus current performance using WIOA measures. The chart provided clarity related to change in performance measuring.

No action was required nor taken.

4. Board members reviewed letters of response from Missouri Division of Workforce Development regarding State Parks Youth Corp (SPYC) and Summer Jobs League (SJL) program and fiscal monitoring. Both letters indicate acceptance of the NW WDB response to that administrative monitoring conducted by DWD.

No action was required nor taken.

5. The Missouri Division of Workforce Development provided a letter to the NW WDB regarding our fiscal monitoring corrective action plan, indicating the response resolved the concerns addressed and no further action is required from the Board.

No action was required nor taken.

6. The Workforce Innovation and Opportunity Act (WIOA) and Missouri Division of Workforce Development (DWD) require each Workforce Development Board be recertified every two (2) years. Hostetler reported to the Board that the recertification paperwork, due to DWD prior to July 1, 2017, has been submitted to DWD. We are awaiting confirmation that the Board roster has been approved and the NW WDB will be recertified until July 1, 2019.

No action was required nor taken.

7. In June of each odd-numbered year, the NW WDB must hold election of officers (Chair, Vice-Chair, Secretary and Treasurer); in order to do so, a Nominating Committee was established. Board members Debb Trautloff, Betty Wymore, Nshan Erganian and Kent Osborn have agreed to serve and will present a slate of officers for vote at the June 6, 2017 meeting.

No action was required nor taken.

Meeting was adjourned.

Next Meeting – June 6, 2017; location to be determined

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
March 28, 2017

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; Kristen Alley, Dean of Student Affairs; Brooke McAtee, Dean of Nursing and Health Sciences; Tina Totten and Tammie Weibers, faculty; Alan Barnett, Kristie Cross and Kristi Harris, administrative staff; Whitney Bingham, classified staff; Bev Hooker, representing Head Start; Jeana Noel, Student Senate president; Katelyn Galloway, student; and Ronda Lickteig and Jennifer Thies, 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 Dr. John Holcomb seconded the motion to approve the Minutes of the meetings of February 28 and the Minutes of the WDB meeting of March 7 as presented. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the Treasurer's Reports 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 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 Director Bev Hooker discussed the Head Start monthly and annual reports.

Tina Totten (Faculty Senate President), Kristie Cross (Administrative/Management/Professional Staff President), Whitney Bingham (Classified Staff President), and Jeana Noel (Student Senate President), members of the new Shared Governance group, briefly discussed improvements in communication across all segments of the college as a result of this new platform.

Interim Vice President for Academic Affairs Dr. Sharon Weiser discussed high school equivalency classes, a Microsoft Imagine Academy, math tutoring, and Common Criteria for Career and Technical Education programs.

Dean of Student Affairs Kristen Alley talked about upcoming PTK inductions and O.A.R. sessions, pre-registration for summer and fall terms, and a proposed funding reduction in the PELL program.

During President Dr. Lenny Klaver's report, he highlighted the NCMC nursing department's new state ranking. He also discussed state and federal legislative issues,

presentations and visits he has made, and a proposed new student organization. The annual Ag Contest held on campus last week was a huge success.

Visiting student Katelyn Galloway introduced herself.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the revised Head Start Policy Council Bylaws for 2017-18. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to approve a carryover request application for Extended Duration funds, from FY16 to FY17, the Green Hills Head Start program. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve tuition and fees rates, as amended, for FY18. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve room and board rates as proposed to be effective with the fall 2017 semester. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Chris Hoffman seconded the motion to modify the agenda and allow approval of a new technology fee of \$2/credit hour, to be collected on all credit hours except dual credit, for FY18. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to transfer all College funds currently invested in the Commonfund to a temporary demand-deposit account where they will remain until an allowable investment option can be determined. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to re-employ a list of all full-time faculty for the 2017-18 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.

Diane Lowrey moved and Don Dalrymple seconded the motion to accept the resignation of Amy Bunger, Head Start Family Engagement Specialist, effective March 8, 2017. Six votes were cast in favor and none opposed.

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

President Rob Maloney called the Executive Session to order at 6:38 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk.

Personnel matters were discussed and no action was taken.

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

President Maloney called the regular session to order in the President's Office, Frey Administrative Center, at 7:08 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, and Vicki Weaver, Board Secretary/Clerk.

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 Maloney declared the meeting adjourned at 7:09 p.m.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
April 25, 2017

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; Kristen Alley, Dean of Student Affairs; Brooke McAtee, Dean of Nursing and Health Sciences; Linda Cowling, faculty; Nate Gamet, Kristi Harris, and Jason Helton, administrative staff; Bev Hooker, representing Head Start; Lisa Hostetler, representing NW WDB; Ashley Walters, student; and Ronda Lickteig and Jennifer Thies, representing the news media.

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

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the Minutes of the meeting of March 28 as presented. Six votes were cast in favor and none opposed.

Steve Busch moved and Chris Hoffman 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 Don Dalrymple 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 Director Bev Hooker discussed the Head Start monthly and annual reports and the receipt of federal funds.

Lisa Hostetler, Executive Director of the NW WDB, presented a report on the services provided by her program.

Jason Helton, Director of Business/Corporate Relationships, described various aspects of his duties including Tech Prep, the MO Manufacturing WINS grant program, customized training projects, and several others.

Interim Vice President for Academic Affairs Dr. Sharon Weiser discussed changes in various certificate and associate degree programs, annual faculty evaluations, campus research, her attendance at an HLC meeting, and interviews for a new polysci faculty member.

Dean of Student Affairs Kristen Alley talked about the Shakespeare Garden, campus visits by area high school students, financial aid application numbers, Wentworth Military Academy students, her attendance at a conference in Chicago, O.A.R. sessions, wifi issues on campus, Student Senate elections, and Commencement.

During President Dr. Lenny Klaver's report, he mentioned changes at the state level as a result of a new Commissioner of Higher Education, projections for state funding cuts, and win/loss records for baseball, softball, and golf.

Chris Hoffman moved and Don Dalrymple seconded the motion to approve the Change of Scope application for the Head Start-to-Early Head Start conversion plan. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to approve Child Selection Criteria for Pre-school and Early Head Start for 2017-18. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Steve Busch seconded the motion to approve the Public Complaint policy and the updated Internal Dispute Resolution policy, both for the Green Hills Head Start program. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to approve a three-year contract extension for audit services by KPM of Springfield, Missouri at a cost of \$43,000 for FY17, \$44,200 for FY18, and \$44,900 for FY19. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to table the transfer of Russ Derry Scholarship funds from an Edward Jones account until more information is received. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to renew employee health insurance for 2017-18 with Blue Cross Blue Shield of Kansas City as shown on the 'proposed new plan combination' document. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Steve Busch seconded the motion to enter a five-year lease with 2nd Wind of Des Moines, Iowa for cardio fitness equipment for the Ketcham Community Center; the monthly lease would be \$1,196.99. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to set special Board meetings for noon Monday, May 1 and 5:30 p.m. Thursday, May 18. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to accept the resignation of Damon Bach, Ph.D., political science/sociology/history instructor. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ Amy Currie as adjunct (exempt) instructor in the foreign language department. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept the resignation of Brooke Niemeier-Allnutt, Head Start Teacher/FSA, effective April 21, 2017. Six votes were cast in favor and none opposed.

Visiting student Ashley Walters introduced herself.

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

President Rob Maloney called the Executive Session to order at 6:54 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.

Personnel and real estate matters 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 Maloney called the regular session to order in the President's Office, Frey Administrative Center, at 7:24 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, and 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 Maloney declared the meeting adjourned at 7:25 p.m.

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

NORTH CENTRAL MISSOURI COLLEGE

May 1, 2017

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Maloney at 12:08 p.m. in the 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 Lenny Klaver, President; Sharon Weiser, Interim Vice President for Academic Affairs; Tyson Otto, Chief Financial Officer; Kristen Alley, Dean of Student Affairs; Brooke McAtee, Dean of Nursing and Allied Health Sciences; Vicki Weaver, Board Secretary/Clerk; and Chris Moore, representing William Blair & Co.

President Klaver discussed the possibilities of selling revenue bonds for campus expansion projects to help meet the objectives of the long-range strategic plan. Chris Moore presented an overview of the financing services his firm could provide for the selling of bonds. No action was taken.

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

President Rob Maloney called the Executive Session to order at 1:26 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk.

A personnel matter was discussed and action was taken.

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

President Maloney called the special session to order in the President's Office, Frey Administrative Center, at 1:30 p.m. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Lenny Klaver, President, and Vicki Weaver, Board Secretary/Clerk.

Don Dalrymple 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 Maloney declared the meeting adjourned at 1:34 p.m.

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

NORTH CENTRAL MISSOURI COLLEGE

May 18, 2017

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Maloney at 6:15 p.m. 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 Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Teresa Cross, Development Director; Kristi Harris, Tricia Key, Craig Sager and Ryan Suttentfield, staff; Foundation Board members Cathy Bailey, Phyllis Bendure, Harry Bratton, Bruce Constant, Jena Eads, Cara Farmer, Glenda Homedale, Gary Jordan, and Jean Peace; and Pam Klaver, guest.

President Lenny Klaver made a "state of the college" presentation in which he discussed some of the strengths and challenges he sees at NCMC after his first year: strong academics, continuing physical plant needs (signage, improved and increased student housing and a student center), hardworking personnel, competent and efficient guidance by the Board of Trustees and Foundation Board of Directors, stable net worth of the College, and an outstanding CFO. He also outlined some of the proposals in the new strategic plan: enrollment growth and a new center that could be established at the far west end of NCMC's service area. No action was taken.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to adjourn the special meeting of the Board of Trustees. Five votes were cast in favor and none opposed. President Maloney declared the meeting adjourned at 7:18 p.m.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
May 23, 2017

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, Chief Fiscal Officer; Kristen Alley, Dean of Student Affairs; Brooke McAtee, Dean of Nursing and Health Sciences; Beth Caldarello, faculty; Kristi Harris, administrative staff; Bev Hooker, representing Head Start; and Ronda Lickteig and Jennifer Thies, 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 Chris Hoffman seconded the motion to approve the Minutes of the meetings of April 25 and May 1 as presented. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple 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.

Head Start Director Bev Hooker discussed the Head Start monthly report.

Interim Vice President for Academic Affairs Dr. Sharon Weiser discussed guidelines for CTE assessment and updates to the full-time/adjunct faculty handbook. She also said the NISOD award for FY18 will be given to Maryellen Harmon.

Dean of Student Affairs Kristen Alley talked about Commencement activities, reinstatement of year-round PELL, financial aid, admissions processes, placement testing, and NCMC's new promotional video.

During President Dr. Lenny Klaver's report, he mentioned the state budget cut of 6.58%, MDHE task force assignments, proposed expansion to the west side of NCMC's service area, the search for a new Vice President of Academic Affairs, a new organizational chart, and proposed new residence halls and student center. He also gave an athletes' completion rate report.

CFO Tyson Otto reported that an allowable option with Edward Jones has been found for the Russ Derry Scholarship Fund; therefore, no Board action is required.

Trustee Rob Maloney left the meeting at 5:45 p.m. and Board Vice President Don Dalrymple conducted the meeting thereafter.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the renewal of a Microsoft Campus Agreement at a cost of \$45,792.97 from Insight of Tempe, AZ; this is Year 3 of a three-year contract. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept a bid of \$45,534.60 from SAI Computers of Greenville, NC for the purchase of desktop and laptop computers. Five votes were cast in favor and none opposed.

Dean of Nursing Brooke McAtee told the Board of recent awards received by NCMC's nursing/health sciences programs and said that all seats have been filled in NCMC's nursing programs for the 2017-18 year.

Steve Busch moved and Diane Lowrey seconded the motion to approve a contract with ATI Testing Supplies of Leawood, KS for \$244,854 for nursing programs' testing supplies, and a consultant, for FY18. Five votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to employ Dr. Sterling Recker of Blue Springs, MO, as full-time exempt political science/sociology instructor effective August 16, 2017; his placement on the faculty salary schedule will be DL-7 (\$43,610). Five votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to employ the following as adjunct (exempt) instructors: Kurt Dickkut (history), Kim Gerber (mathematics), Keith Mathews (science), Steven Merrin (religion), and Melissa Robinson (English). Five votes were cast in favor and none opposed.

Chris Hoffman moved and Steve Busch seconded the motion to employ Misty Riddle as part-time (exempt) clinical/adjunct instructor at the rate of \$250/clinical day. Five votes were cast in favor and none opposed.

Steve Busch moved and Dr. John Holcomb seconded the motion to approve the transfer of Emily Miller from HS Teacher-Hamilton, to HS Central Office Family Engagement Specialist. Five votes were cast in favor and none opposed.

An Executive Session was not needed and was not held.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to adjourn the regular meeting of the Board of Trustees. Five votes were cast in favor and none opposed. Vice-President Dalrymple declared the meeting adjourned at 6:19 p.m.

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

NORTH CENTRAL MISSOURI COLLEGE

June 19, 2017

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Maloney at 12:14 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 Lenny Klaver, President; and 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 real estate and negotiated contract items, citing state statutes 610.021.2 and .12 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 12:15 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; and Vicki Weaver, Board Secretary/Clerk.

Real estate and negotiated contract items were discussed and no action was taken.

Chris Hoffman 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 Maloney called the special session to order in the President's Office, Frey Administrative Center, at 12:59 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; and 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 Maloney declared the meeting adjourned at 1:00 p.m.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
June 27, 2017

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 Don Dalrymple at 5:30 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, and Diane Lowrey. Rob Maloney and Dr. John Holcomb were absent. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Sharon Weiser, Interim Vice President for Academic Affairs; Tyson Otto, Chief Fiscal Officer; Kristen Alley, Dean of Student Affairs; Rustin Jumps, faculty; Teresa Cross and Kristi Harris, administrative staff; Bev Hooker, representing Head Start; Lisa Hostetler, representing WDB; and Ronda Lickteig and Jennifer Thies, representing the news media.

Steve Busch moved and Diane Lowrey seconded the motion to approve the meeting agenda as amended. Four votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to approve the Minutes of the meetings of May 18, May 23, and June 19 as presented. Four votes were cast in favor and none opposed.

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

Head Start Director Bev Hooker discussed the Head Start monthly report and talked about program recruitment for the upcoming year.

Development Director Teresa Cross reported on Traveling Pirates trips (Ireland in May and the KC Royals in August), new endowed scholarships, and the golf tournament, set for September 1.

Interim Vice President for Academic Affairs Dr. Sharon Weiser talked about a CDL grant; adjunct/dual credit training; medical lab tech program cooperative agreements; and MDHE program reviews.

Dean of Student Affairs Kristen Alley discussed several items: the solar eclipse on the first day of the fall semester; summer usage of the residence halls; the first summer session; consumer information; the Clery Act; accessibility; SB52; auditors; work study funds; a food pantry; department communication; and her attendance at student/alum funerals.

During President Dr. Lenny Klaver's report, he mentioned personnel evaluations currently underway; enrollment; MDHE task forces; performance funding; collaborations with other colleges and schools; the possibility of a teaching site in Andrew County; and his views on NCMC's challenges, concerns, and reasons for optimism.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve a bond resolution to renew the terms of the bond agreement with UMBank. Four votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to approve the payment of an invoice from Mickes O'Toole, LLC, for legal fees in the amount of \$17,261. Four votes were cast in favor and none opposed.

HR Director Kristi Harris presented a short report on the progress of the search for a Vice President for Academic Affairs.

Diane Lowrey moved and Steve Busch seconded the motion to accept the resignation of Nathan Marsh, I.T. network/security administrator, effective June 29, 2017. Four votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to accept the resignation of Jaimee Norton, full-time nursing instructor, effective June 30, 2017. Four votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to accept the resignation of Amy Carr, residence life coordinator/assistant softball coach, effective July 7, 2017. Four votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to employ Hannah Chapman of Milan, MO, as full-time exempt Online Services Administrator effective July 1, 2017; her salary placement will be in AMP Group 4 (\$35,000) on a twelve-month contract and as part of the IT salary improvement plan her base salary will be increased \$3,000 after she obtains Comp TIA A+ Certification. Four votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to employ Jaimee Norton as part-time (exempt) clinical/adjunct instructor at the rate of \$250/clinical day. Four votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to promote Tami Campbell, Database Administrator, to Senior Database Administrator effective July 1, 2017; her salary placement will be in AMP Group 3 (\$42,660 annually). Four votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to approve a salary adjustment for Kim Meeker, Director of Financial Aid, effective July 1, 2017; her new salary will be \$48,000. Four votes were cast in favor and none opposed.

Board member Rob Maloney joined the meeting at 6:25 p.m.

Diane Lowrey moved and Steve Busch seconded the motion to implement Year Two of the Four Year I.T. Services Salary Improvement Plan, awarding increases of \$3,000 each to Ryan Woodward (Systems Administrator), and Lisa Geiser (DBA), effective July 1, 2017. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to employ Jamie Matheney as Brookfield A Center Teacher for the Green Hills Head Start Program. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Chris Hoffman seconded the motion to approve a Head Start COLA application. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Steve Busch seconded the motion to approve the revised organizational chart as presented. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the FY18 Operational Budget showing expenses of \$10,076,279 and revenues of \$9,870,067; the FY18 Auxiliary Service Accounts Budget showing expenses of \$2,549,577 and revenues of \$2,388,050; and FY18 employee salaries; all as presented. Five 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, personnel, and negotiated contract items, citing statutes 610.021.1, .2, .3, and .12 which allow the Board to do so. Roll call vote showed Busch, aye; Holcomb, absent; Lowrey, aye; Hoffman, aye; Dalrymple, aye; and Maloney, aye.

President Rob Maloney called the Executive Session to order at 6:46 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Diane Lowrey, and Rob Maloney. Dr. John Holcomb was absent. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Sharon Weiser, Interim Vice President; and Tyson Otto, Chief Fiscal Officer.

Legal, personnel, real estate, and negotiated contract 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, absent; Lowrey, aye; and Maloney, aye.

President Maloney 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, Diane Lowrey, and Rob Maloney. Dr. John Holcomb was absent. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Sharon Weiser, Interim Vice-President; and Tyson Otto, Chief Fiscal Officer.

Chris Hoffman moved and Steve Busch seconded the motion to authorize Dr. Sharon Weiser to submit paperwork to the Missouri Department of Higher Education to allow

NCCM to offer courses at a site in Andrew County and to authorize college officials to negotiate a short-term lease for an Andrew County facility at which to provide these courses. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to adjourn the regular meeting of the Board of Trustees. Five votes were cast in favor and none opposed. President Maloney declared the meeting adjourned at 7:55 p.m.

Workforce Development Board
Meeting Minutes
June 6, 2017

First Baptist Church, Cameron, MO

The Northwest Region Workforce Development Board (WDB) met Tuesday, June 6, 2017 at First Baptist Church, Cameron, MO. At roll call there were seventeen (17) Board Members participating; three (3) Presiding Commissioners; twenty-three (23) 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	John Dickmeyer	Lori Seymour
Lisa McGhee	John Zelif	Julia Birkeness	Chad Boyd*	Juanita Assel
Betty Wymore	Rob Zirfas	Gary Clapp	Becky Cleveland	Debb Trautloff
Nshan Erganian	Laurie Findling			

*Participated via conference call

Presiding Commissioner

Jack Hodge, Harrison Co. Presiding Commissioner Rick Hull, Grundy Co. Presiding Commissioner
Wade Wilken, Jr., Clinton County Presiding Commissioner

Ex-officio (non-voting) Members and Guests

Shari Schenewerk, DWD	Randy Railsback, GHRPC	Becky McAtee, GHRPC
Sherry Hecker, DWD	Amanda Haile, AEL	Jackie Spainhower, NWRCOG
Kim Mildward, NWRCOG	Janice Spearman, Mo-Kan	Bryan Barnes, DWD
Karen Bryant, GHRPC	Rhonda Ewing, SJYA	Laura Brewer, Mo-Kan
David Rich, SJYA	Sheila Williams, DWD	Robin Hammond, SJYA
Gary Miller, Mo-Kan	Gene Auten, Worth County	Doug Sutton, NWRCOG
Josh McKim, NCED	John Arellin, VR	Tom Wilson, VR
Debbie Fannon, VR	Kat Morgan, Albany	

WDB Staff

Lisa Hostetler Jeanie Griffin Miranda Brummett Brent Stevens

Business Meeting – Roll call was taken and a quorum established with ten (10) private sector members and seven (7) partner sector members participating.

Consent Agenda

Motion was made by Betty Wymore, seconded by John Dickmeyer to approve the minutes from the March 7, 2017 NW WDB meeting; minutes of DRAFT RFP Review Committee conference call on April 3, 2017; minutes of the special Board meeting conference call on May 10, 2017; expenditure reports for WIOA Youth and NGCC; and NW WDB PY16 expenditures to date. The motion passed by roll call vote with seventeen (17) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

Updates and Other Program Business:

1. Clinton County Presiding Commissioner Wade Wilken, Jr. and Harrison County Presiding Commissioner Jack Hodge provided updates; Grundy County Presiding Commissioner Rick Hull had no report.

No action was required nor taken.

2. WIOA partner updates were provided by Nshan Erganian, GoodWill / GoodWORKS; Debb Trautloff, SCSEP; Gary Clapp, Higher Ed (MWSU); Betty Wymore, AEL; Rob Zirfas, VR; Laurie Findling, FSD/MWA.; and Amanda Haile, AEL.

No action was required nor taken.

3. A Board recertification letter from Division of Workforce Development (DWD) dated March 1, 2017 was presented. The letter indicates that the Northwest Workforce Development Board member list submitted to DWD meets local Workforce Development Board requirements for recertification.

No action was required nor taken.

4. A letter of support request was vetted with the Board. The letter indicates NW WDB willingness to work with the Craig School of Business (Missouri Western State University) and other partners to provide services and access to Rural Entrepreneurial Vitality (REV). The purpose of the REV grant is to build capacity for fast growth commercialization of ideas, products, and services in our rural region.

A motion was made by Kent Osborn, seconded by Lisa McGhee to release the letter of support presented. The motion passed by roll call vote with sixteen (16) 'yes' votes, zero (0) 'no' votes, and one (1) abstention (Gary Clapp).

5. A requirement of Workforce Innovation and Opportunity Act (WIOA) is coordination between Adult Education and Literacy programs and WIOA Title I services. An ad-hoc committee of the NW WDB was asked to review the AEL grant applications submitted by St. Joseph School District for St. Joseph and Green Hills AEL class sites and Maryville R-II School District AEL class sites in the Maryville area. Appropriate sections of the grants submitted to DESE were reviewed to determine their responsiveness to our regional needs. Committee members were Gary Clapp; Laurie Findling; Steve Reznicek; John Zelif; and Rob Zirfas.

Gary Clapp presented AEL application review suggestions and recommendations from the ad-hoc Committee.

No action was required nor taken.

6. Hostetler provided a brief update on the St. Joseph Job Center facility, noting that sale of the Center at 301 S. 7th Street is likely. Hostetler reported that Missouri Office of Administration considered rehabilitation and renovation of the space rather than selling the

facility; it appears the costs to rehab and renovate are prohibitive. No final decision has been made and the facility will remain occupied by Job Center staff until further notice.

No action was required nor taken.

WIOA-Mandated Business

1. NW WDB Equal Opportunity Officer Brent Stevens presented a letter to the Board indicating that St. Joseph Youth Alliance (SJYA) has complied with all remedies set forth by Division of Workforce Development (DWD) in a purported discrimination complaint received. Stevens asked the Board to consider finding SJYA to be in good standing with the Board based on their compliance.

A motion was made by Nshan Erganian, seconded by Gary Clapp to recognize SJYA as in good standing with the Board based on their compliance. The motion passed by roll call vote with seventeen (17) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

2. Stevens also presented an update on a Request for Proposals (RFP) grievance received at the NW WDB office. Board members were directed to the "Resolution of Instant Complaint" letter dated May 24, 2017 and "Withdrawal Memorandum" dated May 24, 2017. The documents indicate the grievance received has been resolved to the satisfaction of both parties.

No action was required nor taken.

3. Discussion to change the timeline for WIOA procurement/contract awards and offer contract extensions to our existing service providers was held. Board members discussed the ramifications of contract extensions and reached agreement to extend contracts 90 days (through September 30, 2017) to: Mo-Kan Regional Council (WIOA Adult/DW); St. Joseph Youth Alliance (WIOA Youth); NW Regional Council of Governments (WIOA Adult/DW and Youth); and Green Hills Regional Planning Commission (WIOA Adult/DW and Youth).

A motion was made by Lisa McGhee, seconded by Debb Trautloff to change the timeline for procurement and extend contracts to existing WIOA service providers (subcontractors) through September 30, 2017. The motion passed by roll call vote with seventeen (17) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

4. An open discussion about re-drafting Request for Proposals was conducted; 12 individuals addressed the Board with perspectives on regional alignment and support for Job Centers. Following that discussion, staff presented four (4) RFP options, each in compliance with WIOA and Division of Workforce Development. Each of the options (Option "A", Option "B", Option "C", and Option "D") was reviewed and questions addressed. The presentation of RFP options noted above is available on the NW WDB website (www.nwwdb.org).

Becky Cleveland made a motion to postpone the RFP process until a later date; the motion failed without a second.

After considerable discussion, a motion was made by Gary Clapp, seconded by John Dickmeyer to accept RFP Option "D", which is closest to the existing service delivery model. During the open discussion and prior to roll-call vote, a motion to amend the original motion was made by Lisa McGhee, seconded by Kent Osborn; that amendment reads "...a special Board meeting prior to release of the draft RFPs to the public will be held". A vote was taken to accept the amendment to the original motion. The amended motion passed by roll call vote with sixteen (16) 'yes' votes, zero (0) 'no' votes, and one (1) abstention (Becky Cleveland).

Once the amended motion was accepted, the original motion to accept RFP Option "D" and hold a special Board meeting to review the RFPs before release to the public was voted on. The motion passed by roll call vote with sixteen (16) 'yes' votes, one (1) 'no' vote (Becky Cleveland), and zero abstentions.

After NW WDB staff has drafted the RFPs in accordance with Board vote, a special Board meeting will be held to vet the drafts before releasing to the public. After approval by the Board during a special meeting (date and time to be determined), the RFPs will be posted for the requisite 30 days; a submission deadline noted and the procurement process followed. When an updated timeline is developed, the procurement timeline will be posted on the NW WDB website.

5. One-Stop Job Center Certification is required for two (2) One-Stop Job Centers in the Northwest region – St. Joseph and Chillicothe. Certification Review Teams were responsible for completing evaluations of the One-Stop Centers using a standardized certification review form.

The Chillicothe Certification Review Team Roster included: Laura Brewer – WIOA Title I Adult/DW partner (as Team Lead); David Scholz – DWD/WP partner; Brent Stevens – NW WDB EO Officer; and Rob Zirfas – Vocational Rehabilitation partner. The St. Joseph Certification Review Team included: Bobby Barlow – DWD/WP partner; Nshan Erganian – Goodwill/Goodworks partner; Sherry Hecker – DWD Employer Services Representative partner; Brent Stevens – NW WDB EO Officer (as Team Lead); and Betty Wymore – AEL partner.

Brent Stevens provided a letter to the NW WDB recommending the Board recognize the St. Joseph Job Center as a certified full-service One-Stop Job Center as outlined in DWD Issuance 02-2016. Laura Brewer provided a letter to the NW WDB recommending the Board recognize the Chillicothe Job Center as a certified full-service One-Stop Job Center in accordance with the same Issuance noted by Stevens.

A motion was made by Becky Cleveland, seconded by Lori Seymour to approve recommendation of the St. Joseph and Chillicothe One-Stop Job Centers as certified One-Stop Job Centers in the Northwest region. The motion passed by roll call vote with seventeen (17) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

*Board member Chad Boyd, participating via conference call, left the meeting at 7:25 p.m.; a quorum was maintained with nine (9) private sector members and seven (7) public sector members participating.

Board member John Dickmeyer left the meeting room and immediately re-joined by conference call at 7:25 p.m.; the quorum remained unchanged.

6. NW WDB Program Operations Manager Miranda Callahan presented several program policy/procedure updates for consideration. The policies reviewed were 1) Individual Training Account; 2) Supportive Services Policy; 3) WIOA Youth Incentive Policy; 4) WIOA Youth Locally-defined Barrier; and 5) Local On-the-Job Training Policy.

After discussion, a motion was made by Lori Seymour, seconded by Betty Wymore to approve the NW WDB policy updates as presented. The motion passed by roll call vote with sixteen (16) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

7. Callahan also presented a new program policy/procedure to identify "basic skills deficient" determination. Each WDB is required to assess the academic levels, skill levels, and service needs of each participant, including a review of basic skills. Callahan described the testing/assessment tools Job Center staff will use to determine basic skills deficiency.

A motion was made by Laurie Findling, seconded by Lisa McGhee to approve the new NW WDB "Determining Basic Skills Deficiency" policy as presented. The motion passed by roll call vote with sixteen (16) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

8. Board Chair John Zeliff reported that our regional allocations are not known at this time; agenda items "Administrative Budget" and "Funds Available to Contract" were tabled until allocations are known.

No action was required nor taken.

9. NW WDB Fiscal Manager Jeanie Griffin provided an audit report summary to the Board, noting that audit reports were reviewed from Green Hills Regional Planning Commission (GHRPC), Trenton; Northwest Regional Council of Governments (RCOG), Maryville; Mo-Kan Regional Council (Mo-Kan), St. Joseph; and Green Hills Community Action Agency, Trenton. Griffin noted clean audits (no findings and reconciled expenditures) from each of the entities noted above and recommended each audit report be approved by the Board.

A motion was made by Lori Seymour, seconded by Gary Clapp to approve the Audit Report Summary as presented. The motion passed by roll call vote with sixteen (16) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

10. Board members were presented sub-state monitoring reports from Callahan. RCOG, GHRPC, and Mo-Kan (operating the NGCC services in our region) each received a written monitoring report from Callahan; responded to the report; and corrected any noted concerns. St. Joseph Youth Alliance (SJYA), RCOG, and GHRPC WIOA Youth programs were monitored by Callahan, who reported to the Board her monitoring report; response to the monitoring report; and correction of any noted concerns.

No action was required nor taken.

11. Kent Osborn reported for the NW WDB Nominating Committee, which included himself, Betty Wymore, Nshan Erganian, and Debb Trautloff. The Nominating Committee was tasked with establishing a slate of officers and presenting the slate to the Board for vote.

The Officers will serve from July 1, 2017 through June 30, 2019. In accordance with our By-Laws, Osborn noted that each of the current Officers is eligible to serve another two (2) year term. The current Officers are: John Zelif, Chair; Gregg Roberts, Vice-Chair; Juanita Assel, Secretary; and John Dickmeyer, Treasurer. Of those current Officers, all but John Dickmeyer agreed to remain on the ballot for another term. The slate of Officers presented for vote was: John Zelif, Chair; Gregg Roberts, Vice-Chair; Juanita Assel, Secretary; and Julia Birkeness, Treasurer. Osborn opened the floor for nominations.

Hearing no additional nominations, a motion was made by Lori Seymour, seconded by Betty Wymore to close nominations from the floor. The motion passed by roll call vote with sixteen (16) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

A motion was made by Betty Wymore, seconded by Becky Cleveland to elect the slate of officers presented by Osborn on behalf of the Nominating Committee. The motion passed by roll call vote with thirteen (13) 'yes' votes, zero (0) 'no' votes, and three (3) abstentions (John Zelif; Julia Birkeness; and Juanita Assel).

12. The next quarterly meeting of the NW WDB is scheduled for Tuesday, September 3, 2017. Hostetler noted the traditional first Tuesday immediately follows the Labor Day holiday this year. Board members discussed changing the date to the 2nd Tuesday, September 12, 2017.

A motion was made by Lisa McGhee, seconded by Rob Zirfas to move the September NW WDB meeting to the 2nd Tuesday in September (September 12th). The motion passed by roll call vote with sixteen (16) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

The September meeting location is yet to be determined; NW WDB staff will look for options. Meeting was adjourned.

Next Meeting – September 12, 2017; location to be determined

President

Secretary

Date

Date