

Workforce Development Board Minutes of Special Board Meeting

July 11, 2017

Cameron Community Center, Cameron, MO

The Northwest Region Workforce Development Board (WDB) met Tuesday, July 11, 2017 for a special Board meeting in open session at Cameron Community Center, Cameron, MO. At roll call there were eleven (11) Board Members participating; one (1) Presiding Commissioner; eight (8) Ex-officio (non-voting) members and guests; and four (4) WDB staff present. Those participating included the following:

Board Members

Kent Osborn Lori Seymour* John Zelif Anita Coulter* Julia Birkeness
Juanita Assel Rob Zirfas Gary Clapp Becky Cleveland Penny Adams
Nshan Erganian*

*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
Jackie Spainhower, NWRCOG
Bryan Barnes, DWD Amy Dowis, NWRCOG
Robin Hammond, SJYA Janice Spearman, Mo-Kan

WDB Staff

Lisa Hostetler Jeanie Griffin Miranda Brummett Brent Stevens

Business Meeting – NW WDB Chair John Zelif called the meeting to order. Roll call was taken and at the onset of the meeting a quorum was not reached. At second roll call, a quorum was established with six (6) private sector members and five (5) partner sector members participating.

Consent Agenda

Motion was made by Gary Clapp, seconded by Kent Osborn to approve the minutes from the June 6, 2017 NW-WDB meeting. The motion passed by roll call vote with eleven (11) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

Updates and Other Program Business:

1. NW WDB Executive Director Lisa Hostetler provided an update on the St. Joseph Job Center facility, noting that information from Missouri Division of Workforce Development indicates sale of the current facility at 301 S. 7th Street is imminent. The location being considered for renovation and occupancy by St. Joseph Job Center staff is 2202 Frederick Avenue,

St. Joseph (the former Kovac's Grocery Store). We have been informed that staff will remain in the current facility until renovation at the proposed new facility is complete, likely December, 2017.

No action was required nor taken.

WIOA-Mandated Business

1. The Program Year 2017 (PY17) NCMC/WDB administrative budget was presented by Hostetler. The budget indicates a reduction in funding from PY16 to PY17 of \$22,106. Hostetler noted that WDB staff will not receive salary increases, and several line items have been cut in order to balance the budget. Total PY17 funding for the NCMC/WDB administrative and Board functions is \$422,287.

A motion was made by Rob Zirfas, seconded by Penny Adams to approve the PY17 NCMC/WDB administrative budget as presented. The motion passed by roll call vote with eleven (11) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

2. NW WDB Fiscal Manager Jeanie Griffin presented the Program Year 2017 /Fiscal Year 2018 (PY17/ FY18) Funds Available to Contract based on the NW WDB regional allocation from Department of Labor and Missouri Division of Workforce Development. The funds for PY17/FY18 total \$1,345,459, compared to PY16/ FY17 allocations of \$1,661,012. The reduction in funding of 19% is a significant financial hit to the region. Those funds support service provider staffing salaries, facility costs, and services to customers in the 18-county NW WDB region.

For the benefit of comparison, Griffin also presented a WIA/WIOA funding 6-year history chart to illustrate the substantial change in funding over the past several years. Funding at \$1,345,459 is the least amount of money the region has received in the 6-year history highlighted by Griffin.

After discussion, a motion was made by Kent Osborn, seconded by Rob Zirfas to approve the PY17/FY18 Funds Available to Contract. The motion passed by roll call vote with eleven (11) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

3. Workforce Development Boards are required by Department of Labor and Missouri Division of Workforce Development to establish (and update as necessary), a service provider procurement policy in compliance with federal statutes and regulations. Hostetler reviewed several changes to the existing policy, including desire by the full Board to review draft Request for Proposals (RFPs) prior to publishing, updated NW WDB website address, and authority to close a portion of meetings when specifications for competitive bidding are reviewed and/or review of sealed bids is conducted prior to award. The updated service provider procurement timeline was also included in the revised

procurement policy. The policy is effective immediately.

A motion was made by Gary Clapp, seconded by Julia Birkeness to approve changes to the NW WDB Procurement Policy as presented. The motion passed by roll call vote with eleven (11) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

4. The location of the next regularly-scheduled NW WDB quarterly meeting was announced; the Board will meet on September 12, 2017 at Missouri Star Quilt Company in Hamilton.

No action was required nor taken.

A motion was made by Kent Osborn, seconded by Rob Zirfas to go into closed session pursuant to Section 610.021.11 RSMo for the purpose of reviewing "...specifications for competitive bidding, until either the specifications are officially approved by the public government body or the specifications are published for bid". The motion passed by roll call vote with eleven (11) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

Closed Session

A closed session of the Northwest Workforce Development Board was held in Cameron Community Center, Cameron, MO just as the open session was. Roll call was taken and a quorum maintained with six (6) private sector members and five (5) partner sector members participating. Also present were Clinton County Presiding Commissioner Wade Wilken, Jr. and NW WDB staff Lisa Hostetler, Jeanie Griffin, Miranda Callahan, and Brent Stevens

Specifications for competitive bidding were discussed.

A motion was made by Becky Cleveland, seconded by Julia Birkeness to adjourn closed session and reconvene in open session. The motion passed by roll call vote with eleven (11) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

NW WDB Chair John Zeliff called the open session to order at Cameron Community Center. Roll call showed six (6) private sector members and five (5) partner sector members participating and a quorum maintained.

Zeliff reported that the business of reviewing and voting on draft RFPs was conducted during the closed session. Board Members reviewed the One-Stop Operator, Functional Leadership / Adult / Dislocated Worker, and WIOA Youth RFPs. Board Members suggested a minor change that will be incorporated by the NW WDB staff prior to publishing the RFPs on July 20, 2017.

Meeting was adjourned by Chair Zeliff.

Next Meeting – September 12, 2017; Missouri Star Quilt Company, Hamilton MO

President

Secretary

Date

Date

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
July 18, 2017**

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Maloney at 11:31 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; Vicki Weaver, Board Secretary/Clerk; Robin Dennert, Katelyn Galloway, Raven Mammah, Tori Overton, Rebekah Pinkley, and Dani Smit, students.

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

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the transfer of Sarah Williamson to Associate Director of Financial Aid effective July 24, 2017; this is a full-time exempt AMP position with the salary set in AMP Group 4 (\$36,500 annually). Six votes were cast in favor and none opposed.

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

President Rob Maloney called the Executive Session to order at 11:35 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Robin Dennert, Katelyn Galloway, Raven Mammah, Tori Overton, Rebekah Pinkley, and Dani Smit, students; and Dr. Tristan Londre, candidate for Vice President of Academic Affairs.

A personnel item was discussed and no action was taken.

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

President Maloney called the special session to order in the President's Office, Frey Administrative Center, at 12:34 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; Robin Dennert, Katelyn Galloway, Raven Mammah, Tori Overton, Rebekah Pinkley, and Dani Smit, students; and Dr. Tristan Londre, candidate for Vice President of Academic Affairs.

Don Dalrymple moved and Diane Lowrey 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 12:36 p.m.

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
July 20, 2017**

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Maloney at 11:56 a.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; Vicki Weaver, Board Secretary/Clerk; Taylor Boman, Robin Dennert, Jared Fry, Katelyn Galloway, and Dani Smit, students; and Dr. Melvin Hawkins, candidate for Vice President of Academic Affairs.

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

Diane Lowrey moved and Dr. John Holcomb seconded the motion to close the special meeting and reconvene in Executive Session to discuss personnel items, citing state statute 610.021.3 which allows the Board to do so. Roll call vote showed Busch, aye; Holcomb, aye; Lowrey, aye; Hoffman, aye; Dalrymple, no; and Maloney, aye.

President Rob Maloney called the Executive Session to order at 11:57 a.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Taylor Boman, Robin Dennert, Jared Fry, Katelyn Galloway, and Dani Smit, students; and Dr. Melvin Hawkins, candidate for Vice President of Academic Affairs.

A personnel item was discussed and no action was taken. Dr. Melvin Hawkins left the meeting at 12:35 p.m. and Taylor Boman, Robin Dennert, Jared Fry, Katelyn Galloway, and Dani Smit left the meeting at 12:37 p.m.

Chris Hoffman moved and Dr. John Holcomb 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 1:00 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; and Kristi Harris, administrative staff.

The Board discussed the likelihood of a special meeting on Friday, July 21.

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 1:02 p.m.

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
July 21, 2017**

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Maloney at 1:40 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Steve Busch and Don Dalrymple were absent. Also present were Lenny Klaver, President; and Vicki Weaver, Board Secretary/Clerk.

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

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

President Rob Maloney called the Executive Session to order at 1:41 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Steve Busch and Don Dalrymple were absent. Also present were Lenny Klaver, President; and Vicki Weaver, Board Secretary/Clerk.

Personnel items were discussed and no action was taken.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to adjourn the Executive Session and reconvene in special session. Roll call vote showed Busch, absent; Dalrymple, absent; 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 1:58 p.m. The roll call showed the following members present: Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Steve Busch and Don Dalrymple were absent. Also present were Lenny Klaver, President; and Vicki Weaver, Board Secretary/Clerk.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to adjourn the special meeting of the Board of Trustees. Four votes were cast in favor and none opposed. President Maloney declared the meeting adjourned at 1:59 p.m.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
July 31, 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 5:31 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Sharon Weiser, Interim Vice President for Academic Affairs/Dean of Extended Campus; Tyson Otto, Chief Fiscal Officer; Kristen Alley, Dean of Student Affairs; Brooke McAtee, Dean of Nursing and Health Sciences; Beth Caldarello, faculty; Alan Barnett and Kristi Harris, administrative staff; Bev Hooker, representing Head Start; Lisa Hostetler, representing WDB; and Ronda Lickteig and Jennifer Thies, representing the news media.

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

Steve Busch moved and Don Dalrymple seconded the motion to approve the Minutes of the meetings of June 27, July 18, July 20, and July 21 and the Minutes of the WDB meetings of June 6 and July 11, all 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 Dr. John Holcomb seconded the motion to approve the payment of the monthly bills for North Central Missouri College, Head Start, and WIOA as presented. Six votes were cast in favor and none opposed.

Head Start Director Bev Hooker discussed the Head Start monthly report. Head Start's first day of classes is August 22.

Chief Information Officer Alan Barnett made a PowerPoint presentation about the I.T. department, describing its overall growth since 1995.

Interim Vice President for Academic Affairs/Dean of Extended Campus Dr. Sharon Weiser talked about her attendance at a BlackBoard conference and the availability of new instructional tools such as a mobile instructor app; wrap-up of the summer sessions; a proposed new certificate in agbusiness; and coverage in the teacher education department as a result of the resignation of Dr. Johannah Baugher.

Dean of Student Affairs Kristen Alley discussed several items: payment deadlines for the fall semester; the academic recovery plan; departmental communication; learning disabilities testing; and a student returning to NCMC after serious health issues.

During President Dr. Lenny Klaver's report, he mentioned the forum held prior to the Board meeting; the strategic plan; enrollment/retention; removal of the hiring freeze; additional withholdings by the Governor; the CEO search by the MCCA; the approaching end of four-day-work-weeks; and the annual fall picnic set for Thursday, August 17.

The Board looked at the annual Year in Review report.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to set the annual levy hearing for Tuesday, August 22 at 5:15 p.m. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to renew NCMC's Code of Ethics/Conflict of Interest Ordinance. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the Workforce Development Board Program Year 17 administrative budget as presented. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to approve the revised 2017-18 College Catalog as presented (adding a missing heading as noted). Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to waive the Board's practice of holding a *second reading* and to approve changes in Board Policies 3.13.00, 3.14.00, and 5.12.70.2 through .4 as presented (see attached). Six votes were cast in favor with none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to renew athletic insurance with Dissinger Reed of Overland Park, KS for the 2017-18 sports year at a cost of \$23,487. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to renew NCMC's Student Information System maintenance from Ellucian of Malvern, PA at a cost of \$53,064. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to renew the use of Ebsco Information Services of Dallas, TX to provide accessibility of the CINAHL at a cost of \$11,175. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to renew institutional membership with the Missouri Community College Association at a cost of \$18,301.72. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to accept the resignation of Dr. Johannah Baugher, teacher education instructor, effective July 31, 2017. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to accept the resignation of Teresa Cross, Development Director/Director of the NCMC Foundation, effective September 13, 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 Ashlea Buntin, Associate Director of Financial Aid, effective August 1, 2017. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to transfer Jordan Cox to Financial Aid Representative effective August 1, 2017; this is a full-time non-exempt, 12-month classified staff position with her placement on the classified staff salary schedule at 4B-6 (\$12.26/hour). Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to employ Dr. Tristan Londre of Lees' Summit, MO as Vice President for Academic Affairs effective the week of August 14, 2017; this is a full-time exempt AMP position with the salary placement in AMP Group 1 (\$97,500 annually). Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to employ Ashtyn Wilson as nursing instructor effective August 21, 2017; this is a full-time exempt faculty position with placement on the nursing faculty salary schedule at B-0 (\$52,556 annually, prorated to \$47,778 for a 10-month contract). Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to employ Eric Penrod (business department) and Deborah Coleman (education department) as adjunct instructors. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal, real estate, and personnel, 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 6:32 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Also present were Lenny Klaver, President; and Vicki Weaver, Board Secretary/Clerk.

Legal, personnel, and real estate matters were discussed and real estate 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 6:58 p.m. The roll call showed the following members

present: Steve Busch, Don Dalrymple, Dr. John Holcomb, Chris Hoffman, 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 accept, with regrets, the resignation of Marcie Cutsinger, TRiO Director, effective August 9, 2017. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were cast in favor and none opposed. President Maloney declared the meeting adjourned at 7:00 p.m.

President

Secretary

Date

Date

3.13.00 Tuition Waivers for Non-College Employees

3.13.10 Trenton IX Employees

3.13.10.1 Employees considered to be full-time by the R-IX District may enroll in college credit courses at NCMC with tuition waived, excluding tuition for noncredit courses (e.g., seminars, community service courses, and continuing education courses), audited courses, and repeated courses. Employees who take courses with tuition rates which exceed the in-district rate must pay the difference between the in-state rate and the charged tuition rate. In order to be eligible for a tuition waiver, employees must complete the Free Application for Federal Student Aid (FAFSA) for the corresponding academic year and meet the definitions of Title IV financial aid eligibility. The FAFSA and verification of FAFSA, if selected for verification, must be submitted to NCMC and finalized prior to the end of the term in which the waiver is to be applied. Waivers may not be applied to prior terms retroactively. Federal and state grants, including the A+ scholarship, and all other tuition specific financial aid will be applied toward costs prior to the award of any tuition waivers. Employees are responsible for any fees assessed for No Shows.

3.13.10.2 Other charges such as fees (e.g., application, activity, facility, health, course, and lab), books, supplies, housing, fines, etc., will not be waived.

3.13.10.3 The policy is limited to Trenton R-IX full-time employees and their dependents. For the purpose of tuition waivers only, dependents are those individuals defined as unmarried child under the age of 24, and/or disabled child over the age of 24. Employees seeking a waiver for a dependent must submit a Dependent Eligibility Verification (DEV) form along with the waiver. Trenton R-IX employees' dependents qualify for tuition waivers equal to 50% of the tuition, with the same restrictions as in 3.13.10.1. Dependents who will be enrolled in high school while taking college courses are exempt from completing the FAFSA. Individuals must be eligible to receive a waiver in the semester in which they use the waiver.

3.13.10.4 For individuals who have retired with at least five years of service from the Trenton R-IX District but are not yet 60 years of age, tuition will be waived for the retired employee but not for their dependents.

3.13.10.5 Tuition waiver forms and DEV forms are available from the NCMC Financial Aid Office. Waiver forms must be signed by the Superintendent and the NCMC President. Waiver forms must be submitted to NCMC's Financial Aid Office by the final payment deadline of the term for which the waiver is requested.

3.13.20 Head Start and WIOA Employees

3.13.20.1 Employees considered to be full-time by Head Start/WIOA may enroll in college credit courses at NCMC with tuition waived, excluding tuition for noncredit courses (e.g., seminars, community service courses, and continuing education courses), audited courses, and repeated courses. Employees who take courses with tuition rates which exceed the in-state rate must pay the difference between the in-state rate and the charged tuition rate. In order to be eligible for a tuition waiver, employees must complete the Free Application for Federal Student Aid (FAFSA) for the corresponding academic year and meet the definitions of Title IV financial aid eligibility. The FAFSA and verification of FAFSA, if selected for verification, must be submitted to NCMC and finalized prior to the end of the term in which the waiver is to be applied. Waivers may not be applied to prior terms retroactively. Federal and state grants, including the A+ scholarship, and all other tuition specific financial aid will be applied toward costs prior to the award of any tuition waivers. Employees are responsible for any fees assessed for No Shows.

3.13.20.2 Other charges such as fees (e.g., facility, activity, facility, course, and lab), books, supplies, housing, fines, etc., will not be waived, with the exception of the health fee.

3.13.20.3 The policy is limited to Head Start and WIOA employees, spouses/domestic partners, and their dependents. For the purpose of tuition waivers only, dependents are those individuals defined as unmarried child under the age of 24, and/or disabled child over the age of 24. Employees seeking a waiver for a dependent must submit a Dependent Eligibility Verification (DEV) form along with the waiver. The restrictions listed in 3.13.20.1 will apply for dependents. Dependents who will be enrolled in high school while taking college courses are exempt from completing the FAFSA. Individuals must be eligible to receive a waiver in the semester in which they use the waiver.

3.13.20.4 If a Head Start/WIOA employee works more than 675 hours per year but less than 1,400 hours per year, tuition will be reduced by fifty percent (50%). If a Head Start/WIOA employee works 1,400 hours or more per year, the tuition will be fully waived. Waivers for dependents of employees will be applied at the same rate as the employee. The restrictions listed in 3.13.20.1 will apply.

3.13.20.5 For individuals who have retired with at least five years of service from Head Start or WIOA but are not yet 60 years of age, tuition will be waived for the retired employee but not for their dependents.

3.13.20.6 Tuition waiver forms and DEV forms are available from the NCMC Financial Aid Office. Waiver forms must be signed by the Head Start/WIOA program administrator and the NCMC President. Waiver forms must be submitted to NCMC's Financial Aid Office by the final payment deadline of the term for which the waiver is requested.

3.14.00 Waivers for Senior Citizens

3.14.00.1 North Central Missouri College encourages lifelong learning and awards full tuition waivers to Missouri senior citizens on a space available basis (RSMo 173.241). Any Missouri resident who is at least 65 years of age on or before August first of a school year may enroll in an available credit-bearing course on a not-for-credit (audit) basis. Persons may begin enrolling in a course for which a waiver is requested no earlier than one business day prior to the first day of the scheduled term. Audit declarations must be made with the Registrar. Persons seeking a waiver pursuant to this section shall provide documentation of age and shall satisfy all other necessary entrance requirements in order to be eligible to receive a waiver.

3.14.00.2 Other charges such as fees (e.g., application, activity, facility, course, and lab), books, supplies, housing, fines, etc., will not be waived, with the exception of the health fee.

3.14.00.3 The number of available senior citizen waivers is limited to no more than ten students per semester.

3.14.00.4 Tuition waiver forms are available from the NCMC Financial Aid Office. Audit declarations must be made and waiver forms submitted to NCMC at the time of registration.

5.12.70.2 NCMC Tuition Waivers: Employees considered to be full-time by NCMC may enroll in credit courses at NCMC with tuition waived, excluding tuition for noncredit courses (e.g., seminars, community service courses, and continuing education courses) audited courses, and repeated courses. Employees who take courses with tuition rates which exceed the in-state rate must pay the difference between the in-state rate and the charged tuition rate. In order to be eligible for a tuition waiver, employees must complete the Free Application for Federal Student Aid (FAFSA) for the corresponding academic year and meet the definition of Title IV financial aid eligibility. The FAFSA and verification of FAFSA, if selected for verification, must be submitted to NCMC and finalized prior to the end of the term in which the waiver is to be applied. Waivers may not be applied to prior terms retroactively. Federal and state grants, including the A+ scholarship, and all other tuition specific financial aid will be applied toward costs prior to the award of any tuition waivers. Employees are responsible for any fees assessed for No Shows.

5.12.70.2.1 Other charges such as fees, (e.g., application, activity, facility, course, and lab), books, supplies, housing, fines, etc., will not be waived, with the exception of the health fee.

5.12.70.2.2 The policy is limited to NCMC employees, spouses/domestic partners, and their dependents. For the purpose of tuition waivers only, dependents are those individuals defined as unmarried child under the age of 24, and/or disabled child over the age of 24. Employees seeking a waiver for a dependent must submit a Dependent Eligibility Verification (DEV) form along with the waiver. The restrictions listed above will apply for dependents. Dependents who will be enrolled in high school while taking college courses are exempt from completing the FAFSA. Individuals must be eligible to receive a waiver in the semester in which they use the waiver.

5.12.70.2.3 For individuals who have retired from North Central Missouri College with at least five years of service but are not yet 60 years of age, tuition will be waived for the retired employee but not for their dependents.

5.12.70.2.4 Tuition waiver forms and DEV forms are available from the Financial Aid Office. Waiver forms must be signed by the NCMC Human Resources Department and the College President. Waiver forms must be submitted to NCMC's Financial Aid Office by the final payment deadline of the term for which the waiver is requested.

MINUTES OF THE LEVY HEARING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
August 22, 2017

The levy hearing of the Board of Trustees, North Central Missouri College, was called to order in the President's Office, Frey Administrative Center, by President Rob Maloney at 5:15 p.m. The roll call showed the following members present: Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Tristan Londre, Vice President for Academic Affairs; Tyson Otto, Chief Fiscal Officer; Kristen Alley, Dean of Student Affairs; Brooke McAtee, Dean of Nursing and Health Sciences; Maryellen Harman, faculty; Alan Barnett, Kristi Harris, and Randy Young, administrative staff; Bev Hooker, representing Head Start; and Ronda Lickteig and Jennifer Thies, representing the news media.

The floor was opened for public comment on the proposed tax levy rate of \$.3836 per hundred of assessed valuation for the 2017-18 year. There were no comments, and due to the lack of public interaction trustee John Holcomb suggested the levy hearing be set for 5:25 p.m. next year.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to adjourn the levy hearing of the Board of Trustees. Five votes were cast in favor and none opposed. President Maloney declared the meeting adjourned at 5:30 p.m.

President

Secretary

Date

Date

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
August 22, 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: Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Tristan Londre, Vice President for Academic Affairs; Tyson Otto, Chief Fiscal Officer; Kristen Alley, Dean of Student Affairs; Brooke McAtee, Dean of Nursing and Health Sciences; Maryellen Harman, faculty; Alan Barnett, Kristi Harris, and Randy Young, administrative staff; Bev Hooker, representing Head Start; and Ronda Lickteig and Jennifer Thies, representing the news media.

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

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the Minutes of the meeting of July 31 as presented. Five votes were cast in favor and none opposed.

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

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

Head Start Director Bev Hooker discussed the Head Start monthly report; she also said that Head Start classes began today and all expected funding is in place.

Executive Assistant/HR/PR Director Kristi Harris made a Powerpoint presentation about her Human Resources duties.

Director of Facilities Randy Young reviewed annual summer maintenance projects in the residence halls, Ketcham Community Center, Hoffman Hall, Geyer Hall, and parking lots. He also said on-line auctions to dispose of surplus items have been working well for NCMC.

Vice President for Academic Affairs Tristan Londre reported that the new semester started smoothly. NCMC has two new full-time faculty this fall, and approvals for a proposed new AAS program are moving through the appropriate channels.

Dean of Student Affairs Kristen Alley shared preliminary statistics on housing, financial aid, and satisfactory academic progress. She also talked about move-in day, the organizational fair/eclipse event, and assistance for First Generation students.

During President Dr. Lenny Klaver's report, he said he is still cautiously optimistic about this fall's enrollment figures as both head count and credit hours (without dual credit) are currently up. He talked about the Fall Convocation; a Money Savings idea project; preliminary progress at the new Andrew County extension center site; a meeting with architects about new residence halls (he expects a several year delay on this project); and an effort to increase NCMC's international student population.

Don Dalrymple moved and Diane Lowrey seconded the motion to set the tax levy for the 2017-18 year at \$.3836 per hundred of assessed valuation. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Chris Hoffman seconded the motion to approve an adjusted budget for FY18 with expenses of \$10,300,714 and revenues of \$10,006,623. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to accept a bid from Merridy's Uniforms of Vidalia, Georgia, for nursing notes with supplies at a total cost of \$15,654.40. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Dr. John Holcomb seconded the motion to renew MOBIUS services at a total cost of \$17,887.12; this is a sole source bid. Five votes were cast in favor with none opposed.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to approve the placement of Heather McCollum as Interim Director of TRiO programs with \$1,000 added to her monthly salary to reflect these new duties; this is effective August 10, 2017 and will remain in effect until a permanent Director is selected. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve a salary adjustment for custodian Sarah Bonnett with movement on the Classified Staff salary schedule from 1B-11 to 1B-14 (\$10.32 to \$10.97/hour) effective with the next pay period. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to employ Jason Browning of Trenton as a full-time non-exempt custodian effective August 28, 2017; his placement on the classified staff salary schedule will be 1B-10 (\$10.11/hour). Five votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to employ Morgan Purdun of Princeton as a full-time non-exempt Advisor/Career Services Coordinator effective August 28, 2017; her salary placement on the Classified Staff salary schedule will be 4B-5 (\$12.01 hourly). Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ Alexis Adams of Floral City, Florida as full-time exempt Residence Life Coordinator/Assistant Women's Softball Coach effective August 25, 2017; this is an AMP Range 5 position with the annual salary at \$27,253 plus use of the Selby Residence Hall

Coordinator apartment and a meal plan for the academic year. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to employ Shona Kirkwood as a teacher in Head Start's Hamilton center. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal, real estate, and personnel, citing statutes 610.021.1, .2, and .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 6:31 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Lenny Klaver, President; Tristan Londre, Vice President; and Vicki Weaver, Board Secretary/Clerk.

Legal, personnel, and real estate matters were discussed and no action was taken.

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 6:50 p.m. The roll call showed the following members present: Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Lenny Klaver, President; Tristan Londre, Vice President; and Vicki Weaver, Board Secretary/Clerk.

Don Dalrymple moved and Diane Lowrey seconded the motion to approve salary adjustments for two employees as a result of testing duties added to their positions, effective September 5, 2017: Megan Pester, Director of Advising and Retention, \$3,000 added to her annual base, and Marie Moulin, Advisor/Records Assistant, movement on the Classified Salary Schedule from \$18.05/hour to \$18.81/hour. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve title changes for three employees, effective immediately: Dr. Kristen Alley from Dean of Student Affairs to Associate Vice President for Student Affairs/Dean of Students; Tyson Otto from Chief Fiscal Officer to Associate Vice President for Business and Finance; and Kristi Harris, Executive Staff Assistant/PR/HR to Chief of Staff. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to adjourn the regular meeting of the Board of Trustees. Five votes were cast in favor and none opposed. President Maloney declared the meeting adjourned at 6:58 p.m.

Workforce Development Board
Minutes of Board Meeting
September 12, 2017
Missouri Star Quilt Company, Hamilton, MO

The Northwest Region Workforce Development Board (NW WDB) met in open session Tuesday, September 12, 2017 at Missouri Star Quilt retreat center (200 N. Davis, Hamilton, MO). NW WDB Chair John Zeliff called the meeting to order at 4:31 pm. At roll call there were fourteen (14) Board Members participating; seven (7) Commissioners; seventeen (17) Ex-officio (non-voting) members and guests; and three (3) WDB staff present.

Those participating included the following:

Board Members

Gregg Roberts*	Kent Osborn	John Dickmeyer*	John Zeliff
Anita Coulter*	Kathy Sherer	Julia Birkeness	Juanita Assel
Betty Wymore	Gary Clapp*	Becky Cleveland	Debb Trautloff
Nshan Erganian	Laurie Findling		

*Participated via conference call

Commissioners

Wade Wilken, Jr., Clinton County	Rick Hull, Grundy County	Jack Hodge, Harrison County
Bill Walker, Nodaway County	Ted Findley, Worth County	Regan Nonneman, Worth County
Tyler Paxson, Worth County		

Ex-officio (non-voting) Members and Guests

Jackie Soptic, GHRP	Becky McAtee, GHRPC	Karen Bryant, GHRPC
Jackie Spainhower, NWRCOG	Amy Dowis, NWRCOG*	Kim Mildward, NWRCOG
Janice Spearman, Mo-Kan	Laura Brewer, Mo-Kan	Mike Spady, Mo-Kan
Gary Miller, Mo-Kan*	Robin Hammond, SJYA	David Rich, SJYA
Bryan Barnes, DWD	Shari Schenewerk, DWD	Sherry Hecker, DWD
Josh McKim, NCEDC	Tristan Londre, NCMC	

*Participated via conference call

WDB Staff

Lisa Hostetler Jeanie Griffin Brent Stevens

Open Session Business Meeting – A quorum was established with eight (8) private sector members and six (6) partner sector members participating.

Consent Agenda

Motion was made by Kent Osborn, seconded by Betty Wymore to approve the minutes from the July

11, 2017 NW WDB special meeting. The motion passed by roll call vote with fourteen (14) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

Updates and Other Program Business:

1. WIOA partner updates were provided by Laurie Findling, FSD; Betty Wymore, AEL; Nshan Erganian, Goodwill/Goodworks; Debb Trautloff, SCSEP; and Kim Mildward; Becky McAtee; David Rich; and Laura Brewer, WIOA Title I.
2. NW WDB Director Lisa Hostetler presented a letter from Division of Workforce Development (DWD) congratulating the region for certification of the Chillicothe and St. Joseph One-Stop Job Centers. Hostetler and WDB Chair John Zelifff offered their congratulations and thanks to the Certification Review Teams for their hard work.
3. Hostetler also directed Board members to an August 25, 2017 letter from DWD presenting their programmatic monitoring review of the NW region. The purpose of the review was to evaluate management and administration and to ensure we are operating in compliance with federal regulations and state issuances. The review disclosed only minor issues, all of which were addressed prior to completion of the report dated August 25th.

As informational updates, no action was required nor taken on the above.

WIOA-Mandated Business

1. With the election of NW WDB Officers completed at the June, 2017 NW WDB meeting, the NW WDB Chair and Director reviewed the Executive Committee membership and agreed to retain current members with the addition of Julia Birkeness replacing John Dickmeyer as Treasurer. As such, the Executive Committee includes John Zelifff, Chair, Gregg Roberts, Vice-chair; Julia Birkeness, Treasurer, Juanita Assel, Secretary, and at-large members Lisa McGhee, Kent Osborn and Debb Trautloff.

A motion was made by Betty Wymore, seconded by Nshan Erganian to approve the Executive Committee membership as presented. The motion passed by roll call vote with fourteen (14) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

2. NW WDB Fiscal Manager Jeanie Griffin presented a local plan modification to request transfer of \$150,000 from PY17 Dislocated Worker to Adult funding allocation; Hostetler reviewed policy changes approved at the June, 2017 NW WDB meeting; and Griffin presented the PY17/FY18 planning budget summaries to fund Adult, Dislocated Worker, and Youth program services in the region. Each of those changes requires a modification to our local plan and approval by the Board prior to submission to DWD for their consideration.

A motion was made by Kent Osborn, seconded by Debb Trautloff to approve the requested plan modifications as noted above. The motion passed by roll call vote with fourteen (14) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

3. Request for Proposals (RFPs) for the WIOA Youth, Functional Leadership / Adult / Dislocated Worker (FL / Adult / DW), and One-Stop Operator service providers were sent to 37 organizations on the NW WDB bidder's list. Response to the RFPs included bids for the Youth and FL/ Adult/DW program contracts. Hostetler reported no proposals were received for the One-Stop Operator services. Without a One-Stop Operator, the NW WDB is out of compliance with Workforce Innovation and Opportunity Act (WIOA). The Department of Labor Employment and Training Administration (DOL ETA) provided guidance for competitive selection of One-Stop Operators (TEGL 15-16); Hostetler discussed the option for a Workforce Development Board to serve as the One-Stop Operator, although specifications and restrictions severely limit the other work the Board would be permitted to do. After considerable discussion, Hostetler agreed to again reach out to Missouri Division of Workforce Development to identify a solution.

No action was required nor taken.

Follow-up note: A conference call with DWD senior management team was held on September 14, 2017; DWD gave their permission for the NW WDB to solicit interest from NW WDB contract awardees. A 'scaled down' version of the One-Stop Operator RFP will be presented to St. Joseph Youth Alliance, NW Regional Council of Governments, Green Hills Regional Planning Commission, and Mo-Kan Regional Council. Although procurement must still be competitive, this attempt does not have to follow the strict competitive procurement process and standards established by Department of Labor.

4. The Division of Workforce Development is developing a "Missouri Job Center Affiliate Certification Review Form" – any Missouri Affiliate Centers will now be required to undergo a review to become certified just as the Missouri One-Stop Job Centers have. The specifications for review are in draft form and awaiting completion by DWD. The Affiliate Job Centers must be certified by December 30, 2017.

No action was required nor taken.

Follow-up note: On September 13, 2017, DWD reported the review form and process for Affiliate Job Center certification will be finalized during the week of September 18, 2017; after that date Hostetler will identify Certification Review team members that will conduct the reviews.

At 5:48 pm, a motion was made by Betty Wymore, seconded by Kathy Sherer for Executive and eligible members of the Youth Advisory Committees to go into closed session pursuant to §610.021(12), RSMo relating to "Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected". The motion passed by roll call vote with thirteen (13) 'yes' votes, one (1) 'no' vote (Becky Cleveland), and zero (0) abstentions.

Due to space constraints at the Missouri Star Quilt large retreat center at 200 N. Davis, the closed session was held across the street at the Missouri Star Quilt mini retreat center (207 N. Davis); members of the Executive and Youth Advisory Committees moved to that facility while the remainder of meeting attendees remained at the 200 N. Davis site.

Closed Session - Review of sealed bids for WIOA Youth and Functional Leadership / Adult / Dislocated Worker program services.

Open Session Business Meeting – NW WDB Chair John Zeliff called the open meeting to order at Missouri Star Quilt large retreat center (200 N. Davis, Hamilton, MO) at 6:34 pm. At roll call there were fourteen (14) Board Members participating; seven (7) Commissioners; seventeen (17) Ex-officio (non-voting) members and guests; and three (3) WDB staff present. Those participating included the following:

Board Members

Gregg Roberts*	Kent Osborn	John Dickmeyer*	John Zeliff
Anita Coulter*	Kathy Sherer	Julia Birkeness	Juanita Assel
Betty Wymore	Gary Clapp*	Becky Cleveland	Debb Trautloff
Nshan Erganian	Laurie Findling		

*Participated via conference call

Commissioners

Wade Wilken, Jr., Clinton County	Rick Hull, Grundy County	Jack Hodge, Harrison County
Bill Walker, Nodaway County	Ted Findley, Worth County	Regan Nonneman, Worth County
Tyler Paxson, Worth County		

Ex-officio (non-voting) Members and Guests

Jackie Soptic, GHRPC	Becky McAtee, GHRPC	Karen Bryant, GHRPC
Jackie Spainhower, NWRCOG*	Amy Dowis, NWRCOG	Kim Mildward, NWRCOG
Janice Spearman, Mo-Kan	Laura Brewer, Mo-Kan	Mike Spady, Mo-Kan
Gary Miller, Mo-Kan*	Robin Hammond, SJYA	David Rich, SJYA
Bryan Barnes, DWD	Shari Schenewerk, DWD	Sherry Hecker, DWD
Josh McKim, NCEDC	Tristan Londre, NCMC	

*Participated via conference call

WDB Staff

Lisa Hostetler Jeanie Griffin Brent Stevens

A quorum was maintained with eight (8) private sector members and six (6) partner sector members participating.

Report of joint meeting of NW WDB Executive and Youth Advisory Committees – Zeliff reported that the business of reviewing proposals for WIOA Youth and Functional Leadership / Adult / Dislocated program services was conducted during the closed session. Minutes of the closed session are a separate document.

NW WDB WIOA Service Providers

1. Juanita Assel, spokesperson for the NW WDB Youth Advisory Committee, recommended the WIOA Youth contract in the ABCD sub-region be awarded to St. Joseph Youth Alliance.

A motion was made by Debb Trautloff, seconded by Julia Birkeness to award the WIOA youth contract in the ABCD sub-region to St. Joseph Youth Alliance. The motion passed by roll call vote with eleven (11) ‘yes’ votes, zero (0) ‘no’ votes, and three (3) abstentions (Kathy Sherer, Betty Wymore, and Becky Cleveland).

2. Juanita Assel, spokesperson for the NW WDB Youth Advisory Committee, recommended the WIOA Youth contract in the Green Hills sub-region be awarded to Green Hills Regional Planning Commission.

A motion was made by Kent Osborn, seconded by Juanita Assel to award the WIOA youth contract in the Green Hills sub-region to Green Hills Regional Planning Commission. The motion passed by roll call vote with ten (10) ‘yes’ votes, zero (0) ‘no’ votes, and four (4) abstentions (Kathy Sherer, Betty Wymore, Becky Cleveland and Nshan Erganian).

3. Juanita Assel, spokesperson for the NW WDB Youth Advisory Committee, recommended the WIOA Youth contract in the Northwest sub-region be awarded to Northwest Regional Council of Governments.

A motion was made by Julia Birkeness, seconded by Kathy Sherer to award the WIOA youth contract in the Northwest sub-region to Northwest Regional Council of Governments. The motion passed by roll call vote with eleven (11) ‘yes’ votes, zero (0) ‘no’ votes, and three (3) abstentions (Betty Wymore, Becky Cleveland and Laurie Findling).

4. Kent Osborn, spokesperson for the NW WDB Executive Committee, recommended the Functional Leadership / Adult / Dislocated Worker contract in the ABCD sub-region be awarded to Mo-Kan Regional Council.

A motion was made by Kent Osborn, seconded by Debb Trautloff to award the Functional Leadership / Adult / Dislocated Worker contract in the ABCD sub-region to Mo-Kan Regional Council. The motion passed by roll call vote with eleven (11) ‘yes’ votes, zero (0) ‘no’ votes, and three (3) abstentions (Kathy Sherer, Becky Cleveland, and Laurie Findling).

5. Kent Osborn, spokesperson for the NW WDB Executive Committee, recommended the Functional Leadership / Adult / Dislocated Worker contract in the Green Hills sub-region be awarded to Green Hills Regional Planning Commission.

A motion was made by Kent Osborn, seconded by Juanita Assel to award the Functional Leadership/ Adult / Dislocated Worker contract in the Green Hills sub-region to Green Hills Regional Planning Commission. The motion passed by roll call vote with ten (10) 'yes' votes, zero (0) 'no' votes, and four (4) abstentions (Kathy Sherer, Becky Cleveland, Nshan Erganian, and Laurie Findling).

6. Kent Osborn, spokesperson for the NW WDB Executive Committee, recommended the Functional Leadership / Adult / Dislocated Worker contract in the Northwest sub-region be awarded to Northwest Regional Council of Governments.

A motion was made by Kent Osborn, seconded by Julia Birkeness to award the Functional Leadership / Adult / Dislocated Worker contract in the Northwest sub-region to Northwest Regional Council of Governments. The motion passed by roll call vote with twelve (12) 'yes' votes, zero (0) 'no' votes, and two (2) abstentions (Becky Cleveland, and Laurie Findling).

Hostetler noted the next steps at the WDB office will include updating our Memorandum of Understanding; cost-sharing agreements; negotiated performance rates; and any other local plan revisions as necessary.

Meeting was adjourned.

Next Meeting – December 5, 2017; Location to be determined

President

Secretary

Date

Date

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
September 26, 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 5:33 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Tristan Londre, Vice President for Academic Affairs; Tyson Otto, Associate Vice President for Business and Finance; Kristen Alley, Associate Vice President for Student Affairs; Brooke McAtee, Dean of Nursing and Health Sciences; Jack Green, Maryellen Harman, Tina Totten, Tammie Weibers, and Ashtyn Wilson, faculty; Alan Barnett, Kristi Harris, and Morgan Purdun, administrative staff; Kendey Eaton, Krista Hustead, and Savana McNett, students; Bev Hooker, representing Head Start; Lisa Hostetler, representing WIOA; and Ronda Lickteig and Jennifer Thies, 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 Dr. John Holcomb seconded the motion to approve the Minutes of the NCMC meetings of August 22 and the Minutes of the WDB meeting of September 12 as presented. Six 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. Six votes were cast in favor and none opposed.

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

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

Visiting students and new faculty/staff introduced themselves.

Drs. Klaver, Londre, and Alley presented a Special Board Report on off campus sites and strategic enrollment management

Vice President for Academic Affairs Tristan Londre presented faculty member Tina Totten with the annual NI-SOD medal.

Associate Vice President for Student Affairs Kristen Alley had handouts on financial aid and student advising. She also discussed student leadership, Counselors Day, the College Fair, student thank you notes, communication/marketing, the benefit of A+ and Pell funds to local communities, and a book donation to the NCMC Library by instructor Dennis Sager.

During President Dr. Lenny Klaver's report, he mentioned NJCAA Day, HLC approval for the North Belt Center programs, a schedulers' meeting, and his intent to ask the Board to set tuition rates in February. He told the Board that Micah Landes, the new Executive Director of the North Central Missouri Development Alliance, is housed in the Alexander Student Center. She is a former NCMC student. President Klaver also presented a 25-year service award to trustee Chris Hoffman.

Dr. John Holcomb moved and Steve Busch seconded the motion to approve Head Start's *1303 Facility Purchase, Construction or Major Renovation* application. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the purchase of cattle for the Barton Farm Campus from the Daviess County Livestock Market at a total cost of \$16,990.90. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to approve the renewal of NCMC's internet connection and related support from Morenet at an annual cost of \$36,177.84; this is a state-service-provider bid. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the renewal of Veeam backup software from CDWG of Vernon Hills, Illinois at a cost of \$12,425.64; this is an NJPA Missouri Higher Ed contract price. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Don Dalrymple seconded the motion to approve the renewal of hardware maintenance for servers and storage equipment at an annual cost of \$12,002.16 from Park Place Technologies of Mayfield Heights, Ohio; this is a WSCA state contract price. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the renewal of support and maintenance for the Heartland Onecard System at an annual cost of \$16,387.65 from Heartland Campus Solutions; this is a sole source bid. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to accept a bid from CDWG of Vernon Hills, Illinois for computer hardware at a total cost of \$42,336.57. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to approve the renewal of software maintenance for Dynamics, Great Plains and CRM at a combined annual cost of \$10,912.48 from Associates Solutions Inc. of Lenexa, Kansas. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to accept a bid from Kansas City Audio-Visual of Kansas City for Smart Classroom Equipment at a total cost of \$68,662. Six votes were cast in favor with none opposed.

Chris Hoffman moved and Don Dalrymple seconded the motion to approve a proposed change to Board Policy 3.12.00 *Records Retention* (see attached). Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the addition of a new paragraph to Faculty Policy Section 4.4, *Workload* (see attached). Six votes were cast in favor and none opposed. Thereafter, trustee Chris Hoffman said he hopes that implementation of this policy will not have a negative effect on the quality of NCMC's instruction.

Chris Hoffman moved and Don Dalrymple seconded the motion to approve the transfer of Ryan Woodward to Network/Security Administrator effective October 2, 2017; this is a full-time exempt Group 4 AMP position with his salary set at \$37,640 annually plus a salary incentive of \$2,360 to complete his A+ certification. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to approve the transfer of Rickiann Hoskins to System Administrator effective October 2, 2017; this is a full-time exempt Group 5 AMP position with her salary set at \$35,000 annually plus a salary incentive of \$3,000 to complete her A+ certification. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve a salary adjustment for Financial Aid Processor Sharalyn Robinson with movement on the Classified Staff salary schedule from 4A-12 to 4A-17 (\$14.75/hour) effective October 9, 2017. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to add \$1,217 to Stacey Russell's annual salary for 2017-18; the increase will be effective with the October pay period and is not retroactive. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Steve Busch seconded the motion to add \$946 to Tocarra Williams' annual salary for 2017-18; the increase will be effective with the October pay period and is not retroactive. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to employ Janet Pultz of Kirksville, Missouri as full-time exempt TRiO Director effective September 18, 2017; this is an AMP Group 3 position with the annual salary set at \$54,000. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to employ Jessica Tabbert of Trenton as a full-time non-exempt Financial Aid Advisor effective September 27, 2017; her salary placement on the Classified Staff salary schedule will be 3A-10 (\$11.71/hour). Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ the following adjunct instructors: Roxann Beckham (business technology), Ryan Morehead (speech and theatre), and Ashley Phillips (early childhood education). Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to employ Joshua Pearson as an adjunct instructor in the health sciences department. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the addition of a new Classified Staff position, IT Helpdesk Specialist, and to authorize its posting and advertising. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal, real estate, and personnel, 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 6:50 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Also present were Lenny Klaver, President; Tristan Londre, Vice President; and Vicki Weaver, Board Secretary/Clerk.

Legal, personnel, and real estate 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 7:19 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Also present were Lenny Klaver, President; Tristan Londre, Vice President; and Vicki Weaver, Board Secretary/Clerk.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were cast in favor and none opposed. President Maloney declared the meeting adjourned at 7:20 p.m.

Board Policy Manual Change:

3.12.00 Records Retention: North Central Missouri College adheres to the University General Retention Schedule (UGRS) regarding the retention and disposal of college records as instructed by the Missouri Office of the Secretary of State, Division of Records Management.

Faculty Policy Manual section addition:

4.4.7 Additional overload hours above 27 credit hours per semester may be granted at the discretion of the Vice President of Academic Affairs or dean level administrator for the purpose of enrollment demand, faculty vacancies, or unforeseen instances.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
October 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: Steve Busch, Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Tristan Londre, Vice President for Academic Affairs; Tyson Otto, Associate Vice President for Business and Finance; Kristen Alley, Associate Vice President for Student Affairs; Lindsey Oram and Sterling Recker, faculty; Alexis Adams, Linda Brown, Kristie Cross, Kristi Harris, Tara Noah, Eric Penrod, Megan Pester, Janet Pulz, and Whitney Trump, administrative staff; Hannah Bracken, Lance Chapman, Taylor Coram, Adrian Dodson, Kendey Eaton, Chance Edwards, Samantha Jett, MJ Johnson, Curtis Mitchell, and Nicole Richardson, students; Bev Hooker, representing Head Start; Lisa Hostetler, representing WIOA; and Ronda Lickteig and Jennifer Thies, representing the news media.

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

Dr. John Holcomb moved and Steve Busch seconded the motion to approve the Minutes of the meeting of September 26 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 payment of the monthly bills for North Central Missouri College, Head Start, and WIOA as presented. Six votes were cast in favor and none opposed.

Head Start Director Bev Hooker discussed the Head Start monthly report and thanked Board members for participating in training sessions.

Dr. Tristan Londre, Dr. Kristen Alley, Linda Brown, Kristie Cross, Tara Noah, Megan Pester, and Whitney Trump presented a Special Board Report on recruitment/retention/second session.

Visiting residence life assistants and education students introduced themselves.

Vice President for Academic Affairs Tristan Londre asked new faculty/staff members to introduce themselves, and he reported on progress of the new ag/business certificate and the wheelchair basketball event.

Associate Vice President for Student Affairs Kristen Alley talked about a washer/dryer bid, National Students Day, earthquake training and a fire drill, NJCAA Day,

OddRodd, Safety Week, and Title IX issues.

During President Dr. Lenny Klaver's report, he mentioned NCMC's participation in the Wright Run, the college's public solicitation policy, enrollment, MCCA, a future legislative forum, performance funding task force, strategic plan updates and the North Belt Center and a tuition grant.

Don Dalrymple moved and Diane Lowrey seconded the motion to approve Head Start's FY18 budget and *Continuation Grant Application*. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and seconded the motion to approve a partnership agreement with *ed2go*, a third-party provider of noncredit online career education and workforce development courses. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to waive the Board practice of a *first reading* and approve a proposed addition to the Board Policy Manual, 3.16.00 Amorous (Romantic/Sexual) Relationships (see attached). Six votes were cast in favor and none opposed.

Chris Hoffman moved and Don Dalrymple seconded the motion to accept the resignation of Linda Flentje, SSS program coordinator, effective October 9, 2017. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Steve Busch seconded the motion to approve a one-time temporary pay increase of \$5,000 for Brent Stevens, EEO officer for WIOA, as compensation for extra duties during the months of September, October, and November 2017. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal, real estate, and personnel, 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 6:36 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Also present were Lenny Klaver, President; Tristan Londre, Vice President; and Vicki Weaver, Board Secretary/Clerk.

Legal, personnel, and real estate matters were discussed and no action was taken.

Chris Hoffman moved and Steve Busch 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 6:51 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Also present were Lenny Klaver, President; Tristan Londre, Vice President; and Vicki Weaver, Board Secretary/Clerk.

Diane Lowrey moved and Don Dalrymple seconded the motion to award faculty and staff an extra personal day to be taken during this fall semester in lieu of no across-the-board salary increases for FY18; the day may be taken as a full day or two half days and must be scheduled in advance and approved by the faculty/staff member's supervisor. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to employ Alicia Endicott of Gallatin, Missouri, as Development Director effective November 13, 2017, pending a satisfactory background check; this is a full-time Administrative/Management/Professional position with her salary set in group 3 (\$52,000 annually). Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to sell a college-owned property located at 1601 Lulu Street according to proper legal channels. Six 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. Six votes were cast in favor and none opposed. President Maloney declared the meeting adjourned at 6:56 p.m.

President

Secretary

Date

Date

3.16.00 Amorous (Romantic/Sexual) Relationships: *section added 10/24/17* Members of the NCMC community, to include students and employees, put academic and professional trust and ethics at risk when they engage in or initiate amorous (romantic/sexual) relationships with individuals they have a direct evaluative or supervisory relationship. This may include, but not be limited to, supervisor and subordinate relationships

or instructor and student relationships when an evaluative relationship exists. In these instances, integrity of academic and employment decisions are compromised. These practices are considered a conflict of interest and are prohibited.

3.16.10 Any employee or student engaging in these circumstances will be ordered to stop immediately and may face further disciplinary action including possible suspension, expulsion or termination, as relevant to their role within the College.

3.16.20 The individual in the evaluative/supervisory position has a responsibility to ensure professional behavior at all times. In such situations the integrity of academic or employment decisions may either be compromised or appear to be compromised. Such situations greatly increase the chances that the individual with the evaluative/supervisory responsibility will abuse her/his power and sexually exploit the employee or student. Moreover, others may be adversely affected by such behavior because it places the supervisor or instructor in a position to favor or advance one employee's/student's interest at the expense of others and implicitly makes obtaining benefits contingent upon romantic or sexual favors.

3.16.30 An amorous relationship between two employees or an employee and a student constitutes a conflict of interest when a evaluative/supervisory relationship exists between them while the amorous relationship is occurring. Therefore, it is prohibited and the conflict must be resolved by terminating the direct evaluative/supervisory relationship.

3.16.30.1 To accomplish this resolution, if the amorous relationship exists in a supervisor/supervisee evaluative/supervisory relationship, it must be disclosed to the supervisor's unit head. If an amorous relationship exists between an instructor and student, it must be disclosed to the instructor's respective Dean or VP.

3.16.30.2 The primary responsibility to disclose rests with the person in the evaluative/supervisory position.

3.16.30.3 The individual to whom the disclosure is made is primarily responsible for requiring that actions be taken to resolve the conflict by terminating the evaluative/supervisory relationship. If such actions are outside that individual's authority, the matter shall be referred to the individual with the authority to take such actions.

3.16.30.4 A report of the relationship and the action taken to resolve the conflict shall be made to the Title IX Coordinator.

3.16.40 In situations involving spouses, NCMC's Conflict of Interest and Nepotism policies apply. (See Board Manual sections 3.1.20 and 5.2.60)

3.16.50 The College strongly discourages amorous relationships between any employee and a student even when no evaluative/supervisory relationship exists.

Add cross referencing to these two policies:

3.1.20 Conflicts of Interest see also 3.16.00 Amorous (Romantic/Sexual) Relationships

5.2.60 Nepotism see also 3.16.00 Amorous (Romantic/Sexual) Relationships

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
November 7, 2017**

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by Vice-President Don Dalrymple at 12:58 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, and Diane Lowrey. Steve Busch and Rob Maloney were absent. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Kristi Harris, Administrative Staff; Katelyn Galloway, Jamie Kottwitz, and Jamee Scearce, students; Brian Millner, representing MCCA; and Jennifer Theis, representing the news media.

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

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept a bid for the purchase of laundry equipment from Mid-States Services, LLC of Trenton at a total cost of \$13,190. Four votes were cast in favor and none opposed.

Diane Lowrey moved and Chris Hoffman seconded the motion to transfer Tocarra Williams to Student Support Services Program Coordinator effective November 1, 2017; this is an 11-month exempt Administrative/Management/Professional position with the salary set in AMP Group 5 (\$26,500 annually). Four votes were cast in favor and none opposed.

Chris Hoffman moved and Dr. John Holcomb seconded the motion to add a new faculty position, mathematics instructor, effective fall term, 2018. Four votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to allow the MU Extension Service to use office and conference room space in the Alexander Student Center at no charge in order to promote collegial partnerships between NCMC and the University of Missouri. Four votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to adjourn the special meeting of the Board of Trustees. Four votes were cast in favor and none opposed. Vice President Dalrymple declared the meeting adjourned at 1:10 p.m.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
November 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 Vice President Don Dalrymple at 5:30 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Dr. John Holcomb, Chris Hoffman, and Diane Lowrey. Rob Maloney was absent. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Tristan Londre, Vice President for Academic Affairs; Tyson Otto, Associate Vice President for Business and Finance; Beth Caldarello, Linda Cowling, Susan Stull, Lola Swint, and Tina Totten, faculty; Alan Barnett, Alicia Endicott, Kristi Harris and Janet Pultz, administrative staff; Lacey Baker, Macklaine Engenio, Mariah Fox, Katelyn Galloway, Alex Neal, Austin Pulley, Jamee Searce, Darcee Schwartzkopf, and Alexis Sims, students; Bev Hooker, representing Head Start; Lisa Hostetler, representing WIOA; and Ronda Lickteig and Jennifer Thies, representing the news media.

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

Diane Lowrey moved and Chris Hoffman seconded the motion to approve the Minutes of the meetings of October 24 and November 7 as presented. Five votes were cast in favor and none opposed.

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

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

Head Start Director Bev Hooker discussed her monthly report and shared information about Head Start enrollment.

In the monthly Special Board Report, Linda Cowling and Lola Swint discussed co-requisites and Beth Caldarello, Janet Pultz, and Tina Totten talked about services of the Learning Commons.

Member Rob Maloney joined the meeting at 6:04 p.m.

Vice President for Academic Affairs Tristan Londre asked the visiting Student Senate officers to introduce themselves. He said the Business Club and Residence Life Department recently sponsored a *Great Escape* to raise funds to purchase a coding robot. Also, Dean of the Nursing/Health Sciences Department Brooke McAtee presented an annual program review of the Affiliation Agreement with Hillyard Technical Center (Dental Hygiene program), mentioning two positions at the HTC related to the program - an adjunct instructor and a support staff position.

During President Dr. Lenny Klaver's report, he reviewed highlights of the fall semester including a PAS conference held at NCMC, PTK induction, a wheelchair basketball event, the MCCA Fall Convention, visits with the Missouri Secretary of State and officials from NWMSU, fall athletics, and the upcoming Legislative Forum. He also distributed information about postsecondary enrollment statewide.

Chris Hoffman moved and Diane Lowrey seconded the motion to set the December meeting date for Thursday, December 21 at 5:30 p.m. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Steve Busch seconded the motion to approve the filing dates for the election of two NCMC trustees during regular business hours of December 12, 2017 through January 16, 2018. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to waive the Board practice of a *first reading* and approve a proposed addition to the Board Policy Manual, 3.20.20, *Control Measures for Spread of Illness and Disease Contamination* (see attached). Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to approve the employment of Kristina Hannon as an exempt adjunct instructor in the sociology department. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the employment of Ashley Stuedle as a part-time clinical/adjunct instructor in the nursing department. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept the resignation of Miranda Callahan as NW WDB Program Operations Manager, effective November 16, 2017. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Rob Maloney seconded the motion to approve the transfer of Brent Stevens, NW WDB EEO Officer, to NW WDB Program Operation Manager effective December 1, 2017; this is a full-time exempt staff position with his salary set at Grade 3 Step 3 (\$38,159 annually) on the NW WDB salary schedule. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal, real estate, and personnel, 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 6:45 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Also present were Lenny Klaver, President; Tristan Londre, Vice President; Tyson Otto, Chief Fiscal Officer; and Vicki Weaver, Board Secretary/Clerk.

Legal and real estate matters were discussed and no action was taken.

Don Dalrymple moved and Chris Hoffman 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 7:05 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Also present were Lenny Klaver, President; Tristan Londre, Vice President; Tyson Otto, Chief Fiscal Officer; and Vicki Weaver, Board Secretary/Clerk.

Dr. John Holcomb moved and Steve Busch seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were cast in favor and none opposed. President Maloney declared the meeting adjourned at 7:06 p.m.

3.20.00 Health and Wellness (new heading)

3.20.20 Control Measures for Spread of Illness and Disease Contamination (new) Under federal occupational safety and health laws, NCMC has a duty to ensure the environment for students and staff is safe and healthy. The following measures may take place to ensure spread of illness and disease contamination is controlled:

3.20.20.1 Employees or students who self-report or bring documentation that they are currently carrying, or were exposed to an airborne, highly contagious illness or disease, may be asked to leave the premises to help control the risk of infecting co-workers, students, and constituents and/or not to return to NCMC grounds without a documented clearance from an accredited physician or healthcare organization.

3.20.20.2 If employees and students are able to meet acceptable performance standards and medical evidence indicates that their condition is not a threat to themselves

or to others, they shall be assured continued employment or studies. If it becomes necessary, reasonable accommodations shall be made to enable the qualified individual to continue to work or continue their studies. All information regarding the health of any employee or student shall be held in strict confidence, and released only to those who have a legitimate need to know.

3.20.20.3 NCMC will conform to standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of infections. All employees working in a job that might place them “at risk” for exposure to bloodborne pathogens will be expected to complete annual educational training on bloodborne prevention and exposure. At risk employees include, but may not be limited to, persons working in the allied health department, student housing and residential life, and custodial workers.

3.20.20.4 All federal and state occupational and safety laws will take precedence should an illness or disease be exposed on any of NCMC’s buildings or properties.

Workforce Development Board Minutes of Board Meeting December 5, 2017
First Baptist Church, Cameron, MO

The Northwest Region Workforce Development Board (NW WDB) met in open session Tuesday, December 5, 2017 at First Baptist Church (202 E. Ford, Cameron, MO). NW WDB Chair John Zeliff called the meeting to order at 4:31 p.m. At roll call there were fifteen (15) Board Members participating; three (3) Commissioners; ten (10) Ex-officio (non-voting) members and guests; and three (3) WDB staff present. Those participating included the following:

Board Members

Anne Long	Gregg Roberts	Kent Osborn	Lori Seymour	John Zeliff
Anita Coulter*	Julia Birkeness	Jeremy VanMeter	Betty Wymore	Rob Zirfas
Gary Clapp	Becky Cleveland*	Debb Trautloff	Nshan Erganian	Laurie Findling

*Participated via conference call

Commissioners

Wade Wilken, Jr., Clinton County Jack Hodge, Harrison County Bud Motsinger, Caldwell County

Ex-officio (non-voting) Members and Guests

Becky McAtee, GHRPC Karen Bryant, GHRPC Kim Mildward, NWRCOG
Janice Spearman, Mo-Kan
Randy Railsback, GHRPC Tristan Londre, NCMC Mike Spady, Mo-Kan
Robin Hammond, SJYA Todd Spencer, NWRCOG
David Rich, SJYA

WDB Staff

Lisa Hostetler Jeanie Griffin Brent Stevens

Open Session Business Meeting – A quorum was established with eight (8) private sector members and seven (7) partner sector members participating.

Consent Agenda

Motion was made by Kent Osborn, seconded by Betty Wymore to approve the minutes from the September 12, 2017 NW WDB open and closed-session meetings. The motion passed by roll call vote with fifteen (15) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

Updates and Other Program Business:

1. Commissioner reports were presented by the Presiding Commissioners in attendance. Wade Wilken, Jr. reported there is a new law firm in Plattsburg and a new Kum & Go across from the hospital in Cameron; Jack Hodge reported a new Dollar Tree coming to Bethany. Bud Motsinger reported on a new MFA grain mill, additional hiring at Missouri Star Quilt, a new feed mill in Braymer, and Commercial Metals in Polo.

2. Northwest Region One-Stop Operator, Kim Mildward, presented the One-Stop Operator report, noting updates to the Missouri Job Center Memorandum of Understanding, as well as meetings of the NW Business Services Team and the One-Stop System Team. Mildward began her duties as the regional One-Stop Operator on November 1, 2017.
3. NW WDB Director Lisa Hostetler provided an update on the St. Joseph Job Center. In late October, Missouri Office of Administration prepared a “limited notice to proceed” with renovation plans at the Kovac Grocery Store location. The end of February is the planned renovation completion date; move to that new location will occur following renovation.
4. Hostetler also directed Board members to a September 22, 2017 letter from DWD approving the plan modification request for transfer of funds, program planning budgets, and policy updates.
5. A staffing change at the NW WDB office was discussed; Hostetler provided an update on the replacement of Program Operations Manager Miranda Callahan. Brent Stevens interviewed for and was offered the position; he began those duties on December 1st. The NW WDB will back-fill the Equal Officer position Brent vacated with an earliest hire date of January 2, 2018.
6. Presentation of the Chillicothe and St. Joseph One-Stop Job Center certification awards was held. On behalf of the Chillicothe One-Stop Job Center, Functional Leader Karen Bryant accepted the certificate; on behalf of the St. Joseph One-Stop Job Center, Functional Leader Janice Spearman accepted the certificate. Hostetler and NW WDB Chair John Zeliff offered their thanks and congratulations to the Center staff in each location.

As informational updates, no action was required nor taken on the above.

WIOA-Mandated Business

1. Several policy revisions were presented to the Board. The first, NW WDB Procurement Policy, was revised to include language regarding processes to proceed with procurement if no bidders respond to a request for proposals. The second policy, Sunshine Law, outlines procedures for compliance with the Missouri Sunshine Law (Open Meetings and Records Law), including the appointment of a custodian of records for the NW WDB; response time to produce records; and fees to provide the records to a requestor. The third policy, Local Eligible Training Provider Selection Policy, allows the NW WDB to approve or deny (with cause) use of regional WIOA funds to training providers.

A motion was made by Lori Seymour, seconded by Debb Trautloff to approve the policy revisions with clarification language added to the procurement policy, the others as presented. The motion passed by roll call vote with fifteen (15) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

2. One-Stop Operator Kim Mildward presented a revised NW WDB Missouri Job Center Memorandum of Understanding that includes new Chillicothe and St. Joseph One-Stop Job Center cost-sharing charts; Chillicothe and St. Joseph Job Center certification review documents; and an updated MOU signatory checklist.

A motion was made by Betty Wymore, seconded by Nshan Erganian to approve the Memorandum of Understanding as presented. The motion passed by roll call vote with fifteen (15) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

3. A Local Plan modification request was presented to the Board. The modification will include policy changes discussed above; the updated NW WDB Missouri Job Center Memorandum of Understanding; and an updated Board member roster.

A motion was made by Kent Osborn, seconded by Julia Birkeness to approve the Plan Modification as presented. The motion passed by roll call vote with fifteen (15) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

4. The Division of Workforce Development developed a "Missouri Job Center Affiliate Certification Review Form" – the Missouri Affiliate Job Centers are required to undergo a review to become certified just as the Missouri One-Stop Job Centers have. Teams were established to conduct review of the Trenton and Maryville Affiliate Centers in our region; those team members are: Trenton – Kim Mildward, Team Lead; Laurie Findling; Brent Stevens; and Janice Spearman. The Maryville review team members are: Becky McAtee, Team Lead; Laurie Findling; and Brent Stevens. Mildward and McAtee presented the review documentation for the Centers and a letter of recommendation to the NW WDB to recommend certification of the Trenton and Maryville Affiliate Job Centers.

A motion was made by Rob Zirfas, seconded by Gregg Roberts to approve the certification recommendations as presented. The motion passed by roll call vote with fifteen (15) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

Meeting was adjourned at 5:32 p.m.

Next Meeting – March 6, 2018; Location to be determined

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
December 21, 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, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Tyson Otto, Associate Vice President for Business and Finance; Kristen Alley, Associate Vice President for Student Affairs; Brooke McAtee, Dean of Nursing and Allied Health Sciences; Amy Guthrie, faculty; Alan Barnett, Nate Gamet, Kristi Harris, Steve Richman and Craig Sager, administrative staff; and Ronda Lickteig and Jennifer Thies, representing the news media.

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

Don Dalrymple moved and Steve Busch seconded the motion to approve the Minutes of the meeting of November 28 and the Minutes of the WDB meeting of December 5 as presented. Six votes were cast in favor and none opposed.

In the monthly Special Board Report, Nate Gamet, Steve Richman, and Cary Sager discussed the Ketcham Community Center, athletics, athletic marketing, and Holiday Hoops.

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 payment of the monthly bills for North Central Missouri College, Head Start, and WIOA as presented. Six votes were cast in favor and none opposed.

Brooke McAtee, on behalf of Vice President Tristan Londre, talked about winter intersession, transfer equivalency agreements, the North Belt Center, and new apprenticeships.

Associate Vice President for Student Affairs Kristen Alley discussed academic and financial probation and spring enrollment.

During President Dr. Lenny Klaver's report, he reviewed enrollment. He also made several comments about the North Belt Center, Hillyard Technical School program changes, Performance Funding Standards, the MDHE, new legislation, and the launching of an annual fund drive by the Development Office.

Don Dalrymple moved and Diane Lowrey seconded the motion to authorize the Green Hills Head Start program to request a waiver for a portion (\$149,000) of the non-federal share of matching resources for their FY2017 program year. Six votes

were cast in favor and none opposed.

Steve Busch moved and Dr. John Holcomb seconded the motion to accept a bid of \$45,000 from Master's Transportation of Belton, MO to purchase a 1996 MCI 201D3 46-passenger motor coach. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to accept a bid of \$45,000 from Master's Transportation of Belton, MO to purchase a 2014 Ford Goshen 25-passenger shuttle bus. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to purchase property/casualty/liability insurance through Missouri United School Insurance Council (MUSIC) for the 2018 calendar year at a cost of \$152,113. Six votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to renew the use of VMware virtual server software from Insight of Tempe, AZ at a five-month cost of \$11,623.92. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to purchase a ForiNet, FortiGate Firewall from DCWG of Vernon Hills, IL at a cost of \$11,575.30 (a state C&I Cooperative Contract price) for the North Belt Center. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to accept a bid of \$23,593.20 for furniture from KI of Green Bay, WI for the North Belt Center in Country Club, Missouri. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to employ Traci Norris of Chillicothe as full-time exempt mathematics instructor effective August 15, 2018; her placement on the faculty salary schedule will be M-6. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ Jacob Tabbert of Trenton as full-time non-exempt IT PC Specialist effective January 2, 2018; this is a classified staff position with his placement on the salary schedule at 5A-8 (\$13.40/hour). An added condition of his employment is that he is expected to complete A+ certification within one year of his employment. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to employ Christopher Flowers of Trenton as full-time non-exempt IT Helpdesk Specialist effective January 2, 2018; this is a classified staff position with his placement on the salary schedule at 5A-4 (\$12.35/hour). An added condition of his employment is that he is expected to complete A+ certification within one year of his employment. Six votes were cast in favor and none opposed.

Steve Busch moved and Don Dalrymple seconded the motion to approve the employment of Aryn Fidler as part-time adjunct/clinical instructor in the nursing department at the rate of \$250 per clinical day. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal, real estate, and personnel, 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 6:42 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Steve Busch, Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Also present were Lenny Klaver, President; Tyson Otto, Associate Vice President; and Vicki Weaver, Board Secretary/Clerk.

Real estate matters were discussed and no action was taken.

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

President Maloney called the regular session to order in the President's Office, Frey Administrative Center, at 6:55 p.m. The roll call showed the following members present: Steve Busch, Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Also present were Lenny Klaver, President; Tyson Otto, Associate Vice President; and Vicki Weaver, Board Secretary/Clerk.

Diane Lowrey moved and Steve Busch seconded the motion to sell a property at 1601 Lulu Street to the highest bidder, Rogelio Olivo of Trenton, for \$2,501, with the sale closing on January 15, 2018. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Chris Hoffman seconded the motion to purchase a property at 1312 Lulu Street for \$10,500 from the U.S. Department of Housing and Urban Development, with the purchase closing on January 18, 2018. Six 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. Six votes were cast in favor and none opposed. President Maloney declared the meeting adjourned at 6:59 p.m.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
January 23, 2018

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, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Tristan Londre, Vice President for Academic Affairs; Tyson Otto, Associate Vice President for Business and Finance; Kristen Alley, Associate Vice President for Student Affairs; Brooke McAtee, Dean of Nursing and Allied Health Sciences; Maryellen Harman and Korynn Skipper, faculty; Alexis Adams, Kristi Harris, Donnie Hillerman, and Eric Penrod, administrative staff; Bev Hooker, representing Head Start; Lisa Hostetler, representing WIOA; 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. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the Minutes of the meeting of December 21 as presented. Five votes were cast in favor and none opposed.

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

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

Head Start Director Bev Hooker distributed a copy of the FY18 Notice of Award for the Green Hills Head Start program. She also discussed the effect of the federal government shutdown on Green Hills Head Start (minimal).

In the monthly Special Board Report, Alexis Adams, Donnie Hillerman, and Eric Penrod discussed student and residence life and activities.

Vice President Tristan Londre talked about the upcoming opening of the North Belt Center in Country Club, Missouri.

Associate Vice President for Student Affairs Kristen Alley commented on the quality of our residence life staff. She also told the Board that two NCMC students attended the Governors' Student Leadership Forum, diplomas are now being printed inhouse, new gainful employment requirements, the new minimum wage and Work Study, the upcoming Student Senate election, and a Buckle Up Phones Down project. Also, she announced that spring enrollment numbers show a 12% increase in head count and an 8.5% increase in credit hours as compared to this time last year.

During President Dr. Lenny Klaver's report, he reviewed the Governor's new preliminary budget which projects a reduction in higher education funding of 7.73%. He also talked about an Appropriations Committee survey, the NCMC Foundation's new Voyage Fund, and his nomination to the NJCAA President's Commission.

Board Clerk Vicki Weaver told the Board that NCMC will not be required to hold a trustee election in April.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the FY17 annual audit. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Chris Hoffman seconded the motion to approve the payment of billings related to renovations at the leased North Belt Center in Country Club, Missouri, in the amounts of \$30,012.50 and \$15,006.25; the payments will be made to Randall Elliott, building owner. Five votes were cast in favor and none opposed.

As an acceptable bid was not received, Diane Lowrey moved and Dr. John Holcomb seconded the motion to table the purchase of a texting service. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to accept the retirement of Lola Swint, mathematics faculty, with regrets, effective June 30, 2018. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept the resignation of Brooke McAtee, Dean of Nursing and Health Sciences, with regrets, effective February 28, 2018. Four votes were cast in favor with Chris Hoffman opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the placement of Korynn Skipper as Interim Director of the Practical Nursing Program and Kelly Claycomb as Interim Director of the PN to ADN program, effective as soon as 45 contact hours of release time per semester for each can be arranged. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to approve a new North Belt Center Site Assistant position; this will be a non-exempt, 12-month, classified staff position (salary schedule Range 5) reporting to the Dean of Extended Campus. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the employment of the following adjunct instructors: Joseph Barbosa (history); Kristi Bailey (business); Lisa Doyle and Kerri Spitzer (behavioral health support); Samantha Fidler (English); and Teresa Swan (mathematics). Five votes were cast in favor and none opposed.

Lisa Hostetler briefly discussed the effect of the federal government shutdown on her program (minimal) and said the WIOA EEO position remains open with re-advertising to take place soon.

Chris Hoffman 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, citing statutes 610.021.1, .2, and .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 6:25 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present was Vicki Weaver, Board Secretary/Clerk.

Personnel matters were discussed and no action was taken.

Chris Hoffman moved and Don Dalrymple seconded the motion to adjourn the Executive Session and reconvene in regular session. Roll call vote showed Busch, 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 6:44 p.m. The roll call showed the following members present: Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Lenny Klaver, President; and Vicki Weaver, Board Secretary/Clerk.

Chris Hoffman moved and Diane Lowrey seconded the motion to offer Dr. Lenny Klaver a one-year extension on his employment contract (making his contract effective through June 30, 2021) with his compensation to be determined at the February meeting. 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 6:46 p.m.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
February 27, 2018

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, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Tristan Londre, Vice President for Academic Affairs; Tyson Otto, Associate Vice President for Business and Finance; Kristen Alley, Associate Vice President for Student Affairs; Korynn Skipper, representing Nursing and Allied Health Sciences; Tammie Wiebers, faculty; Kristi Harris and Nate Gamet, administrative staff; Bev Hooker, representing Head Start; Lisa Hostetler, representing WIOA; 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. 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 January 23 as presented. Five votes were cast in favor and none opposed.

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

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

Head Start Director Bev Hooker discussed both the monthly and annual reports for Green Hills Head Start. In the annual report, she reviewed health and dental care numbers as well as expectations for Head Start in the future.

In the monthly Special Board Report, Associate Vice President for Business and Finance Tyson Otto presented a very preliminary budget projection for FY19.

Vice President Tristan Londre told the Board of recent activities (Science Olympiad, Nursing and Health Sciences Day, and Math Exploration Day) and said revision of gen-eds in the Associate of Arts degree are underway.

Associate Vice President for Student Affairs Kristen Alley told the Board about recent student activities (Virtual Reality, Cancer First, NWMSU visit, Blood Drive, Basketball Sophomore Recognition Day, and Career Expo); federal financial aid and our default rate, Title IX training, and graduation applications.

Items during President Dr. Lenny Klaver's report included enrollment numbers for summer and fall; the state budget; activities in the Development Office (the Voyage

Fund and an alumni newsletter); his election to the NJCAA Presidents Commission; HLC meeting; athletics; ribbon-cutting for the North Belt Center; Hillyard Technical School adult programs; meetings with MCC; and student housing/campus beautification/possible new campus master plan.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the Head Start Council By-Laws for 2018-19. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the payment of a billing for renovations at the leased North Belt Center in Country Club, Missouri, in the amount of \$20,526.25; the payment will be made to Randall Elliott, building owner. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to purchase a John Deere 5085E tractor with loader attachment from John Deere Inc. (the delivering dealer is Sydenstricker Implement Company) at a state contract price of \$57,866.95. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept a quote from 2nd Wind Exercise Equipment of Des Moines, Iowa for the purchase of new strength equipment at a total cost of \$28,992.00 (after trade-in allowances); the cost will be split between FY18 and FY19. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve a four-day-work-week from May 7, 2018 through August 9, 2018; casual attire is permissible during this period. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to add a new policy, 3.18.00 *Immigration and Customs Enforcement*, to the Board Policy Manual (see attached). Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the employment of John Wilbur of Spickard, Missouri as TRiO Academic Advisor effective May 7, 2018; this is a full-time exempt AMP position with his placement in AMP salary schedule Group 5 (annual salary of \$26,000 on an 11-month contract.) Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the employment of Tobi Crippen of Savannah, Missouri as North Belt Center Site Assistant effective February 27, 2018; this is a full-time non-exempt classified staff position with her placement on the classified staff salary schedule at 5A-10 (\$13.96/hour). Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to award tenure to Dr. Beth Caldarello effective with her next full-time employment contract. Five votes were cast in favor and none opposed.

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

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the employment of the following adjunct instructors: Nicole Firth-Lynch (psychology); Abigail Marks (English); Ann McClintick (behavioral health); Brooke McAtee (nursing and allied health sciences); and Tausha Taylor (psychology and behavioral health). Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal, real estate, and personnel, citing statutes 610.021.1, .2, and .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 6:31 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Lenny Klaver, President; Tristan Londre, Vice President for Academic Affairs; and Vicki Weaver, Board Secretary/Clerk.

Real estate 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, 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 7:02 p.m. The roll call showed the following members present: Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Lenny Klaver, President; Tristan Londre, Vice President for Academic Affairs; 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. Five votes were cast in favor and none opposed. President Maloney declared the meeting adjourned at 7:03 p.m.

President

Secretary

Date

Date

Board Policy Manual addition:

3.18.00 Immigration and Customs Enforcement (ICE)

3.18.10 Policy: North Central Missouri College complies with federal and state laws, to include legally mandated and lawfully issued subpoenas, court orders, criminal warrants and/or search warrants. NCMC does not engage in the enforcement of federal immigration laws, except those required by law. The NCMC campus is a “sensitive location” as described in the 2011 U.S. Immigration and Customs Enforcement (ICE) policy and is not the focus of enforcement actions. NCMC upholds the Family Educational Rights and Privacy Act and will deny requests for student information that are not accompanied by required legal documentation.

3.18.20 Protocol: If any North Central Missouri College office or personnel should be contacted by Immigration and Customs Enforcement (ICE) officers, whether through a campus visit, by phone, or written request, they should be immediately referred to the Associate Vice President of Student Affairs, Vice President of Academic Affairs, or the President’s Office.

3.18.20.1 The Associate Vice President, Vice President, or President will request from the agent (1) the reason for and scope of the visit (2) evidence of authorization, e.g. judicial subpoena; and (3) whether the sensitive locations policy has been followed.

3.18.20.2 Upon acquiring the information, they will immediately contact legal counsel. No action, i.e. providing any information or providing access to the person in question, should be taken prior to consultation with legal counsel. If legal counsel verifies the warrant, the Associate Vice President, Vice President, or President of the institution are the only persons authorized to provide requested information to the ICE agents.

3.18.20.3 Access to students or student information will not be given without approval of the Associate Vice President, Vice President, or President after consultation with legal counsel.

3.18.20.4 If a National Security Letter (NSL) from the FBI is issued, individuals are compelled to cooperate with the request. Disclosure may ONLY be made to (1) persons to whom disclosure is necessary to comply with the NSL; (2) an attorney to obtain legal advice or assistance with respect to the production of records in response to the NSL; or (3) other persons as permitted by the director of the FBI or an authorized designee of the director.

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
March 14, 2018**

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Rob Maloney at 12:05 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; Tristan Londre, Vice President for Academic Affairs; Tyson Otto, Associate Vice President for Business and Finance; Kristen Alley, Associate Vice President for Student Affairs; Kristi Harris, administrative staff; and Jennifer Thies, representing the news media.

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

Diane Lowrey moved and Dr. John Holcomb seconded the motion to enter into an agreement with Heartland Seating, Inc. for the purchase and installation of new bleachers and the removal and disposal of old bleachers at the Ketcham Community Center; the price through BuyBoard, a purchasing cooperative, is \$151,441. Five votes were cast in favor and none opposed.

President Klaver led a discussion concerning tuition and fee rates for the upcoming budget year; further clarification was requested by the trustees. Diane Lowrey moved and Don Dalrymple seconded the motion to set a special meeting for Wednesday, March 21, for more discussion. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to accept the resignation of Morgan Purdun, Advisor/Career Services Coordinator, effective March 15, 2018. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal, real estate, and personnel, citing statutes 610.021.1, .2, and .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 12:55 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Lenny Klaver, President; Tristan Londre, Vice President for Academic Affairs; Tyson Otto, Associate Vice President for Business and Finance; Kristen Alley, Associate Vice President for Student Affairs; and Vicki Weaver, Board Secretary/Clerk.

Real estate matters were discussed and action was taken.

Diane Lowrey moved and Dr. John Holcomb 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 1:20 p.m. The roll call showed the following members present: Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Lenny Klaver, President; Tristan Londre, Vice President for Academic Affairs; Tyson Otto, Associate Vice President for Business and Finance; Kristen Alley, Associate Vice President for Student Affairs; and Vicki Weaver, Board Secretary/Clerk.

Diane Lowrey moved and Don Dalrymple seconded the motion to adjourn the special meeting of the Board of Trustees. Five votes were cast in favor and none opposed. President Maloney declared the meeting adjourned at 1:22 p.m.

Workforce Development Board
Minutes of Board Meeting
March 6, 2018
Countryside Jamboree Hall, Cameron, MO

The Northwest Region Workforce Development Board (NW WDB) met in open session Tuesday, March 6, 2018 at Countryside Jamboree Hall (11411 NE Hwy 69, Cameron, MO). NW WDB Chair John Zeliff called the meeting to order at 4:31 p.m. At roll call there were twelve (12) Board members participating; five (5) Commissioners; fourteen (14) Ex-officio (non-voting) members and guests; and three (3) WDB staff present. Those participating included the following:

Board Members

Anne Long	Gregg Roberts	Kent Osborn	John Dickmeyer*	John Zeliff
Lisa McGhee	Kathy Sherer*	Juanita Assel	Penny Adams	Betty Wymore*
Gary Clapp	Laurie Findling			

*Participated via conference call

Commissioners

Wade Wilken, Jr., Clinton County	Jack Hodge, Harrison County	Harold Allison, DeKalb County
Bud Motsinger, Caldwell County	Rex Hibler, Caldwell County	

Ex-officio (non-voting) Members and Guests

Becky McAtee, GHRPC	Karen Bryant, GHRPC	Kim Mildward, NWRCOG
Janice Spearman, Mo-Kan	Mike Spady, Mo-Kan	Todd Spencer, NWRCOG
Randy Railsback, GHRPC	Robin Hammond, SJYA	Bryan Barnes, DWD
Shari Schenewerk, DWD	Tristan Londre, NCMC	Rekha Nanchal, RSB
Suzanne Richards, MoRAP	Lynette Saxton, ResCare	

WDB Staff

Lisa Hostetler Jeanie Griffin Brent Stevens

Open Session Business Meeting – A quorum was established with eight (8) private sector members and four (4) partner sector members participating.

Guest speaker Suzanne Richards, Missouri ApprenticeshipUSA Training and Development Specialist, gave an outstanding presentation on Registered Apprenticeships and the ApprenticeshipUSA project. Ms. Richards' PowerPoint presentation and hand-out are available on the NW WDB website for review (<https://nwwdb.org/category/board-meeting/>).

Consent Agenda

Motion was made by Gregg Roberts, seconded by Laurie Findling to approve the minutes from the December 5, 2017 NW WDB meeting and WIOA Adult, Dislocated Worker and Youth expenditure and contract performance reports. The motion passed by roll call vote with twelve (12) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

Updates and Other Program Business:

1. Commissioner reports were presented by the Presiding Commissioners in attendance. Wade Wilken, Jr. reported no new activity; Jack Hodge reported continued work on a prescription drug monitoring project; Harold Allison reported upcoming election year work and the county budget; and Bud Motsinger reported that after many years, federal and state funding has come together for the Little Otter Creek Lake project in Caldwell County.
2. Northwest Region One-Stop Operator, Kim Mildward, presented the One-Stop Operator report, noting completion of the Missouri Job Center Memorandum of Understanding, business services survey results, as well as meetings of the NW Business Services Team and the One-Stop System Team. Ms. Mildward's hand-outs (Business Services Team goals and strategies and business services survey infographic) are available on the NW WDB website (<https://nwwdb.org/category/board-meeting/>).
3. A grant extension was reported by NW WDB Director Lisa Hostetler, who discussed the NW WDB ApprenticeshipUSA project and the original grant expiration date of March 31, 2018. With approval from Missouri Division of Workforce Development (DWD), the project has been extended to June 30, 2019 and will allow NW WDB staff to continue marketing and outreach efforts to area manufacturers. The project goal is to engage two (2) manufacturers and enroll 12 manufacturing employees in a registered apprenticeship program.
4. NW WDB Program Operations Manager Brent Stevens directed Board members to a TANF / Summer Job League program monitoring report from DWD. Stevens noted the TANF Summer Job League monitoring occurred on September 14, 2017, when the DWD Quality Assurance Team examined the NW WDB program operations to ensure established policies and performance outcomes meet the objectives of the program. Stevens went on to report the official notification listed no concerns.
5. NW WDB Equal Opportunity Officer position update was given by Hostetler, who described the applicant pool and her desire to have the position filled by next Board meeting.
6. NW WDB Fiscal Manager Jeanie Griffin led a discussion on expenditure and contract performance levels and subcontractor action plans. At three (3) months into a 9-month contract, expenditures are very low and the agency-to-participant cost ratios are upside down. NW WDB staff looked at service levels and paired that data to contracted levels of services, noting that many subcontractors have significant numbers of customers to serve in order to reach the contracted numbers and an 80% expenditure rate by June 30, 2018.

The WDB requested a written response from each of subcontractor indicating their plan for meeting expenditures, performance and balancing the agency to participant cost ratio; those plans were due to the NW WDB office by February 6, 2018. WDB staff reviewed the plans and will continue to monitor expenditures in an effort to meet requirements.
7. Hostetler provided an update on the St. Joseph Job Center. Renovation at the Kovac Grocery Store is underway, with plans to move into the facility April 11th and 12th.

8. Presentation of the Maryville and Trenton Affiliate Job Center certification awards was held. On behalf of the Maryville Affiliate Job Center, NW RCOG Executive Director Todd Spencer accepted the certificate; on behalf of the Trenton Affiliate Job Center, Functional Leader Karen Bryant accepted the certificate. Hostetler and NW WDB Chair John Zeliff offered their thanks and congratulations to the Center staff in each location.

As informational updates, no action was required nor taken on the above.

WIOA-Mandated Business

1. Stevens presented a revised NW WDB Sub-State Monitoring Policy for discussion. The revision includes language regarding Equal Opportunity monitoring of service providers (subcontractors). The addition is reference to DWD Issuance 07-2017 and states that the NW WDB will follow that guidance to create and enforce corrective action plans issued to subcontractors as needed.

A motion was made by Gregg Roberts, seconded by Gary Clapp to approve the Sub-State Monitoring Policy revision as presented. The motion passed by roll call vote with twelve (12) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

2. Revisions to the NW WDB Supportive Services Policy were also presented by Stevens. The revisions include removing reference to the former statewide case management system, establishing a standard maximum childcare rate, and removing need-based assessment standards.

A motion was made by Kent Osborn, seconded by Lisa McGhee to approve the revised Supportive Services Policy as presented. The motion passed by roll call vote with twelve (12) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

3. Surplus property at the Regional Council of Governments office was discussed by Griffin. As required by Division of Workforce Development, an approximate fair market value must be assigned to equipment purchased with WIA/WIOA funds; the value of the property determines whether it may be sold or recycled. Fifteen pieces of computer equipment with very little value are slated for recycling.

After discussion, a motion was made by Gary Clapp, seconded by Gregg Roberts to dispose of the surplus property at the Regional Council of Governments office and require the recycler to provide a certification that hard drives are destroyed. The motion passed by roll call vote with twelve (12) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

Meeting was adjourned at 6:25 p.m.

Next meeting: June 5, 2018; location to be determined. Future meetings: September 4, 2018 (Tuesday after Labor Day), December 4, 2018, March 5, 2019

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
March 21, 2018**

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by Vice President Don Dalrymple at 12:02 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, and Diane Lowrey. Steve Busch and Rob Maloney were absent. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Tristan Londre, Vice President for Academic Affairs; and Jennifer Thies, representing the news media.

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

Chris Hoffman moved and Dr. John Holcomb seconded the motion to adjust course fees for specific courses for FY19. See attached recommendation. Four votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to hold all tuition rates flat for 2018-19 but reserve the right to enact a tuition increase up to, but not more than, 2.1% for the spring and summer semesters in 2019 (dependent upon future legislative action and/or Governor's Office withholds); and to increase the technology fee by \$3 for FY19 for the purchase and installation of a mobile app for text messaging services. See attached recommendation. Four votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to increase room and board rates for FY19 by 2%. See attached recommendation. Four votes were cast in favor and none opposed.

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

To: NCMC Board of Trustees
From: Dr. Lenny Klaver, President
Re: 2018-2019 Tuition and Fees Proposal
Date: March 20, 2018

Respective of budget planning and on behalf of administrative offices, I request the NCMC Board of Trustees approve the following tuition and fees adjustments for the 2018-2019 academic year:

Tuition recommendation:

- Hold all tuition flat for 2018-2019

[Note: The NCMC Board reserves the right to enact an increase in tuition up to but not more than 2.1% (Consumer Price Index) for Spring 2019 semester and Summer 2019 terms dependent upon future legislative action and/or governor's office withholds.

General Fees Recommendation:

- Increase Technology fee \$3 for the purpose of purchase and installation of a mobile app for students, faculty, and staff and text messaging services for college business and emergency communications with students.
- No increase in general facilities or student fees.

Special Course Fees Recommendations: request changes to certain course fees for the 2018-2019 academic year:

- Decrease MF150 course fee from \$250 to \$175, since MSSC registration will now be handled separately.
- Add \$120 course fee to MF 141, MF 145, MF 122, MF 126, MF 128, and MF 170 for Amatrol curriculum and materials.
- Add \$25 course fee to AH223 to match AH200 and AH210. This includes lab materials and CPR certification.
- Add \$425 course fee to CD110 to cover the cost of the CDA exam. CD110 is designed to prepare students for this exam, so all students enrolled are expected to take it. It will be waived for Head Start students.

Room and Board Recommendation: requests a 2% increase in room and board rates for the 2018-2019 academic year as recommended below:

Room: Double Occupancy	\$3043
Single Occupancy	\$4867
Board: 12-Meal Plan	\$2653
17-Meal Plan	\$3012

The recommendation for a slight increase is based on a projected increase in utilities rates and a projected increase of just over 2.5% in the Consumer Price Index, with an estimated 3% increase for housing. A cost comparison of room rates at Missouri community colleges and the surrounding local market was also conducted with NCMC remaining competitive. NCMC will also incur a 2.5% contractual increase in board rates for the 2018-19 academic year for services provided by Great Western Dining.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
March 27, 2018

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, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Tristan Londre, Vice President for Academic Affairs; Tyson Otto, Associate Vice President for Business and Finance; Kristen Alley, Associate Vice President for Student Affairs; Maryellen Harman, faculty; Alan Barnett and Kristi Harris, administrative staff; Bev Hooker, representing Head Start; Lisa Hostetler, representing WIOA; 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. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Diane Lowrey seconded the motion to approve the Minutes of the meetings of February 27, March 14, and 21 as presented. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the Minutes of the WIOA meeting of March 6 as presented. Five votes were cast in favor and none opposed.

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

Bev Hooker discussed her monthly report and the Notice of Award received for approval of a waiver of the Non-Federal Share match requirement for Green Hills Head Start.

In the monthly Special Board Report, Lisa Hostetler Executive Director of the NW WDB, discussed registered apprenticeship programs.

Vice President Tristan Londre told the Board about changes in assessment testing.

Associate Vice President for Student Affairs Kristen Alley mentioned several activities: Safety Week, A+ Day, Ag Contest Day, Opportunity Fair, PTK initiation, the Foundation's Scholarship Reception, the annual MCCA Student Leadership luncheon, and Commencement. She also talked about summer PELL awards, A+ requirements, and three new banners to be hung on campus.

Items during President Dr. Lenny Klaver's report included Career Explorations Day, the NBC Opening, PAS Conference, and the Governor's visit to campus. President Klaver also gave a legislative update and talked about recruitment numbers for the summer and fall terms and successes of the women's softball team, the women's basketball team, and the men's golf team. He will be attending an NJCAA meeting next week in Colorado and the HLC conference in Chicago. An education forum for area superintendents has been set for April 20, U.S. Senator Roy Blunt is scheduled to visit campus on May 1, and Secretary of State Jay Ashcroft and retired physician Dr. Albert Cross will be Commencement speakers.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve Green Hills Head Start's carry-over request (from FY17 to FY18) application for facility replacement/construction funds in the amount of \$414,860. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Chris Hoffman seconded the motion to approve Green Hills Head Start's Child Selection Criteria for both Preschool and Early Head Start for 2018-19. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to renew the use of ProofPoint software through OPTIV of Overland Park, KS at a cost of \$10,051. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the re-employment of full-time faculty for the 2018-19 year, pending any staffing reduction related to loss of state/federal revenue, with all salaries to be determined at a later date. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Don Dalrymple seconded the motion to approve the employment of Jeremy Traas as an exempt adjunct instructor in the biological sciences department. Five votes were cast in favor and none opposed.

An Executive Session was not needed and was not held.

Diane Lowrey moved and Chris Hoffman seconded the motion to adjourn the regular meeting of the Board of Trustees. Five votes were cast in favor and none opposed. President Maloney declared the meeting adjourned at 6:25 p.m.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
April 24, 2018

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, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Tristan Londre, Vice President for Academic Affairs; Tyson Otto, Associate Vice President for Business and Finance; Kristen Alley, Associate Vice President for Student Affairs; Rustin Jumps, faculty; Alan Barnett and Kristi Harris, administrative staff; Bev Hooker, representing Head Start; Lisa Hostetler, representing WIOA; and Ronda Lickteig and Jennifer Thies, representing the news media.

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

Board Secretary/Clerk Vicki Weaver administered the Oath of Office to Don Dalrymple and Rob Maloney and they re-assumed their seats on the Board.

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

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

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

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

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the Minutes of the meeting of March 27 as presented. Five votes were cast in favor and none opposed.

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

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

Bev Hooker reviewed her monthly report; she also mentioned self-assessment, Policy Council meeting attendance, staff resignations/retirements, child applications, and changes in the Head Start related to the Early Head Start/Pre-K programs.

In the monthly Special Board Report, Alan Barnett gave an update on the I.T. Department staff as well as online privacy concerns and future projects.

During Vice President Tristan Londre's report, Rustin Jumps told the Board of recent student activities in state/national contests and a local trap shoot. Dr. Londre talked about the 15-year celebration of the Rider Art Gallery, a recent CODA visit, and attendance by several from NCMC at the annual HLC meeting in Chicago.

Associate Vice President for Student Affairs Kristen Alley discussed a recent job fair for ConAgra, Student Senate elections, Resident Assistants selection, O.A.R. sessions, Commencement/associated activities, and the Shakespeare Club.

Items during President Dr. Lenny Klaver's report included legislative matters; his first NJCAA Conference; a recent Educators' Forum; the FFA State Convention; NCMC's first qualifier for the National Women's NJCAA golf tournament; annual faculty/staff awards; the Foundation's Scholarship Award ceremony; Nan Carter's Lifetime Achievement Award; and an expected visit to campus by Sen. Roy Blunt. He also gave an enrollment update.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve Green Hills Head Start's Public Complaint Policy and Internal Dispute Resolution Procedure. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to renew a one-year extension of a Microsoft Campus Agreement at a cost of \$46,291.70 from Insight of Tempe, Arizona; funds are budgeted for this purchase in the I.T. Services account. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Rob Maloney recommended changes to Board policies concerning Tuition Waivers (3.13 and 5.12) as presented (see attached). Five votes were cast in favor and none opposed.

The Board briefly discussed the Board Policy Manual currently under revision, but no action was requested at this meeting.

Diane Lowrey moved and Chris Hoffman seconded the motion to set a special meeting for Thursday, May 17 at 5:30 p.m. with the NCMC Foundation Board of Directors. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the employment of Eric Christopherson of Columbia, Missouri as full-time exempt mathematics/physics instructor effective August 15, 2018; his placement on the 2018-19 faculty salary schedule will be M-3. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Rob Maloney seconded the motion to approve the employment of Cassie Cordray of Trenton as adjunct instructor in the teacher education department effective for the summer term and as full-time exempt teacher education instructor effective August 15, 2018; her placement on the 2018-19 faculty salary schedule will be M-9. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the employment of Laura Handke as an exempt adjunct instructor in the agriculture department. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Rob Maloney seconded the motion to approve the internal transfer of Kelly Claycomb to PN to ADN Nursing and Health Sciences Director effective July 1, 2018; this is a full-time exempt 11-month faculty position with her salary placement remaining the same with release hours granted for her new director responsibilities. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Chris Hoffman seconded the motion to approve the internal transfer of Korynn Skipper to PN Nursing and Health Sciences Director effective July 1, 2018; this is a full-time exempt 10-month faculty position with her salary placement remaining the same with release hours granted for her new director responsibilities. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the addition of a new 12-month non-exempt classified staff position, Admissions Processor, and the recruitment thereof; the position will report to the Admissions Director and the salary will be set in Range 3 on the classified staff salary schedule. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept the resignation of Jamie Matheney, Brookfield Center Teacher/FSA for the Green Hills Head Start, effective July 31, 2018. 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. President Dalrymple declared the meeting adjourned at 6:40 p.m.

President

Secretary

Date

Date

3.13.00 Tuition Waivers for Non-College Employees

3.13.10 Trenton IX Employees

3.13.10.1 Employees considered to be full-time by the R-IX District may enroll in college credit courses at NCMC with tuition waived, excluding tuition for noncredit courses (e.g., seminars, community service courses, and continuing education courses), audited courses, and repeated courses. Employees who take courses with tuition rates which exceed the in-district rate must pay the difference between the in-state rate and the charged tuition rate. In order to be eligible for a tuition waiver, employees must complete the Free Application for Federal Student Aid (FAFSA) for the corresponding academic year and meet the definitions of Title IV financial aid eligibility, with the exception of a high school diploma or equivalent and degree-seeking status. The FAFSA and verification of FAFSA, if selected for verification, must be submitted to NCMC and finalized prior to the end of the term in which the waiver is to be applied. Waivers may not be applied to prior terms retroactively. Federal and state grants, including the A+ scholarship, and all other tuition specific financial aid will be applied toward costs prior to the award of any tuition waivers. Employees are responsible for any fees assessed for No Shows.

3.13.10.2 Other charges such as fees (e.g., application, activity, facility, health, course, and lab), books, supplies, housing, fines, etc., will not be waived.

3.13.10.3 The policy is limited to Trenton R-IX full-time employees and their dependents. For the purpose of tuition waivers only, dependents are those individuals defined as unmarried child under the age of 24, and/or disabled child over the age of 24. Employees seeking a waiver for a dependent must submit a Dependent Eligibility Verification (DEV) form along with the waiver. Trenton R-IX employees' dependents qualify for tuition waivers equal to 50% of the tuition, ~~with the same restrictions as in 3.13.10.1.~~ Dependents who will be enrolled in high school while taking college courses are exempt from completing the FAFSA, but must meet the same guidelines and are subject to the same restrictions listed in 3.13.10.1. Individuals must be eligible to receive a waiver in the semester in which they use the waiver.

3.13.10.4 For individuals who have retired with at least five years of service from the Trenton R-IX District but are not yet 60 years of age, tuition will be waived for the retired employee but not for their dependents.

3.13.10.5 Tuition waiver forms and DEV forms are available from the NCMC Financial Aid Office. Waiver forms must be signed by the Superintendent and the NCMC President. Waiver forms must be submitted to NCMC's Financial Aid Office by the final payment deadline of the term for which the waiver is requested.

3.13.20 Head Start and WIOA Employees

3.13.20.1 Employees considered to be full-time by Head Start/WIOA may enroll in college credit courses at NCMC with tuition waived, excluding tuition for noncredit courses (e.g., seminars, community service courses, and continuing education courses), audited courses, and repeated courses. Employees who take courses with tuition rates which exceed the in-state rate must pay the difference between the in-state rate and the charged tuition rate. In order to be eligible for a tuition waiver, employees must complete the Free Application for Federal Student Aid (FAFSA) for the corresponding academic year and meet the definitions of Title IV financial aid eligibility,

with the exception of a high school diploma or equivalent and degree-seeking status. The FAFSA and verification of FAFSA, if selected for verification, must be submitted to NCMC and finalized prior to the end of the term in which the waiver is to be applied. Waivers may not be applied to prior terms retroactively. Federal and state grants, including the A+ scholarship, and all other tuition specific financial aid will be applied toward costs prior to the award of any tuition waivers. Employees are responsible for any fees assessed for No Shows.

3.13.20.2 Other charges such as fees (e.g., facility, activity, facility, course, and lab), books, supplies, housing, fines, etc., will not be waived, with the exception of the health fee.

3.13.20.3 The policy is limited to Head Start and WIOA employees, spouses/domestic partners, and their dependents. For the purpose of tuition waivers only, dependents are those individuals defined as unmarried child under the age of 24, and/or disabled child over the age of 24. Employees seeking a waiver for a spouse/domestic partner and/or dependent must submit a Dependent Eligibility Verification (DEV) form along with the waiver. Spouses/domestic partners and/or dependents must meet the same guidelines and are subject to the same restrictions listed in 3.13.20.1. ~~The restrictions listed in 3.13.20.1 will apply for dependents.~~ Dependents who will be enrolled in high school while taking college courses are exempt from completing the FAFSA. Individuals must be eligible to receive a waiver in the semester in which they use the waiver.

3.13.20.4 If a Head Start/WIOA employee works more than 675 hours per year but less than 1,400 hours per year, tuition will be reduced by fifty percent (50%). If a Head Start/WIOA employee works 1,400 hours or more per year, the tuition will be fully waived. Waivers for dependents of employees will be applied at the same rate as the employee. The restrictions listed in 3.13.20.1 will apply.

3.13.20.5 For individuals who have retired with at least five years of service from Head Start or WIOA but are not yet 60 years of age, tuition will be waived for the retired employee but not for their dependents.

3.13.20.6 Tuition waiver forms and DEV forms are available from the NCMC Financial Aid Office. Waiver forms must be signed by the Head Start/WIOA program administrator and the NCMC President. Waiver forms must be submitted to NCMC's Financial Aid Office by the final payment deadline of the term for which the waiver is requested.

3.14.00 Waivers for Senior Citizens

3.14.00.1 North Central Missouri College encourages lifelong learning and awards full tuition waivers to Missouri senior citizens on a space available basis (RSMo 173.241). Any Missouri resident who is at least 65 years of age on or before August first of a school year may enroll in an available credit-bearing course on a not-for-credit (audit) basis. Persons may begin enrolling in a course for which a waiver is requested no earlier than one business day prior to the first day of the scheduled term. Audit declarations must be made with the Registrar. Persons seeking a waiver pursuant to this section shall provide documentation of age and shall satisfy all other necessary entrance requirements in order to be eligible to receive a waiver.

3.14.00.2 Other charges such as fees (e.g., application, activity, facility, course, and lab), books, supplies, housing, fines, etc., will not be waived, with the exception of the health fee.

3.14.00.3 The number of available senior citizen waivers is limited to no more than ten students per semester.

3.14.00.4 Tuition waiver forms are available from the NCMC Financial Aid Office. Audit declarations must be made and waiver forms submitted to NCMC at the time of registration.

5.12.70.2 NCMC Tuition Waivers: Employees considered to be full-time by NCMC may enroll in credit courses at NCMC with tuition waived, excluding tuition for noncredit courses (e.g., seminars, community service courses, and continuing education courses) audited courses, and repeated courses. Employees who take courses with tuition rates which exceed the in-state rate must pay the difference between the in-state rate and the charged tuition rate. In order to be eligible for a tuition waiver, employees must complete the Free Application for Federal Student Aid (FAFSA) for the corresponding academic year and meet the definition of Title IV financial aid eligibility, with the exception of a high school diploma or equivalent and degree-seeking status. The FAFSA and verification of FAFSA, if selected for verification, must be submitted to NCMC and finalized prior to the end of the term in which the waiver is to be applied. Waivers may not be applied to prior terms retroactively. Federal and state grants, including the A+ scholarship, and all other tuition specific financial aid will be applied toward costs prior to the award of any tuition waivers. Employees are responsible for any fees assessed for No Shows.

5.12.70.2.1 Other charges such as fees, (e.g., application, activity, facility, course, and lab), books, supplies, housing, fines, etc., will not be waived, with the exception of the health fee.

5.12.70.2.2 The policy is limited to NCMC employees, spouses/domestic partners, and their dependents. For the purpose of tuition waivers only, dependents are those individuals defined as unmarried child under the age of 24, and/or disabled child over the age of 24. Employees seeking a waiver for a spouse/domestic partner and/or dependent must submit a Dependent Eligibility Verification (DEV) form along with the waiver. Spouses/domestic partners and/or dependents must meet the same guidelines and are subject to the same restrictions listed in 5.12.70.2. ~~The restrictions listed above will apply for dependents.~~ Dependents who will be enrolled in high school while taking college courses are exempt from completing the FAFSA. Individuals must be eligible to receive a waiver in the semester in which they use the waiver.

5.12.70.2.3 For individuals who have retired from North Central Missouri College with at least five years of service but are not yet 60 years of age, tuition will be waived for the retired employee but not for their dependents.

5.12.70.2.4 Tuition waiver forms and DEV forms are available from the Financial Aid Office. Waiver forms must be signed by the NCMC Human Resources Department and the College President. Waiver forms must be submitted to NCMC's Financial Aid Office by the final payment deadline of the term for which the waiver is requested.

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
May 17, 2018**

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by Vice President Diane Lowrey at 5:35 p.m. at the Barton Farm Campus. The roll call showed the following members present: Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Steve Busch, Don Dalrymple, and Chris Hoffman were absent. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Alicia Endicott and Nate Gamet, administrative staff; Tricia Key, classified staff; and Gary Black, Beth Boxley, Harry Bratton, Jeff Crowley, Jena Eads, Phil Hamilton, Phyllis Jackson, Gary Jordan, David Nowland, Cathie Smith, and Scott Wilson, representing the NCMC Foundation.

Diane Lowrey left the meeting at 5:40 p.m., Chris Hoffman joined the meeting at 5:45 p.m., and Rob Maloney left the meeting at 7:03 p.m.

Nate Gamet, Director of the Ketcham Community Center, gave a short presentation and the NCMC Foundation Board conducted several items of business for purposes of their annual meeting. Foundation Director Alicia Endicott and NCMC President Lenny Klaver also gave presentations related to college activities during the spring semester and the NCMC strategic plan.

In the absence of the Board president and vice-president, former Board president Dr. John Holcomb declared the special meeting of the Board of Trustees adjourned at 7:36 p.m. with two members present - Chris Hoffman and himself.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
May 22, 2018

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 Don Dalrymple at 5:30 p.m. The roll call showed the following members present: Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Tristan Londre, Vice President for Academic Affairs; Tyson Otto, Associate Vice President for Business and Finance; Kristen Alley, Associate Vice President for Student Affairs; Beth Caldarello, faculty; Alan Barnett, Kristi Harris, and Jason Helton, administrative staff; and Ronda Lickteig and Jennifer Thies, representing the news media.

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

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the Minutes of the meeting of April 24 as presented. Five votes were cast in favor and none opposed.

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

In the monthly Special Board Report, Jason Helton, Director of Corporate and Business Relations, had a powerpoint presentation and talked about his work.

During Vice President Tristan Londre's report, he told the Board that intersession is underway and a workshop will be held in June for adjunct and dual credit instructors.

Associate Vice President for Student Affairs Kristen Alley discussed Commencement, student surveys, O.A.R. sessions, catalog reviews, student testimonials, and progress on a comprehensive list of Student Senate/Student Body presidents.

Items during President Dr. Lenny Klaver's report included a powerpoint about NCMC's response to AASCU's list of leading policy issues for colleges, a chart showing student/athletes' completion rates, and updates for the strategic plan, fall enrollment, and legislative matters.

Diane Lowrey moved and Rob Maloney seconded the motion to contract with Wired Electrical and Automation, LLC of Trenton to install new LED light fixtures at the Ketcham Community Center; the total cost will be \$12,995.66 and the funds will

come from the KCC Operations budget. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to purchase 91 PCs from CDWG of Vernon Hills, IL at a cost of \$69,608.87; this is an NJPA state contract price and funds will come from the I.T. services budget. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to increase membership rates for Ketcham Community Center as proposed, to be effective July 1, 2018. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to change the regular June Board meeting date to June 19 and the regular July Board meeting date to July 19. Five votes were cast in favor and none opposed.

Tyson Otto presented three proposed Board policies, but no action was requested at this meeting.

Chris Hoffman moved and Diane Lowrey seconded the motion to accept the retirement of Tina Totten, Director of the Academic Resource Center, effective June 30, 2018, with regrets. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the re-employment of Melissa Spencer of Trenton as full-time non-exempt Academic Advisor/Recruiter effective May 14, 2018; this is a Classified Staff position with her placement on the Classified Staff Salary Schedule at Range 5B-4 (\$12.97/hour). Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the employment of the following exempt adjunct instructors: Harold Brown (psychology); Dr. Ron Capps (speech); Peter Smart (accounting); and John Tiner (psychology/behavioral health). Five votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to accept the retirement of Cindy Walsh, Head Start Brookfield B Center cook, at the end of this school year. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept the resignation of Shona Kirkwood, Hamilton Center Teacher for the Green Hills Head Start program, effective May 23, 2018. Five votes were cast in favor and none opposed.

Associate Vice President Tyson Otto made a presentation on the draft FY19 budget, but action was not requested at this meeting.

Diane Lowrey moved and Rob Maloney seconded the motion to approve proposed FY19 salary schedules, salaries, and stipends for NCMC employees as shown. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to renew Blue Cross Blue Shield health insurance for NCMC employees for the 2018-19 year at the

current year's rates and to continue to pay 100% of the monthly premium costs for employee coverage. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to close the regular meeting and reconvene in Executive Session to discuss legal, real estate, personnel and sealed bid items, citing statutes 610.021.1, .2, .3, and .12 which allow the Board to do so. Roll call vote showed Busch, absent; Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; and Maloney, aye.

President Don Dalrymple called the Executive Session to order at 6:50 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; Tristan Londre, Vice President for Academic Affairs; and Tyson Otto, Associate Vice President for Business and Finance.

Personnel matters were discussed and action will be taken in open session.

Sealed bids were discussed and action was taken.

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

President Don Dalrymple called the regular session to order in the President's Office, Frey Administrative Center, at 7:17 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; Tristan Londre, Vice President for Academic Affairs; and Tyson Otto, Associate Vice President for Business and Finance.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ Mitchell Holder of Chillicothe as Dean of Instruction effective July 2, 2018; this is a full-time exempt administrative/management/professional position with his salary set in Group 2 of the AMP salary schedule (\$69,500 annually). Five votes were cast in favor with none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to adjourn the regular meeting of the Board of Trustees. Five votes were cast in favor and none opposed. President Dalrymple declared the meeting adjourned at 7:20 p.m.

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
June 11, 2018**

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Don Dalrymple at 12:07 in the Head Start Central Office. The roll call showed the following members present: Steve Busch, Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Also present were Dr. Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; and Dr. Bev Hooker, representing Head Start.

Diane Lowrey moved and Rob Maloney seconded the motion to approve a Green Hills Head Start application for COLA funds. Six votes were cast in favor and none opposed.

Dr. Hooker gave an update on the Hamilton Head Start center.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to adjourn the special meeting of the NCMC Board of Trustees. Six votes were cast in favor and none opposed. President Dalrymple declared the special meeting adjourned at 12:34 p.m.

Workforce Development Board
Minutes of Board Meeting June 5, 2018
First Baptist Church, Cameron, MO

The Northwest Region Workforce Development Board (NW WDB) met in open session Tuesday, June 5, 2018 at First Baptist Church (202 E. Ford Street, Cameron, MO). NW WDB Chair John Zeliff called the meeting to order at 4:31 p.m.

Zeliff asked for a change in the agenda order, preferring to honor retiring Board member Lisa McGhee at the beginning of the meeting rather than at the end. Director Lisa Hostetler gave Lisa McGhee's history with the Northwest Workforce Development Board, noting the offices she held and committees she served on during her Board membership. McGhee was thanked for her years of service and dedication to the Northwest region.

At first roll call (4:41 p.m.) a quorum was not established; at second roll call (4:47 p.m.) a quorum was established with fourteen (14) Board members participating; two (2) Commissioners; thirteen (13) Ex-officio (non-voting) members and guests; and three (3) WDB staff present. Those participating included the following:

Board Members

Anne Long*	Julia Birkeness	Gregg Roberts
Micah Landes	Kent Osborn	Juanita Assel
John Zeliff	Betty Wymore	Lisa McGhee
Steve Reznicek*	Rob Zirfas	Becky Cleveland
Lauren Solidum	Laurie Findling	

*Participated via conference call

Commissioners

Jack Hodge, Harrison County Bud Motsinger, Caldwell County

Ex-officio (non-voting) Members and Guests

Becky McAtee, GHRPC	Karen Bryant, GHRPC	Kim Mildward, NWRCOG
Janice Spearman, Mo-Kan	Randy Railsback, GHRPC	Shari Schenewerk, DWD
Lori Young, potential Board member	Gary Miller, Mo-Kan	Robin Hammond, SJYA
DeAn Witt, DWD	Todd Spencer, NWRCOG	Bryan Barnes, DWD
Rita Wallinga, NWRCOG		

WDB Staff

Lisa Hostetler Jeanie Griffin Brent Stevens

Open Session Business Meeting – A business majority quorum was established with eight (8) private sector members and six (6) partner sector members participating.

Consent Agenda

Motion was made by Betty Wymore, seconded by Laurie Findling to approve the minutes from the March 6, 2018 NW WDB meeting and WIOA Adult, Dislocated Worker and Youth expenditure and contract performance reports. The motion passed by roll call vote with fourteen (14) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

Updates and Other Program Business:

1. Harrison County Presiding Commissioner Jack Hodge reported continued work on a prescription drug monitoring project and water pipe work in Harrison County.
2. Northwest Region One-Stop Operator, Kim Mildward, presented the One-Stop Operator report including recent One-Stop Operator activities and an infographic of business services survey results. Ms. Mildward's report and infographic were included in the Board packet and are on the NW WDB website for review (www.nwwdb.org).
3. NW WDB Director Lisa Hostetler provided several updates, including regional Registered Apprenticeship projects, the NW WDB Equal Opportunity Officer position at the NW WDB office, and relocation of the St. Joseph Job Center to 2202 Frederick, St. Joseph.
4. Hostetler directed Board members to news releases from the Department of Economic Development regarding economic development and workforce development initiatives launched across Missouri. Hostetler provided a brief overview of the "Best in Midwest", "Talent for Tomorrow", and branding projects underway.

As informational updates, no action was required nor taken on the above.

WIOA-Mandated Business

1. The NW WDB "Fraud and Abuse" policy requires updating; Hostetler indicated the changes relate to updated guidance from Missouri Division of Workforce Development and directives by the Department of Labor.

With the correction of a date on the policy, a motion was made by Kent Osborn, seconded by Becky Cleveland to approve the Fraud and Abuse Policy revisions as presented. The motion passed by roll call vote with thirteen (13) 'yes' votes, zero (0) 'no' votes, and one (1) abstention (Steve Reznicek).

2. A memorandum from DWD Director Mardy Leathers regarding rescission of Local Plan Modifications was included in Board members' packets. Hostetler explained that the intent of this rescission is to reduce unnecessary government policies and procedures that create excess work for Workforce Development Boards. The NW WDB has been diligent about local plan modifications and has a Local Plan that is current and relevant; no additional plan modification is necessary at this time. In the memo from Director Leathers, DWD requires that each Workforce region complete a "Local Plan Modification Attestation 2018" form with signatures from our CLEO Coordinating Committee Chair, WDB Chair, and Workforce Development Board Director.

A motion was made by Lisa McGhee, seconded by Gregg Roberts to release the signed Local Plan Modification Attestation 2018 form to Division of Workforce Development. The motion passed by roll

call vote with fourteen (14) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

3. NW WDB Fiscal Manager Jeanie Griffin presented a “WIOA Subcontractor Audit Report Summary”, noting that audit reports from Green Hills Regional Planning Commission, Northwest Regional Council of Governments, Mo-Kan Regional Council, and the St. Joseph Youth Alliance have been reviewed and expenditures reconciled.

A motion was made by Becky Cleveland, seconded by Laurie Findling to approve the WIOA Subcontractor Audit Report Summary as presented. The motion passed by roll call vote with fourteen (14) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

4. As the Board meeting announcement and agenda were sent to Board members, the NW WDB had not received notification of regional WIOA Title I allocations. On Friday, June 1, 2018, Missouri Division of Workforce Development released regional funding allocations; the NW region WIOA Title I allocations were presented to Board members and guests via hand-out at the meeting. NW WDB Fiscal Manager Griffin presented “WIOA PY 2018-2019 Available Funds to Contract”, indicating that \$327,842 is available to our WIOA Adult program subcontractors; \$348,209 is available to our WIOA Dislocated Worker program subcontractors; and \$356,392 is available to our WIOA Youth program subcontractors. Those funds are used to provide training and employment services to each distinct population (adult, dislocated worker, and youth) in our 18-county region.

The WIOA Adult allocation is a 9.5% decrease in funds from the prior year; the WIOA Dislocated Worker allocation is a 2.7% cut from the prior year allocation; and the WIOA Youth allocation is a 9.5% decrease in funds from the prior year. In all, the regional funds available to contract totals \$1,023,442 for employment and training services July 1, 2018 through June 30, 2019.

Hostetler presented the PY 2018 – 2019 NCMC / NW WDB administrative budget. Although carry-over and other grant funds help support the administrative functions, that budget was trimmed by a little more than 10% in order to present a balanced budget.

A motion was made by Kent Osborn, seconded by Lisa McGhee to approve the WIOA PY 2018 – 2019 Available Funds to Contract and the PY 2018 – 2019 NCMC / NW WDB administrative budget as presented. The motion passed by roll call vote with fourteen (14) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

5. NW WDB Program Operations Manager Brent Stevens discussed the WIOA Youth, Adult, and Dislocated Worker programmatic sub-state monitoring of subcontractors conducted during March, April, and May, 2018. Stevens’ report indicated comments and concerns he found while reviewing hard copy and electronic participant case management files. A report of each subcontractor’s programmatic monitoring results was presented to the Board for review.

Griffin discussed the WIOA Youth, Adult, and Dislocated Worker fiscal sub-state monitoring of subcontractors conducted during March, April, and May, 2018. Griffin’s report also indicated comments and concerns she discovered while reviewing fiscal practices of subcontractor organizations and payments for WIOA participant costs. A result of each

subcontractor's fiscal monitoring results was presented to the Board for review.

A motion was made by Gregg Roberts, seconded by Becky Cleveland to approve the programmatic and fiscal sub-state monitoring reports as presented. The motion passed by roll call vote with thirteen (13) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions*.

*Board member Lisa McGhee excused herself from the meeting at 5:53 p.m. A quorum was maintained with seven (7) business members and six (6) partner members present.

6. a. Hostetler directed Board members to a "Comprehensive Summary Evaluation of Subcontractors for WIOA Youth Contract Extension Consideration" document in their packets. As explained by Hostetler, each WIOA Youth subcontractor was scored based on several criteria: program monitoring results; financial performance; and contract performance. Based on the scores, WDB staff made a recommendation to offer a one-year extension to the current WIOA Youth subcontractors for the program year July 1, 2018 through June 30, 2019.

A motion was made by Gregg Roberts, seconded by Betty Wymore to offer a one-year contract extension to St. Joseph Youth Alliance, Green Hills Regional Planning Commission, and NW Regional Council of Governments for WIOA Youth services for the period July 1, 2018 through June 30, 2019. The motion passed by roll call vote with thirteen (13) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

b. Hostetler again directed Board members to a "Comprehensive Summary Evaluation of Subcontractors for WIOA Adult / Dislocated Worker / Functional Leadership Contract Extension Consideration" document in their packets. Again, each WIOA Adult / Dislocated Worker / Functional Leadership subcontractor was scored based on several criteria: program monitoring results; financial performance; Functional Leadership performance; and contract performance. Based on the scores, WDB staff made a recommendation to offer a one-year extension to the current WIOA Adult / Dislocated Worker / Functional Leadership subcontractors for the program year July 1, 2018 through June 30, 2019.

A motion was made by Rob Zirfas, seconded by Laurie Findling to offer a one-year contract extension to Mo-Kan Regional Council, Green Hills Regional Planning Commission, and NW Regional Council of Governments for WIOA Adult / Dislocated Worker / Functional Leadership services for the period July 1, 2018 through June 30, 2019. The motion passed by roll call vote with thirteen (13) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

c. Hostetler again directed Board members to a "Comprehensive Summary Evaluation of Subcontractor for One-Stop Operator Contract Extension Consideration" document in their packets. The One-Stop Operator subcontractor was scored based on several criteria: service delivery coordination; WDB, WIOA partners' liaison; partner awareness / service delivery promise; and convening One-Stop and Business Services Teams. Based on the scores, WDB staff made a recommendation to offer a one-year extension to the current One-Stop Operator subcontractor for the program year July 1, 2018 through June 30, 2019.

A motion was made by Gregg Roberts, seconded by Kent Osborn to offer a one-year contract extension to NW Regional Council of Governments for One-Stop Operator services for the period July 1, 2018 through June 30, 2019. The motion passed by roll call vote with thirteen (13) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

7. Correspondence to request purchase of a van by St. Joseph Youth Alliance was presented to the Board. Hostetler explained that the request, if approved, would encumber WIOA Youth funds at a cost between \$26,000 and \$35,000.

After considerable discussion, a motion was made by Gregg Roberts, seconded by Rob Zirfas to allow St. Joseph Youth Alliance to purchase a van at a cost no greater than \$35,000. At roll call vote, there were six (6) 'yes' votes (Gregg Roberts, Kent Osborn, Micah Landes, Juanita Assel, Rob Zirfas, and Lauren Solidum); six (6) 'no' votes (Anne Long, John Zeliff, Julia Birkeness, Betty Wymore, Becky Cleveland, and Laurie Findling); and one (1) abstention (Steve Reznicek). The motion failed by lack of majority.

8. Since the September Board meeting falls on the Tuesday after Labor Day, Hostetler asked Board members to consider a date change. At a show of hands, the majority agreed to change the date from Tuesday, September 4 to Tuesday, September 11. The Board will embark on strategic planning that day and will meet at the St. Joseph Job Center (2202 Frederick, St. Joseph) from 1 p.m. until 5 p.m. Hostetler will send strategic planning framework material prior to September 11.

Meeting was adjourned at 6:39 p.m.

Next meeting: September 11, 2018, St. Joseph Job Center

Future meetings:
December 4, 2018, Missouri Star Quilt (Hamilton)
March 5, 2019
June 4, 2019

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
June 19, 2018

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 Don Dalrymple at 5:30 p.m. The roll call showed the following members present: Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Tristan Londre, Vice President for Academic Affairs; Tyson Otto, Associate Vice President for Business and Finance; Kristen Alley, Associate Vice President for Student Affairs; Alan Barnett and Whitney Trump, administrative staff; Bev Hooker, representing Head Start; Lisa Hostetler, representing WIOA; and Ronda Lickteig and Jennifer Thies, representing the news media.

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

Diane Lowrey moved and Dr. John seconded the motion to approve the Minutes of the NCMC meetings of May 17, 22, and June 11 as presented. Five 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 June 5 as presented. Five votes were cast in favor and none opposed.

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

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

In the monthly Green Hills Head Start Report, Dr. Bev Hooker mentioned a concern with the provision of students' dental care; she also said the remainder of Head Start's federal funds for FY18 has been received and preliminary work is underway for Head Start building projects in Trenton and Brookfield.

During Vice President Tristan Londre's report, he told the Board that Upward Bound students are on campus now, apprenticeship classes are starting, and summer school is underway.

Associate Vice President for Student Affairs Kristen Alley discussed requirements for Gainful Employment reporting, a Department of Defense audit, research on meta-majors, student transcript requests, and Kimberly Meeker's appointment to an office in MASFAP.

President Dr. Lenny Klaver reported on a site visit by representatives of the MDHE; visits he has made to the NBC, Northwest Technical School, King City, and Chillicothe; the Ellucian PowerCampus Conference; an NJ-CAA annual meeting; and his upcoming vacation.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the updated Board Policy Manual (including three new policies proposed at the May meeting) as presented. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Rob Maloney seconded the motion to approve the FY19 operational budget (with expenses of \$10,568,066 and revenues of \$10,364,169) and the auxiliary services budget (with expenses of \$2,383,852 and revenues of \$2,341,650) as presented. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the following resolution: *Pursuant to Section 3.3 of the Lease Agreement, the Junior College District of Trenton, Missouri, as Lessee has chosen to renew the terms of the 2010 A/B Series Lease Agreement with UMB Bank for one year, commencing July 1, 2018 through June 30, 2019.* Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the 2018-19 college catalog including all policies therein as presented. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve a new Early College program for eligible Missouri high school students; applications for admission will be free and no student health fees will apply. In-district students taking on-campus courses will pay \$50/credit hour (\$15 for tuition and \$35 for fees), and out-of-district students taking on-campus courses and all online/outreach students will pay \$100/credit hour (\$65 for tuition and \$35 for fees); all will be effective as soon as computerized billings can be adjusted. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Dr. John Holcomb seconded the motion to approve a change in management for the ARC (from an ARC Director to the library staff); and job description changes/salary adjustments for Jayne Meserve (from Library Assistant I to Library Assistant-Tutoring Center with a Classified Staff salary schedule change from Range 2 to 4) and Shellee Castanada (from Library Assistant II to Library Assistant-Testing Center with a Classified Staff salary schedule change from Range 3 to 4), all to be effective July 1, 2018. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to renew Ellucian software maintenance at a cost of \$56,778; this is a sole source bid and the funds will come from the I.T. Services budget (in FY19). Five votes were cast in favor and none opposed.

Diane Lowrey moved and Rob Maloney seconded the motion to purchase an Ellucian mobile app at a cost of \$18,406; this is a sole source bid and funds will come from the I.T. services budget. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to purchase a network core switch from CDWG of Vernon Hills, Illinois at a cost of \$35,536.96; this is a state contract price and funds will come from the I.T. Services budget. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Chris Hoffman seconded the motion to approve a Change in Scope Application (relating to the closure of the Hamilton Head Start Center during the 2018-19 year) for the Green Hills Head Start program. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the WIOA PY18 budget (with revenues and expenses balanced at \$401,496 and no salary increases proposed) as presented. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Rob Maloney seconded the motion to accept the resignation of Brandon Huffman, PC Specialist 2, effective June 29, 2018. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the employment of Jenny Mosley of Galt as full-time non-exempt Admissions Processor effective July 2, 2018; this is a Classified Staff position with her placement on the Classified Staff Salary Schedule at Range 3A-10 (\$11.95/hour). Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the transfer of Christopher Flowers from I.T. Helpdesk Specialist to PC Specialist I effective July 1, 2018; this is a full-time non-exempt Classified Staff position with his placement on the Classified Staff Salary Schedule at Range 5A-5 (\$12.87/hour). As a condition of his employment, he is expected to obtain his A+ certification by January 2019. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to employ Nathan Vandevender as I.T. Helpdesk Specialist effective July 1, 2018; this is a full-time non-exempt Classified Staff position with his placement on the Classified Staff Salary Schedule at Range 5A-7 (\$13.41/hour). As a condition of his employment, he is expected to obtain his A+ certification by June 30, 2019. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept the resignation of Jeni Moore, Head Start Trenton Center co-teacher, effective June 26, 2018. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the employment of Brooke Allnutt of Brookfield as Green Hills Head Start Brookfield A Center teacher. Five votes were cast in favor and none opposed.

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

President Don Dalrymple called the Executive Session to order at 6:31 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Steve Busch was absent. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; and Tristan Londre, Vice President for Academic Affairs.

A legal item was discussed and no action was taken.

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

President Don Dalrymple called the regular session to order in the President's Office, Frey Administrative Center, at 6:45 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; and Tristan Londre, Vice President for Academic Affairs.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to adjourn the regular meeting of the Board of Trustees. Five votes were cast in favor and none opposed. President Dalrymple declared the meeting adjourned at 6:47 p.m.