

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
July 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 5:29 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; Mitch Holder, Dean of Instruction; Korynn Skipper, Nursing Director; Bev Hooker, representing Head Start; and Ronda Lickteig and Jennifer Thies, representing the news media.

I. Call to Order  
Roll Call

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

Approval of  
Agenda

Chris Hoffman moved and Steve Busch seconded the motion to approve the Minutes of the NCMC meeting of June 19 as presented. Six votes were cast in favor and none opposed.

II. Minutes

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

III. Approval of  
Financial  
Reports

Diane Lowrey 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. Six votes were cast in favor and none opposed.

In the monthly Green Hills Head Start Report, Dr. Bev Hooker told the Board that the Head Start federal monitoring review has been set for September. She thanked the Republican-Times for including Head Start information in their health tab, gave an update on the closure of the Hamilton Head Start Center, and said bids will go out next month for construction of a new Head Start Center in Trenton.

IV. Communi-  
cations and  
Reports

Dean of Instruction Mitch Holder reported on behalf of Vice President Tristan Londre'. He told the Board that Early College is up and running for the fall term, nursing orientation was today, and Upward Bound has submitted a new funding request.

Associate Vice President for Student Affairs Kristen Alley discussed a visit to the NBC by several Student Services staff members; OARs; PELL numbers; a VA audit; an enrollment push; and new picnic tables to be set near Cross Hall.

President Dr. Lenny Klaver reported on several items discussed at an MCCA Presidents/Chancellors Retreat and a Department of Economic Development Roundtable; and challenges and opportunities for future enrollment.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to set the annual levy hearing on Tuesday, August 28, at 5:25 p.m. Six votes were cast in favor and none opposed.

VI. New Business: Set Levy Hearing

The Board briefly discussed the annual *Year in Review* report.

Year in Review

Dr. John Holcomb moved and Steve Busch seconded the motion to approve the payment for renewal of NCMC's institutional membership in the Missouri Community College Association at a cost of \$18,301.72; funds are budgeted in *Institutional Memberships*. Six votes were cast in favor and none opposed.

Bids and Purchases

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the renewal of athletic insurance for the 2018-19 sports year through Dissinger Reed of Overland Park, KS at a cost of \$31,467; funds have been designated in each sports budget to cover the amount. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to approve the renewal of VMware virtual server software from Netsync of Houston, TX at a total cost of \$19,645.32; this is a state contract price and funds will come from the IT Services budget. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the purchase of a maintenance contract for Touchnet/Heartland Onecard hardware and software at a total cost of \$16,455.15; this is a sole source purchase and funds will come from the IT Services budget. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to approve the purchase of maintenance and support for Microsoft Dynamics GP and CRM from Hightouch Technologies of Lenexa, KS at a cost of \$10,912.48; this is a sole source purchase and funds will come from the IT Services budget. Six votes were cast in favor and none opposed.

Rob Maloney moved and Chris Hoffman seconded the motion to approve the purchase of 11 projectors, along with installation and programming, from CCS Presentation Systems of Lenexa, KS at a total cost of \$21,054.95; funds will come from the IT Services budget. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Chris Hoffman seconded the motion to approve the purchase of nursing lab supplies from Pocket Nurse of Monaca, PA at a total cost of \$12,506.82; Perkins funds will be used. Five votes were cast in favor and none opposed.

Steve Busch moved and Diane Lowrey seconded the motion to pay \$244,854 for the second year of a three-year agreement with Assessment Technologies Institute of Leawood, KS for testing supplies for all nursing programs; funds have been budgeted in each nursing division to support the cost. Six votes were cast in favor and none opposed.

Trustee Rob Maloney left the meeting at 6:21 p.m.

Diane Lowrey moved and Chris Hoffman seconded the motion to approve the renewal of the use of the database reference CINAHL from Ebsco Information Services of Dallas, TX; this is a sole source bid at a total cost of \$11,733 and Perkins funds will be used. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Steve Busch seconded the motion to accept the resignation of Alexis Adams, Residence Life Coordinator/Assistant Softball Coach, effective July 11, 2018. Five votes were cast in favor and none opposed.

Personnel

Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept the resignation of Rhonda Gordon, custodian, effective July 27, 2018. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to approve the employment of Lesli Collins, Ryan Suttentfield, and Whitney Trump as exempt adjunct instructors in the business department. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Steve Busch seconded the motion to approve the transfer of Head Start employee Angela Trask from Trenton Center teacher assistant to Trenton Center Co-Teacher. Five votes were cast in favor and none opposed.

Trustee Steve Busch submitted his resignation from the Board of Trustees to Board President Don Dalrymple; Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept his resignation with regrets. Four votes were cast in favor with Steve Busch abstaining. Don Dalrymple and College President Dr. Lenny Klaver presented Mr. Busch with a proclamation thanking him for his years of service.

Trustee  
Resignation

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

VII. Executive  
Session

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, and Diane Lowrey. Rob Maloney was absent. Also present were Lenny Klaver, President, and Vicki Weaver, Board Secretary/Clerk.

Call to  
Order  
Roll Call

Legal and real estate items were discussed and action will be taken in open session.

Legal, Real  
Estate

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

Adjourn-  
ment

President Don Dalrymple 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: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, and Diane Lowrey. Rob Maloney was absent. Also present were Lenny Klaver, President, and Vicki Weaver, Board Secretary/Clerk.

Call to  
Order  
Roll Call

Diane Lowrey moved and Chris Hoffman seconded the motion to solicit letters of interest from patrons who would be willing to fill the unexpired term of former trustee Steve Busch, which will end in April 2020. Letters should be sent to Board Secretary/Clerk Vicki Weaver at NCMC and should be received by August 15. Four votes were cast in favor with none opposed.

Replace-  
ment of  
Trustee

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

VIII. Adjourn-  
ment

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

MINUTES OF THE LEVY HEARING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
August 28, 2018

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 Don Dalrymple at 5:25 p.m. The roll call showed the following members present: 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; Mitch Holder, Dean of Instruction; Cassie Cordray, Eric Christopherson, and Maryellen Harman, faculty; Alan Barnett and Kristi Harris, 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 \$.3855 per hundred of assessed valuation for the 2018-19 year. There were no comments.

Diane Lowrey 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 Dalrymple declared the meeting adjourned at 5:27 p.m.

President

Secretary

Date

Date

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
August 28, 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. 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; Mitch Holder, Dean of Instruction; Eric Christopherson, Cassie Cordray, and Maryellen Harman, faculty; Alan Barnett and Kristi Harris, administrative staff; Bev Hooker, representing Head Start; 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 July 19 as presented. Five votes were cast in favor and none opposed.

Chris Hoffman 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 discussed the Head Start monthly report and the Notice of Award for COLAs.

Vice President for Academic Affairs Tristan Londre' reported that the new Early College program (with a reduced tuition rate) appears to be successful in adding enrollment. Dean of Instruction Mitch Holder introduced new faculty members Cassie Cordray and Eric Christopherson.

Associate Vice President for Student Affairs Kristen Alley talked about the new Student Senate Presidents list; student activities; move-in day, O.A.R. sessions, emergency student loans; international students; Core 42; and gainful employment requirements.

President Dr. Lenny Klaver made a PowerPoint presentation which included progress on the strategic plan and preliminary fall enrollment numbers.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to set the tax levy for the 2018-19 year at \$.3855 per hundred of assessed valuation. Five votes were cast in favor and none opposed.

After expressing his appreciation for all those who submitted letters of application to fill the unexpired term of former trustee Steve Busch, Dr. John Holcomb moved and Diane Lowrey seconded the motion to appoint Dr. NiCole Neal of Trenton to fill the unexpired Board term. Five votes were cast in favor and none opposed, with Board Chair Don Dalrymple commenting on the quality of the applications received and echoing Dr. Holcomb's thanks for the willingness to serve that was expressed by several persons.

Chris Hoffman moved and Diane Lowrey seconded the motion to accept the revised bid of \$329,750 from J.A. White Construction of Maysville, MO for the construction of a replacement Head Start facility in Trenton. Five votes were cast in favor with none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to purchase seven lab beds from DiaMedical of Bloomfield, MI at a total cost of \$11,899.95; enhancement funds will be used. Five votes were cast in favor with none opposed.

Dr. John Holcomb moved and Rob Maloney seconded the motion to renew the college's internet connection and related support with Morenet at a total cost of \$59,869.54; funds will come from the IT services budget. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to change the September meeting time to 7 p.m. and the October meeting date to Tuesday, October 30 (at the usual 5:30 p.m.). Five votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the employment of Ronna Owens of Laredo as Library Assistant I effective August 20, 2018; this is a full-time non-exempt Classified Staff position with the salary set at Range 2B-5 on the Classified Staff salary schedule (\$10.28/hour). Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ Sara Van Dyke of Linneus, MO as Residence Life Coordinator/Assistant Women's Softball Coach effective August 20, 2018; this is a full-time exempt AMP position with her salary placement in Range 5 (\$27,250) plus both a meal plan and use of the Selby Residence Coordinator apartment for the duration of the academic year. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to employ Aaron Dowis as a part-time exempt clinical/adjunct instructor in the allied health department at a daily salary of \$250. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve an annual summer stipend of \$2,500 for Steve Richman, AD, beginning August 2018 for duties required to be performed outside his regular nine-month contract; and a one-time summer stipend of \$1,000 for Men's Residence Life Coordinator/Assistant Men's Basketball Coach Eric Penrod for his extra duties in August 2018. Five votes were cast in favor and none opposed.

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

President Don Dalrymple called the Executive Session to order at 6:18 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. Also present were Lenny Klaver, President; Tristan Londre', Vice President; and Vicki Weaver, Board Secretary/Clerk.

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

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

President Dalrymple called the regular session to order in the President's Office, Frey Administrative Center, at 6:36 p.m. The roll call showed the following members present: 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.

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 6:37 p.m.



MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
September 25, 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 7:00 p.m. The roll call showed the following members present: 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; Beth Caldarello and Maryellen Harman, faculty; Alan Barnett, Kristi Harris and Melissa Spencer, administrative staff; Dr. NiCole Neal, prospective Board member; Bev Hooker, representing Head Start; 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 newly appointed trustee Dr. NiCole Neal, and Dr. Neal was seated on the Board.

Dr. John Holcomb moved and Chris Hoffman seconded the motion to approve the Minutes of the meetings of August 28 as presented. Six votes were cast in favor and none opposed.

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

Dr. John Holcomb moved and Rob Maloney seconded the motion to approve the 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, an onsite monitoring visit, an annual grantee assessment meeting, upcoming building projects, and the Hamilton change of scope application.

Vice President for Academic Affairs Tristan Londre' announced submission of a grant to the National Science Foundation. He also talked about a visit to NWMSU, a new articulation agreement with Columbia College, and this year's NISOD awardee, Maryellen Harman.

Associate Vice President for Student Affairs Kristen Alley distributed an advisor/counselor handout and talked about student counseling, a dining hall survey, an MDHE grant, electronic transcripts, a Student Senate retreat, payments for courses required for degrees; a Think Fast student activity, and upcoming meetings on campus.

President Dr. Lenny Klaver briefly mentioned a Campus Quality Survey and then made a PowerPoint presentation with information about fall enrollment, legislative matters, and future projects.

Chris Hoffman moved and Diane Lowrey seconded the motion to declare a list of Head Start items as surplus so they can be disposed of per federal requirements and NCMC policies. Six votes were cast in favor with none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to purchase welding equipment from Praxair of Chillicothe, MO at a total cost of \$11,913; Perkins funds will be used. Six votes were cast in favor with none opposed.

Rob Maloney moved and Dr. John Holcomb seconded the motion to retire the 2010B Bond Issue (Barton Campus) through UMB Bank effective November 15, 2018 at a total cost of \$1,112,258.39; funds will come from current year budgeted bond payments, Bond Sinking Fund Reserves, proceeds from the recent sale of college property, and college reserve funds. Six votes were cast in favor with none opposed.

Chris Hoffman moved and Rob Maloney seconded the motion to change the October meeting time to 7 p.m. Six votes were cast in favor and none opposed.

Chief of Staff Kristi Harris introduced new staff members Ronna Owens and Melissa Spencer.

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

Diane Lowrey moved and Dr. NiCole Neal seconded the motion to accept the resignation of Denise Guile, Bookstore Assistant Manager, effective September 6, 2018. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the employment of Elissa Zorn of Cameron as an exempt, full-time nursing faculty member effective December 3, 2018; this is a nine-month teaching contract with the annual salary set at \$47,470, prorated from the start date of December 3. In addition, to approve the employment of Ms. Zorn as a nursing clinical/adjunct instructor effective October 1 at the rate of \$250 per clinical day. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. NiCole Neal seconded the motion to employ Kaylee Nelson, Lauren Stewart, and Suzi Sikes as part-time exempt clinical/adjunct instructors in the allied health department at the rate of \$250 per clinical day. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the

employment of the following exempt adjunct instructors: Doug Franklin and Brandon Gibler (fire training); Debra Champagne (sociology); Paula Johnson (accounting); and Amanda Ozenberger (medical terminology). Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the following Head Start full-time personnel actions: the resignation of Cassandra Gulley, Brookfield B Teacher Assistant; and the employments of Amber Lamp as Trenton/Chillicothe Teacher Assistant and Taylor Turner as Daviess/Grundy County Home Visitor. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. NiCole Neal 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 Holcomb, aye; Lowrey, aye; Hoffman, aye; Dalrymple, aye; Maloney, aye; and Neal, aye.

President Don Dalrymple called the Executive Session to order at 8:18 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, Rob Maloney, and Dr. NiCole Neal. Also present were Lenny Klaver, President; Tristan Londre', Vice President; and Vicki Weaver, Board Secretary/Clerk.

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

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

President Dalrymple called the regular session to order in the President's Office, Frey Administrative Center, at 8:47 p.m. The roll call showed the following members present: Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, Rob Maloney, and Dr. NiCole Neal. Also present were Lenny Klaver, President; Tristan Londre', Vice President; and Vicki Weaver, Board Secretary/Clerk.

Chris Hoffman 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 Dalrymple declared the meeting adjourned at 8:48 p.m.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
October 30, 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 7:02 p.m. The roll call showed the following members present: Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, Rob Maloney, and Dr. NiCole Neal. 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 and Lindsay Oram, faculty; Kristi Harris, administrative staff; Student Senate officers Jamee Searce, Pharon Pilgrim, Grant Bennet, Katie Blanchard, Glenn Smit, Natsha Jackson, and Josephine Deen; Bev Hooker, representing Head Start; 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 rearranged. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Dr. NiCole Neal seconded the motion to approve the Minutes of the meeting of September 25 as presented. Six votes were cast in favor and none opposed.

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

Dr. John Holcomb moved and Dr. NiCole Neal 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.

Student Senate officers introduced themselves and Jamee Searce and Pharon Pilgrim made a short Powerpoint presentation.

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

Vice President for Academic Affairs Tristan Londre' discussed several items: a formal request to increase enrollment in the online nursing program; a CNEA application; an accreditation visit for the dental hygiene program; Blackboard Ultra; the benefit wheelchair basketball game; an open forum on campus for two political candidates; and conference presentations by two instructors.

Associate Vice President for Student Affairs Kristen Alley talked about an A+ report; the recent PTK inductions; interest in a Pep band and Nerd Guild; Safety Awareness Week; a grant received by three instructors to help students vote; the season's first basketball game coming up this week; Financial Aid nights, College Fairs and campus visit days; NCMC's cohort default rate; retention rates; spring registration; and a recent appointment to a state position for former NCMC student Mariah Fox.

President Dr. Lenny Klaver talked about several meetings he attended (Missouri Health Education Consortium, St. Luke's College of Health Sciences, and Head Start Policy Council); a campus visit by Congressman Sam Graves; an on-campus assessment of the I.T. department; a State Economic Development Conference; Shared Governance meeting, an administrative council meeting; his trip to Washington D.C.; and examples of teamwork at NCMC.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve Green Hills Head Start's fifth year (FY19) continuation grant application and budget as proposed. Six votes were cast in favor with none opposed.

Dr. John Holcomb moved and Rob Maloney seconded the motion to renew the use of Veeam backup software from Zones of Auburn, WA at a cost of \$13,182.14; the purchase will be funded by the IT services budget. Six votes were cast in favor with none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to purchase services from Network Technology Partners of St. Louis, MO at a total cost of \$54,000 (plus a one-time setup fee of \$12,500); the purchase will be funded by the IT services budget. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the 2019-21 academic calendars as proposed. Six votes were cast in favor with none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to change the December meeting date to December 20. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the employment of Jeffrey Jackson of Trenton as full-time custodian effective October 15, 2018; this is a non-exempt classified staff position with the salary set at 1B-10 (\$10.32) per hour. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the employment of Margaret Bowman of Trenton as full-time Campus Store Associate-Business Operations effective November 1, 2018; this is a non-exempt classified staff position with the salary set at 3A-7 (\$11.24) per hour. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ Nevada Fields and Michelle Pegelow as part-time exempt clinical/adjunct instructors in the allied health department at the rate of \$250 per clinical day. Six votes were cast in favor and none opposed.

Rob Maloney moved and Dr. NiCole Neal seconded the motion to approve the updated job description for the Marketing Director, an AMP position. Six votes were

cast in favor and none opposed.

Diane Lowrey moved and Dr. NiCole Neal seconded the motion to approve the following Head Start full-time personnel action: the employment of Kelsey Cordray as Brookfield B Teacher Assistant. Six votes were cast in favor and none opposed.

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

President Don Dalrymple called the Executive Session to order at 8:05 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, Rob Maloney, and Dr. NiCole Neal. Also present were Lenny Klaver, President; Tristan Londre', Vice President; and Vicki Weaver, Board Secretary/Clerk.

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

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

President Dalrymple called the regular session to order in the President's Office, Frey Administrative Center, at 8:29 p.m. The roll call showed the following members present: Don Dalrymple, Dr. John Holcomb, Chris Hoffman, Diane Lowrey, Rob Maloney, and Dr. NiCole Neal. Also present were Lenny Klaver, President; Tristan Londre', Vice President; and Vicki Weaver, Board Secretary/Clerk.

President Dalrymple asked Board members to consider meeting in a Retreat sometime in January. A date will be set in the future.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were cast in favor and none opposed. President Dalrymple declared the meeting adjourned at 8:30 p.m.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
November 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 Don Dalrymple at 4:00 p.m. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, Rob Maloney, and Dr. NiCole Neal. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Mitch Holder, Dean of Instruction; Tyson Otto, Associate Vice President for Business and Finance; Maryellen Harman and Korynn Skipper, faculty; Tami Campbell and Kristi Harris, administrative staff; Bev Hooker, representing Head Start; 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. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the Minutes of the meeting of October 30 as presented. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. NiCole Neal 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 a recent CLASS observation review.

Dean of Instruction Mitch Holder, reporting for Vice President for Academic Affairs Tristan Londre', discussed several items: health-sciences-related meetings with representatives of St. Luke's Health System and Northwest Missouri State University; work toward national accreditation for health sciences programs; NCMC's PN-to-RN online program has been ranked as #3 in the nation; a new virtual reality machine acquired to enhance curriculum; advisory committee meetings; possible revamping of the College Seminar course; and Tracy Welch's participation on a statewide Math Pathways Advisory Committee.

President Dr. Lenny Klaver introduced Tami Campbell who reported how the IT services department dealt with multiple challenges during the recent bad weather incident. Klaver talked about a possible fees restructure for MCCA dues; a CBHE Task Force on Financial Aid; MDHE Performance Measures; spring enrollment numbers; the success of the No-Fee-November activity promoted by the Admissions Department; attendance at a Chamber of Commerce meeting in Cameron; and NCMC's Week at the Capitol (April).



Diane Lowrey moved and Dr. John Holcomb seconded the motion to set a Board retreat for Thursday, January 17 at 3 p.m. at a property owned by the Hoffmans on NW Auk Lane. Six 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 supplemental grant application (to fund increased program hours for Head Start center-based slots) as proposed. Six votes were cast in favor with none opposed.

Diane Lowrey moved and Dr. NiCole Neal seconded the motion to declare a list of items to be surplus property so they can be disposed of or auctioned in accordance with Board policy. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept a bid for computer hardware from Zones of Auburn, Washington at a cost of \$29,905.43 and a bid for computer software from SHI of Somerset, NJ at a cost of \$16,942.50; the purchases will be funded by the Enhancement Grant. Six votes were cast in favor with none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the replacement of two part-time positions at the Campus Store with one full-time non-exempt permanent position to be known as Campus Store Associate-Retail Operations. Six votes were cast in favor and none opposed.

COS Kristi Harris shared a report on staff retention and said that there are changes in federal Title IX mandates coming in the future.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to employ Glenn Palmer as an exempt adjunct instructor in the music department. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Dr. NiCole Neal seconded the motion to accept the retirement of Dr. Beverly Hooker, Director of Green Hills Head Start Program, with much appreciation and regrets, effective January 31, 2019. 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 matters, citing statutes 610.021.1, .2, and .3 which allow the Board to do so. Roll call vote showed Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; Maloney, aye; and Neal, aye.

President Don Dalrymple called the Executive Session to order at 4:47 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, Rob Maloney, and Dr. NiCole Neal. Also present were Lenny Klaver, President, and Vicki Weaver, Board Secretary/Clerk.



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

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

President Dalrymple called the regular session to order in the President's Office, Frey Administrative Center, at 4:55 p.m. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, Rob Maloney, and Dr. NiCole Neal. Also present were Lenny Klaver, President, and Vicki Weaver, Board Secretary/Clerk.

Dr. John Holcomb moved and Chris Hoffman seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were cast in favor and none opposed. President Dalrymple declared the meeting adjourned at 4:57 p.m.

Workforce Development Board  
Minutes of Board Meeting  
December 04, 2018  
Missouri Star Quilt Company, Hamilton, MO

The Northwest Region Workforce Development Board (NW WDB) met in open session Tuesday, December 04, 2018 at the Missouri Star Quilt retreat center (200 N. Davis, Hamilton, MO). NW WDB Vice-Chair Gregg Roberts called the meeting to order at 5:05 pm. At first roll call a quorum was not established; after a brief recess, at second roll call (5:10 p.m.) a quorum was established with thirteen (13) Board members participating; two (2) Commissioners; five (5) Ex-officio (non-voting) members and guests; and two (2) WDB staff present. Those participating included the following:

Board Members

Gregg Roberts Kent Osborn Julia Birkeness Micah Landes Tina Gillespie  
Debbie Timmons Juanita Assel Rob Zirfas Gary Clapp Penny Adams  
Mike Veale Laura Ritterbush Laurie Findling

Commissioners

Wade Wilken, Jr., Clinton County Bud Motsinger, Caldwell County

Ex-officio (non-voting) Members and Guests

Jackie Soptic, GHRPC Rita Wallinga, NWRCOG Kim Mildward, NWRCOG  
Janice Spearman, Mo-Kan Shari Schenewerk, DWD

WDB Staff

Lisa Hostetler Jeanie Griffin

Open Session Business Meeting – A quorum was established with seven (7) private sector members and six (6) partner sector members participating.

Consent Agenda

Motion was made by Kent Osborn, seconded by Gary Clapp to approve the minutes from the June 06, 2018 NW WDB meeting; the expenditure and contract performance reports; the DWD fiscal monitoring final report; an audit acceptance letter; the TANF financial monitoring report; the WIOA Section 188 (EO) monitoring report; the DWD program monitoring report and response acceptance; and the TANF Summer Jobs League monitoring report. The motion passed by roll call vote with thirteen (13) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

Updates and Other Program Business:

Caldwell County Presiding Commissioner Bud Motsinger gave an update on the Little Otter Creek Lake project; Clinton County Presiding Commissioner Wade Wilken, Jr. had no update to report. Hostetler and Board members offered their thanks to Wade Wilken, Jr. for his service to the NW WDB. Commissioner Wilken has been a regular contributor to the WDB during his term as Clinton County Commissioner and will not be returning to office after January 1st.

WDB Director Lisa Hostetler discussed the results of the mid-term elections, noting that nine (9) of the current Presiding Commissioners in our region will not be returning to office on January 1, 2019. Weather permitting, Hostetler will attend the District Commissioners meeting later this month to meet the new Presiding Commissioners and determine a date to conduct orientation with them.

1. NW WDB One-Stop Operator Kim Mildward provided a report of activities for the period July 1, 2018 through November 23, 2018. The report was included in the Board packet for members to review; Mildward also discussed business customer satisfaction survey results, noting that almost 98% of the business customers indicated they were “satisfied” or “very satisfied” with the services they received. The full customer satisfaction survey results are available on the NW WDB website ([www.nwwdb.org](http://www.nwwdb.org)) under the “Board Meetings” tab.

2. Hostetler shared an update on regional Equal Opportunity (EO) Officer position funding. During meetings with Division of Workforce Development (DWD) administrative staff in late November, Hostetler learned that there will be significant changes in how DWD supports the EO functions statewide. The WDB will receive a total of \$50,000 for EO work in the NW region for the period July 1, 2018 through June 30, 2019. Hostetler believes that funding will be discontinued in the future and noted the NW WDB will not employ a dedicated individual to be responsible for regional EO duties; instead, NW WDB Program Operations Manager Brent Stevens, with assistance from Hostetler, will carry out those functions.

3. The St. Joseph Job Center open house and ribbon cutting was held on November 15th. Representatives from the St. Joseph Chamber of Commerce, Missouri Department of Economic Development, workforce development programs, and the public toured the premier Job Center facility at 2202 Frederick Avenue. According to Hostetler, there were approximately 50 individuals at the celebration.

4. NW WDB Fiscal Manager Jeanie Griffin provided details about a regional Youth LIFE Summit planned for March 30, 2019. LIFE is an acronym for “Lessons in Facing Everything [or at least the big stuff]”. Summit funding is coming from unspent WIOA Youth funds; the full-day event is intended to provide life skills and learning opportunities for area youth. Planning Committee members are from Northwest Regional Council of Governments (Rita Wallinga and Wendy Parman); Green Hills Regional Planning Commission (Kim Swaney and Karen Bryant); St. Joseph Youth Alliance (Robin Hammond, Jacob Stallworth, David Rich, and Jill Smith); and NW WDB staff. Event planning will be ongoing until the day of the Summit.

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

#### WIOA-Mandated Business

1. The NW WDB WIOA Youth Incentive Policy was presented to the Board; updates and revisions include adding an incentive category for additional workshops and changing reference to the statewide case management system name.

A motion was made by Kent Osborn, seconded by Rob Zirfas to approve the WIOA Youth Incentive Policy as presented. The motion passed by roll call vote with thirteen (13) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

2. Hostetler directed Board members to the Northwest Region’s proposed performance rates for WIOA Title I Adult, Dislocated Worker, Youth, and WIOA Title III Wagner-Peyser programs for PY 18 and PY19. The Missouri Division of Workforce Development requires performance negotiations for the programs administered by each Workforce Development Board. In the chart reviewed by the Board, Hostetler indicated Division of Workforce Development feels the performance goals proposed by the NW WDB are appropriate and acceptable.

PY 18/19 NORTHWEST REGION PERFORMANCE GOALS				
	ADULT	DISLOCATED WORKER	YOUTH	WAGNER -PEYSER
Employment 2nd Qtr after Exit	72%	72%	74%	67%
Employment 4th Qtr after Exit	68%	70%	68%	69%
Credential Attainment Rate	31%	68%	51%	N/A
Median Earnings 2nd Qtr after Exit	\$ 4,900.00	\$5,313.00	N/A	\$ 4,794.36

A motion was made by Laura Ritterbush, seconded by Tina Gillespie to approve the negotiated performance goals as noted above. The motion passed by roll call vote with thirteen (13) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

Follow-up note: A question was posed relating to performance goals and attainment of such; the question centered on ramifications if the regional goals are not met. According to guidance from Missouri Division of Workforce Development and US Department of Labor, if a local area fails to meet local performance accountability measures established for the youth, adult, or dislocated worker program year, the Governor, or upon request by the Governor, the Secretary of Labor, shall provide technical assistance, which may include assistance in the development of a performance improvement plan or the development of a modified local plan (or regional plan). If such failure continues for a third consecutive year, the Governor shall take corrective actions, which shall include development of a reorganization plan through which the Governor shall require the appointment and certification of a new local board; prohibit the use of service providers and one stop partners identified as achieving a poor level of performance; or take such other significant actions as the Governor determines are appropriate.

For program years 2015, 2016, and 2017 (each program year runs July 1 through June 30), the only performance goals not met (for two [2] consecutive years) are Adult credential attainment (PY16 and PY17) and Youth credential attainment (PY16 and PY17). Those two (2) measures must be attained this year (PY18) or the NW WDB and/or its subcontractor service providers could suffer ramifications noted above.

3. The Board discussed NW WDB strategic planning next. Based on analysis of the Board strengths, weaknesses, opportunities, and threats (SWOT) exercise in September, there were eight (8) strategies identified. Hostetler asked Board members to review those and offer additional strategies not identified during the SWOT analysis. Hearing no additional strategic goals, the Board then reached agreement on adopting the top four (4) strategic priorities (see below).

## Northwest Workforce Development Board Strategic Priorities 2018-2023

- Improve workers' skills in order to reduce welfare dependency; to skill-up the unemployed and underemployed population; and to meet employers' skill needs
- Attract and retain more talent by promoting our strong regional economies and work opportunities
- Enhance workforce development service delivery and availability to the entire region (meet people where they are not where we want them to be)
- Increase community involvement and business engagement in order to meet workforce needs

We will incorporate an outreach and communication campaign so all stakeholders (legislators, business leaders, Chief Elected Officials, Board Members, and the public) are aware of the services available and the continued need to fund them.

Hostetler offered, and the Board agreed, that NW WDB staff will develop preliminary draft action plans and present them to the Board for feedback prior to the March, 2019 NW WDB meeting. Strategic planning activities will part of each NW WDB meeting through the course of the next several years.

A motion was made by Laurie Findling, seconded by Micah Landes to approve the strategic priorities and allow NW WDB staff to begin drafting action plans as noted above. The motion passed by roll call vote with thirteen (13) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

Meeting was adjourned at approximately 6:48 p.m.

Next Meeting – March 5, 2019; Location to be determined

Future meetings: June 4, 2019

September XX, 2019

December 3, 2019

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
December 20, 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, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Dr. NiCole Neal 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 and Kristi Harris, administrative staff; Bev Hooker, representing Head Start; Matt Wallace, representing the firm of KPM, CPAs and Advisors; 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 Dr. John Holcomb seconded the motion to approve the Minutes of the meeting of November 27 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 WDB meeting of December 4 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.

Head Start Director Bev Hooker discussed the Head Start monthly report and briefly reviewed information on wait lists, a new COLA application, and procedures for employment of a new Head Start Director.

Vice President for Academic Affairs Tristan Londre' said a new version of Blackboard has been launched and the National League for Nursing has approved NCMC's candidacy for pre-accreditation of our Associate Degree in Nursing.

Associate Vice President for Student Affairs Kristen Alley talked about student probation/suspension, an academic recovery workshop, financial aid, honors lists, December graduates, and intersession.

President Dr. Lenny Klaver distributed a written report and touched on these subjects: MCCA, financial aid, the MoExcels grant, SB17, the recent legislative forum, MDHE, the new state treasurer, and new Senate budget chair (Sen. Dan Hegeman).

After a presentation by Matt Wallace, Diane Lowrey moved and Rob Maloney seconded the motion to approve the FY18 annual audit as presented. Five votes were cast in favor with none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the purchase of property/casualty/liability insurance through MUSIC (Missouri United School Insurance Council) for the 2019 calendar year at a cost of \$166,899; this purchase was accounted for in this year's budget. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the awarding of emeritus status to Dr. Beverly Hooker, Executive Director of Green Hills Head Start, effective upon her retirement; her title will be Director Emerita. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept the retirement of Robyn Melte, teacher for the Green Hills Head Start program, effective November 19, 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 Linda Brown as Unionville Head Start Center co-teacher. 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 Dalrymple declared the meeting adjourned at 6:18 p.m.

**MINUTES OF THE SPECIAL MEETING OF THE**

**BOARD OF TRUSTEES**

**NORTH CENTRAL MISSOURI COLLEGE**

January 14, 2019

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Don Dalrymple at 5:00 p.m. in the Rider Art Gallery, Frey Administrative Center. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Dr. NiCole Neal. Rob Maloney was absent. Also present was Vicki Weaver, Board Secretary/Clerk.

Trustee Rob Maloney joined the meeting at 5:10 p.m.

Diane Lowrey moved and NiCole Neal seconded the motion to approve a one-time suspension of Board Policies 7.1.3.5.1 and 7.2 to allow the Trenton Area Chamber of Commerce to host their annual banquet at the Ketcham Community Center on March 15. Three votes were cast in favor with three opposed; therefore, the motion did not pass.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to adjourn the special meeting of the Board of Trustees. Six votes were cast in favor and none opposed. President Dalrymple declared the meeting adjourned at 5:25 p.m.



**MINUTES OF THE RETREAT OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
January 17, 2019**

The retreat of the Board of Trustees, North Central Missouri College, was called to order by President Don Dalrymple at 3:00 p.m. at the Hoffman Retreat on NW Auk Lane in rural Trenton. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, John Holcomb, Diane Lowrey, Rob Maloney, and NiCole Neal. Also present were Lenny Klaver, President; Board Secretary/Clerk Vicki Weaver; and Tyson Otto, CFO.

Tyson Otto discussed project projections for FY20, 21, and 22 and College President Lenny Klaver gave an overview of the campus master plan. No action was taken.

The Board named a Policies Review subcommittee (trustees Dr. John Holcomb and Dr. NiCole Neal) and discussed emergency chain of command preparedness. They also conducted an informal Board Self-Evaluation and reviewed results of a presidential evaluation. No action was taken.

Chris Hoffman moved and Dr. John Holcomb seconded the motion to adjourn the retreat of the Board of Trustees. Six votes were cast in favor and none opposed. President Dalrymple declared the retreat adjourned at 7:31 p.m.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
January 22, 2019

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, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Dr. NiCole Neal. 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; Kristen Alley, Associate Vice President for Student Affairs; Maryellen Harman, faculty; Kristi Harris, administrative staff; Bev Hooker, representing Head Start; and Ronda Lickteig and Jennifer Thies, representing the news media.

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

Rob Maloney joined the meeting at 5:34 p.m.

Chris Hoffman moved and Dr. John Holcomb seconded the motion to approve the Minutes of the meetings of December 20, January 14, and January 17 as presented. Six votes were cast in favor and none opposed.

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

Diane Lowrey moved and NiCole Neal 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 the (draft) Head Start Annual Report.

Vice President for Academic Affairs Tristan Londre' talked about spring convocation, spring semester, quality initiatives/assessments with HLC, and two new programs.

Associate Vice President for Student Affairs Kristen Alley said she expects to bring the R.A.'s to the Board meeting next month. Also, Trenton R-IX Superintendent Dan Weibers did dissertation work in conjunction with NCMC; a prospective student passed away; two students attended the Governor's Leadership Forum; and she mentioned several activities - a MLK Day event, Homecoming on February 4; recognition of a Family of the Year, and an activity by the men's basketball program.

President Dr. Lenny Klaver distributed a written report and discussed spring enrollment (up in head count and credit hours); an admissions report; the Governor's State of the State address; a supervisory change on the state level for the Division of Workforce Development; and an application for funds under the Missouri Excels Program.

Chris Hoffman moved and Diane Lowrey seconded the motion to amend the 2018-19 College Catalog pages 14-15 to comply with Public Law 114-315 and recent amendments to Section 301 of Public Law 115-251, both of which modify title 38 U.S.C. 3679 ( c ). Six votes were cast in favor with none opposed.

Diane Lowrey moved and Dr. NiCole Neal seconded the motion to approve an application for FY2019 Head Start Cost of Living Adjustment (COLA) funds. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to accept the resignation of Sara Reeter, TRiO Program Administrative Assistant, effective January 31, 2019. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Chris Hoffman seconded the motion to offer Dr. Lenny Klaver a two-year extension on his employment contract (making his contract effective through June 30, 2023) with his compensation to be determined at a later date. Six votes were cast in favor and none opposed.

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

President Don Dalrymple called the Executive Session to order at 6:00 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, Rob Maloney, and Dr. NiCole Neal. Also present were Lenny Klaver, President; Tristan Londre', Vice President for Academic Affairs; and Vicki Weaver, Board Secretary/Clerk.

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

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

President Dalrymple called the regular session to order in the President's Office, Frey Administrative Center, at 6:20 p.m. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, Rob Maloney, and Dr. NiCole Neal. Also present were Lenny Klaver, President; Tristan Londre', Vice President for Academic Affairs; and Vicki Weaver, Board Secretary/Clerk.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were cast in favor and none opposed. President Dalrymple declared the meeting adjourned at 6:21 p.m.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
February 26, 2019

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 6:03 p.m. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Dr. NiCole Neal, and Rob Maloney. Diane Lowrey 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; Linda Cowling and Maryellen Harman, faculty; Tami Campbell, Kristi Harris, Donnie Hillerman and Eric Penrod, administrative staff; Hailey Burrows, Shiann Campbell, Nick Hartley, and Amanda Snow, Student Residence Assistants; and Ronda Lickteig and Jennifer Thies, representing the news media.

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

Dr. John Holcomb moved and Dr. NiCole Neal seconded the motion to approve the Minutes of the meeting of January 22 as presented. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Rob Maloney 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.

Diane Lowrey joined the meeting at 6:11 p.m.

Vice President for Academic Affairs Tristan Londre' talked about several events: Health Science Fair, THS choir visit, Science Olympiad, Skills USA, faculty inservice, and Career and Transfer Day. He also said an application for an enhancement grant has been submitted.

Associate Vice President for Student Affairs Kristen Alley had the R.A.'s introduce themselves to the Board, and Eric Penrod and Donnie Hillerman made some comments about the student housing staff. Dr. Alley also discussed student tracker data, A+ totals, a new counselor on campus, and NCMC's new Cohort Default Rate. In response to a question, she discussed campus blood drives.

President Dr. Lenny Klaver distributed a written report and did a short legislative review. He also discussed Head Start items, possible changes in Title IX, the Homecoming basketball event, a presentation by Megan Pester at the DHE, participation in World Read Aloud Day, re-designation as a Military Friendly College, the Pirates

Ball, a Campus Compact meeting, and the publication of an article written by Professor Emeritus Dr. Jack Smith.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the purchase of a hardware and software maintenance agreement at an annual cost of \$43,163.57 from Hewlett Packard Enterprise of Roseville, CA and the renewal of Proofpoint, data leak protection appliance software, at a cost of \$10,553 from OPTIV of Overland Park, KS; these costs will be funded by the IT Services budget. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the purchase of an Amatrol Mechanical Drives I Training System/Hand Tool Set for \$15,518; this cost will be supported by Perkins funds. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. NiCole Neal seconded the motion to approve the transfer of Kadi Gamble of Brimson from Head Start Family Engagement Specialist to NCMC Campus Store Associate - Retail Operations effective March 11, 2019; this is a non-exempt full-time classified staff position with the salary set at 3B-5 (\$11.33/hour). Six votes were cast in favor and none opposed.

Chris Hoffman moved and Dr. NiCole Neal seconded the motion to approve McKay Lannigan (English department) and (Marie) Gene Arnold (Behavioral Health Support department) as adjunct instructors. Six votes were cast in favor and none opposed.

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

President Don Dalrymple called the Executive Session to order at 6:46 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, Rob Maloney, and Dr. NiCole Neal. Also present were Lenny Klaver, President; Tristan Londre', Vice President for Academic Affairs; and Vicki Weaver, Board Secretary/Clerk.

Personnel matters were discussed and no action was taken.

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

President Dalrymple 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: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, Rob Maloney, and Dr. NiCole Neal. Also present were Lenny Klaver, President; Tristan Londre', Vice President for Academic Affairs; and Vicki Weaver, Board Secretary/Clerk.

Dr. John Holcomb and Dr. NiCole Neal have been looking at Board policies to consider possible revisions; no action is recommended yet.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were cast in favor and none opposed. President Dalrymple declared the meeting adjourned at 7:07 p.m.

Workforce Development Board  
Minutes of Board Meeting  
March 05, 2019  
St. Joseph Job Center, St. Joseph, MO

The Northwest Region Workforce Development Board (NW WDB) met in open session Tuesday, March 05, 2019 at the St. Joseph Job Center (2202 Frederick, St. Joseph, MO). NW WDB Chair John Zeliff called the meeting to order at 4:30 pm. A quorum was established with eighteen (18) Board members participating (eleven [11] private sector and seven [7] partner sector members); two (2) Commissioners; nine (9) Ex-officio (non-voting) members and guests; and three (3) WDB staff participating. Those participating included the following:

Board Members

Anne Long*	Gregg Roberts	Kent Osborn	Lana Beavers	Lea Norris*
John Zeliff	Micah Landes	Tina Gillespie	Debbie Timmons	Lori Young*
Andrea Dalrymple	Betty Wymore	Bryan Barnes	Penny Adams	Mike Veale
Debb Trautloff	Laura Ritterbush	Laurie Findling		

Commissioners

Bud Motsinger, Caldwell County  
Jubal Summers, Worth County\*

\*Participated via conference call

Ex-officio (non-voting) Members and Guests

Robin Hammond, SJYA	Rita Wallinga, NWRCOG	Kim Mildward, NWRCOG
Janice Spearman, Mo-Kan	Jon Ecker, Mo-Kan	Karen Bryant, GHRPC
David Schulz, DWD	DeAn Witt, DWD	Becky Wiederholt, DWD

WDB Staff

Lisa Hostetler  
Jeanie Griffin  
Brent Stevens

Open Session Business Meeting

Consent Agenda

Motion was made by Gregg Roberts, seconded by Kent Osborn to approve the minutes from the December 4, 2018 NW WDB meeting; the expenditure and contract performance reports; and the subcontractor expenditures and performance update. The motion passed by roll call vote with eighteen (18) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

At 4:44 pm, Board Member Gary Clapp joined the meeting in person and Board Member Juanita Assel joined by conference call. The quorum was maintained with twelve (12) private sector and eight (8) public sector members participating.



## Updates and Other Program Business:

1. Caldwell County Presiding Commissioner Bud Motsinger reported on mandatory County Commissioners Association of Missouri (CCAM) training in February, stating that a component of that training included workforce development. Motsinger also gave an update on the Little Otter Creek Lake project and potential restaurants and a hotel in Hamilton to accommodate the tourism generated by Missouri Star Quilt Company in Hamilton.

Worth County Presiding Commissioner Jubal Summers reported keeping county roads clear of snow, a significant challenge this winter.

2. NW WDB One-Stop Operator Kim Mildward provided a report of activities for the period November 23, 2018 through February 19, 2019. The report was included in the Board packet for members to review. Mildward also presented 2018 cumulative employer satisfaction results, noting that 81% of business customers indicated they were “very satisfied”; 17% indicated they were “satisfied”; and only 2% of responses were “neutral”. One-hundred and one (101) business customers responded to the survey during the 2018 calendar year.

3. Hostetler discussed the WIOA Title I service provider procurement process, noting that current contracts expire June 30, 2019 with Mo-Kan Regional Council, St. Joseph Youth Alliance, Green Hills Regional Planning Commission, and Northwest Missouri Regional Council of Governments. At the Board’s pleasure, each of the above-noted subcontractors is eligible for a one-year renewal before the NW WDB must release full Request for Proposals (RFPs). At the June 4, 2019 meeting, NW WDB staff will provide documentation for the Board’s review (including program monitoring scores, financial performance scores, and contract performance scores) to determine if the Board wishes to renew current contracts through June 30, 2020.

NW WDB Vice-Chair Gregg Roberts asked Board staff to present subcontractor evaluation documentation to the NW WDB Executive Committee prior to the June 4, 2019 meeting in order to prepare for presentation to the full Board.

4. NW WDB Fiscal Manager Jeanie Griffin provided details about a regional Youth LIFE Summit planned for March 30, 2019. LIFE is an acronym for “Lessons in Facing Everything [or at least the BIG stuff]”. The full-day event will provide life skills and learning opportunities for area youth. The Summit will be held at the emPower Plant in St. Joseph. Planning Committee members are from Northwest Regional Council of Governments (Rita Wallinga and Julia Lynn); Green Hills Regional Planning Commission (Kim Swaney and Karen Bryant); St. Joseph Youth Alliance (Robin Hammond, Jacob Stallworth, and David Rich); and NW WDB staff. The Planning Committee has begun significant promotion of the event and the NW WDB members are asked to help spread the word.

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

At 5:24 pm, Board Member Lea Norris left the meeting; the quorum was maintained with eleven (11) private sector and eight (8) public sector members participating.

## WIOA-Mandated Business

1. NW WDB Chair John Zeliff and Hostetler led the Board through draft strategies and actions related to the NW WDB Strategic Priorities for 2018 - 2023. Board members asked WDB staff to add a “Prioritization” column to the plan worksheet to help identify the actions that should take appropriate precedence.

A motion was made by Gregg Roberts, seconded by Kent Osborn to approve the strategies and actions presented and allow NW WDB staff to continue adding key partners, lead entities, resources and funds, timeframe, metrics, and status details to the plan for future review and to engage the NW WDB Executive Committee so that Committee can vet the details prior to the June 4, 2019 Board meeting. The motion passed by roll call vote with nineteen (19) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

2. The NW WDB Committees and Membership rosters were discussed; the current rosters (presented to the Board) will need to be updated to remove individuals no longer involved with workforce development. The Committees include: Executive, Youth Advisory, Employer Engagement, and One-Stop System Alignment. Board members were encouraged to consider committee involvement and to contact Hostetler if interested in serving on a particular committee.

In accordance with the NW WDB By-Laws, the WDB Executive Director, in consultation with the NW WDB Chair, is empowered to make recommendations for committee membership then present those recommendations to the full Board. Hostetler and Chair Zeliff will work together to develop updated rosters prior to the June 4, 2019 NW WDB meeting.

A motion was made by Betty Wymore, seconded by Gregg Roberts to allow Hostetler and Zeliff to develop Executive, Youth Advisory, Employer Engagement, and One-stop System Alignment Committee membership rosters and present to the Board for vote on June 4, 2019. The motion passed by roll call vote with nineteen (19) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

3. The current NW WDB Officers' terms are due to expire June 30, 2019; Hostetler asked the Board to establish an ad-hoc Nominating Committee and begin drafting a slate of Officers to be presented for vote at the June 4, 2019 NW WDB meeting. Board members Debb Trautloff, Kent Osborn, and Laurie Findling volunteered to serve on the Committee.

A motion was made by Tina Gillespie, seconded by Betty Wymore to appoint Debb Trautloff, Kent Osborn, and Laurie Findling to the ad hoc Nominating Committee. The motion passed by roll call vote with eighteen (18) 'yes' votes, zero (0) 'no' votes, and one (1) abstention (Kent Osborn).

4. A staff salary proposal was presented to the Board; in light of increased duties, Hostetler requested a salary increase for Brent Stevens, NW WDB Program Operations Manager / EO Officer. The increase would be effective March 1, 2019.

A motion was made by Mike Veale, seconded by Betty Wymore to approve the salary increase for Brent Stevens effective March 1, 2019. The motion passed by roll call vote with nineteen (19) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

5. NW WDB Fiscal Manager Jeanie Griffin discussed the Board member mileage reimbursement rate, which has remained static at .32 cents per mile for Board members who seek reimbursement for workforce development-related travel, while the Federal mileage reimbursement rate is currently .58 cents per mile. With mileage comparison data that included current average NW WDB Board member mileage reimbursement costs and proposed (increased) mileage reimbursement costs, Board members were asked if they felt an increase was appropriate. After discussion,

A motion was made by Micah Landes, seconded by Gary Clapp to change the Board mileage reimbursement rate from .32 cents per mile to the Federal mileage reimbursement rate effective July

1, 2019. The motion passed by roll call vote with nineteen (19) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

Meeting was adjourned at 6:02 p.m.

Next Meeting – June 4, 2019; Location to be determined

Future meetings:  
September XX, 2019  
December 3, 2019  
March 3, 2020

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
March 26, 2019

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 5:31 p.m. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, Dr. NiCole Neal, 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; Amy Guthrie and Maryellen Harman, faculty; Kristi Harris, administrative staff; Lisa Hostetler, representing the WDB; and Ronda Lickteig and Jennifer Thies, representing the news media.

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

Dr. John Holcomb moved and Chris Hoffman seconded the motion to approve the meeting agenda as amended. Six 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 February 26 and the Minutes of the WDB meeting of March 5 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.

Dr. John Holcomb moved and Dr. NiCole Neal 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.

Vice President for Academic Affairs Tristan Londre' talked about several events: PAS contests; FFA Spring Judging contests; Scout Merit Badge Camp; and a community service project by the Microsoft Apps class. He also talked about NCMC's RN program ranking in the 2019 Best RN Programs; a math pathways grant, and a new civics requirement.

Associate Vice President for Student Affairs Kristen Alley had several items: fire drills, spring break, A+ Coordinator/Dual Credit meetings, new counselor on campus, safety week, PTK Induction, scholarship deadlines, MCCA Leadership Luncheon, financial aid pilot program, workstudy, and Commencement.

President Dr. Lenny Klaver distributed a written report and discussed the possibility of an athletic trainer on campus, the men's basketball team's participation in the National Championship, CBHE meeting, the upcoming new state budget, HB363, the Scholarship Reception, Arts Forum, and Head Start.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the 2019-20 Child Selection Criteria for both Preschool and Early Head Start. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve a four-day work week from May 13, 2019 through August 9, 2019; casual attire is permissible during this period. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to set tuition and fees for FY20 as proposed. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to add/adjust course fees for specific Manufacturing Technology courses (MF150, MF155, MF165, MF128, MF141, MF145, and MF170) as proposed for FY20. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve room/board rates for FY20 with no increase in room rates and a 2% increase in board rates as presented. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to re-employ the list of full-time faculty for FY20, pending any staffing reductions related to loss of state/federal revenue, with all salaries to be determined at a later date. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. Nicole Neal seconded the motion to award tenure status to Stan Scott, Jenna Vandell, and Vel Westbrook, effective with their next full-time teaching contracts. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to employ Katherine Tabbert of Trenton as TRiO Administrative Assistant effective March 18, 2019; this is a non-exempt full-time classified staff position with the salary set at 4A-7 (\$12.28/hour). Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to update job titles/descriptions for positions formerly known as Administrative Assistant to the Vice President/Dean of Instruction and Nursing/Health Sciences Division Secretary. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Dr. Nicole Neal seconded the motion to approve new job descriptions for the following Head Start positions: Family Engagement Specialist, Enrollment Specialist, and Education Specialist. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Dr. Nicole Neal seconded the motion to approve the transfer of Sue Ewigman from Head Start Education Specialist to *Green Hills Head Start Director: Home-Based and Early Childhood* effective April 1, 2019; this is an exempt full-time AMP staff position with an annual salary of \$74,000. Six votes were cast in

favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the transfer of Janet Gott from Head Start Education Coordinator to *Green Hills Head Start Director: Centers and Administration* effective April 1, 2019; this is an exempt full-time AMP staff position with an annual salary of \$74,000. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. NiCole Neal seconded the motion to approve the transfer of Shelby Evans to Green Hills Head Start Unionville Center Co-Teacher effective March 27, 2019. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. NiCole Neal seconded the motion to approve the employment of Sherry Spears as a full-time cook at the Green Hills Head Start Trenton Center effective March 27, 2019; her salary will be \$11.48/hour. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve a salary increase for Brent Stevens, NW WDB staff member, from \$38,159 annually to \$44,174 annually, effective March 1, 2019 to reflect his current job responsibilities. 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 matters, citing statutes 610.021.1, .2, and .3 which allow the Board to do so. Roll call vote showed Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; Maloney, aye; and Neal, aye.

President Don Dalrymple called the Executive Session to order at 6:30 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, Rob Maloney, and Dr. NiCole Neal. Also present were Lenny Klaver, President; and Vicki Weaver, Board Secretary/Clerk.

Legal and 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 regular session. Roll call vote showed Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; Maloney, aye; and Neal, aye.

President Dalrymple 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: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, Rob Maloney, and Dr. NiCole Neal. Also present were Lenny Klaver, President; and Vicki Weaver, Board Secretary/Clerk.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to fund the construction of the new Trenton Head Start educational facility as required by federal Head Start regulations. Six 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. Six votes were cast in favor and none opposed. President Dalrymple declared the meeting adjourned at 6:56 p.m.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
April 23, 2019

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, Chris Hoffman, Dr. John Holcomb, and Diane Lowrey. Rob Maloney and Dr. NiCole Neal were 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; Katherine Tabbert, classified staff; Sue Ewigman and Janet Gott, representing Head Start; Jeremy Proctor, representing Ellison Auxier Architects; 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 corrected. Four votes were cast in favor and none opposed.

Dr. John Holcomb moved and Chris Hoffman seconded the motion to approve the Minutes of the meeting of March 26 as presented. Four votes were cast in favor and none opposed.

Rob Maloney joined the meeting at 5:33 p.m.

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

Jeremy Proctor, representing Ellison-Auxier Architects, made a presentation concerning future campus developments.

Head Start Directors Sue Ewigman and Janet Gott talked about training they have had as they learn the responsibilities of their new roles.

Vice President for Academic Affairs Tristan Londre' talked about a visit by the State Board of Nursing, an event in the library, recent awards, and attendance at an HLC Conference and the upcoming on-site visit.

Associate Vice President for Student Affairs Kristen Alley said one year ago NCMC was hosting ConAgra employees in their transition to new jobs. Other items included new Student Senate Officers and R.A.'s; OAR sessions; summer and fall applications and enrollment; flood and fire assistance for students; end-of-the-year student withdrawals; finals week; nursing appreciation week; and Commencement.



President Dr. Lenny Klaver had a Powerpoint presentation; highlights were an NJCAA Leadership Institute, updates for Head Start, State Board of Nursing visit, a Lincoln Day event, legislative report, a meeting at Mizzou and one with Trenton's new mayor. He also mentioned a cyber security breach exercise.

Dr. NiCole Neal joined the meeting at 6:17 p.m.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve Policy Council By-Laws for the Green Hills Head Start program. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to reduce FY20 Early College tuition and fees as proposed. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept a sole source bid of \$21,409 from Tech Electronics of Columbia, Missouri for an audio evacuation/fire alarm system; funds are budgeted in the Physical Plant budget, *building/grounds improvement*. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Dr. NiCole Neal seconded the motion to renew the Microsoft Campus Agreement at a one-year cost of \$26,599 from Insight of Tempe, AZ; this is a Missouri state contract price and will be funded by the IT Services budget. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Dr. NiCole Neal seconded the motion to renew an Image Now maintenance contract at a cost of \$12,456.07 and the purchase of an additional document imaging license at a cost of \$14,060; both are from Hyland of Olathe, KS. The support agreement will be funded by the IT Services budget. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to purchase computer hardware from CDWG of Vernon Hills, IL at a Missouri state contract price of \$104,377.75; this purchase will be funded by the IT Services budget. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Dr. NiCole Neal seconded the motion to purchase computer equipment from CDWG of Vernon Hills, IL at an NJPA-Missouri state purchasing contract price of \$23,560.77; this purchase will be funded by WIOA funds. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to set a special meeting for 5:30 p.m. on Thursday, May 16 with the NCMC Foundation Board of Directors. Six votes were cast in favor and none opposed.

No action was requested for this *first reading* of revisions for Chapter 2.

Rob Maloney left the meeting at 6:55 p.m.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept the retirement of Alan Barnett, Chief Information Officer, with gratitude for his years of service, effective June 30, 2019. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. NiCole Neal seconded the motion to award emeritus status to Alan Barnett, effective immediately after his retirement per Board Policy 5.14.8.2.2; his title will be Chief Information Officer Emeritus. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Chris Hoffman seconded the motion to update a job title/description for a position formerly known as Administrative Assistant - Maryville Programs. Five votes were cast in favor and none opposed.

Dr. NiCole Neal moved and Diane Lowrey seconded the motion to employ Jewell Harris as an adjunct instructor and Ashley Lamma as a clinical instructor (at the rate of \$250 per clinical day), both in the allied health department. Five votes were cast in favor and none opposed.

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

President Don Dalrymple called the Executive Session to order at 7:03 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 Dr. NiCole Neal. Rob Maloney was absent. Also present were Lenny Klaver, President; Vice President Tristan Londre'; Associate Vice President Tyson Otto; and Vicki Weaver, Board Secretary/Clerk.

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

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

President Dalrymple called the regular session to order in the President's Office, Frey Administrative Center, at 7:24 p.m. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Dr. NiCole Neal. Rob Maloney was absent. Also present were Lenny Klaver, President; Vice President Tristan Londre'; and Vicki Weaver, Board Secretary/Clerk.

Dr. John Holcomb moved and Dr. NiCole Neal 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 7:25 p.m.

**MINUTES OF THE SPECIAL MEETING OF THE**

**BOARD OF TRUSTEES**

**NORTH CENTRAL MISSOURI COLLEGE**

May 16, 2019

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Don Dalrymple at 5:30 p.m. in the Alexander Student Center. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, and Diane Lowrey. Rob Maloney and Dr. NiCole Neal were absent. Also present were Dr. Lenny Klaver, College President; Vicki Weaver, Board Secretary/Clerk; Foundation Board members Cathy Bailey, Harry Bratton, Beth Boxley, Chad Boyd, Seth Cox, Jena Eads, Eric Hauck, and Allan Seidel; Classified Staff Tricia Key; Administrative Staff Alicia Endicott; and patrons Bruce Constant, Ron Dougan, Jeremy Esry, Parker Esry, Whitney Esry, Dwight Griffin, Wendell Lenhart, Steve Maxey, Steve Perry, Don Warren, and Brent Wyant.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept the resignation of Elissa Zorn, nursing faculty, effective at the end of her current contract on May 11, 2019. Four votes were cast in favor and none opposed.

Diane Lowrey left the meeting at 5:33 p.m.

College President Lenny Klaver made a request to the Foundation Board for start-up funds for a new educational program at NCMC. He also gave an update on the state of the college.

Dr. John Holcomb moved and Chris Hoffman seconded the motion to adjourn the special meeting of the Board of Trustees. Three votes were cast in favor and none opposed. President Dalrymple declared the meeting adjourned at 7:32 p.m.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
May 28, 2019

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 5:32 p.m. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Dr. NiCole Neal. 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; Kristen Alley, Associate Vice President for Student Affairs; Alan Barnett, Kristi Harris, and Randy Young, administrative staff; Sue Ewigman and Janet Gott, representing Head Start; and Ronda Lickteig and Jennifer Thies, representing the news media.

Chris Hoffman moved and Dr. NiCole Neal seconded the motion to approve the meeting agenda 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 meetings of April 23 and May 16 as presented. Five votes were cast in favor and none opposed.

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

Head Start Directors Sue Ewigman and Janet Gott talked about Teacher Appreciation Week, wrap-up for the pre-K program, student recruitment, an almost-complete staff, and a visit to Head Start by Trenton Mayor Linda Crooks.

Vice President for Academic Affairs Tristan Londre' said intersession is winding down and Summer Session is beginning. He briefly mentioned the upcoming HLC visit and a Fast Track Workforce Incentive Grant.

Associate Vice President for Student Affairs Kristen Alley talked about finals week, Commencement and a graduates' survey, notices regarding academic progress, new psychological services, and the Lions Club event.

President Dr. Lenny Klaver's report included information about the Head Start building project (stalled while waiting federal approvals); visits to St. Charles County Community College and Cameron Regional Medical Center; state budget/legislative issues; the MCCA Administrative/Trustees retreat; Second Chance Pell; and his attendance at a Leadership Conference for Campus Compact next week.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to table the approval of the revision of Chapter 2, Board Policy Manual, until the June meeting. Five votes were cast in favor and none opposed.

No action was requested on revisions of Board policies on purchasing (6.4) and travel (6.12).

Diane Lowrey moved and Dr. NiCole Neal seconded the motion to renew Blue Cross Blue Shield of Kansas City health insurance for NCMC employees for the 2019-20 year at the rates described; the College will continue to pay 100% of the monthly premium costs for employee coverage and \$50/month to employees' health savings accounts. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Chris Hoffman seconded the motion to accept the low bid of \$23,500 from Truitt's Dirt Work and Demolition of Linneus for the demolition of five NCMC properties; funds are budgeted in the Physical Plant budget. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept a bid from Joe DeVorss of Spickard for removal and replacement of entrances at the KCC, alternate bid #1 for removal and replacement of the trash dumpster drive, and alternate bid #2 for removal and replacement of the ADA sidewalk entrance/curb at 13th and Lulu Streets, at a total cost of \$24,115; this will be funded by the KCC budget (\$15,000) and the Physical Plant budget (\$9,115). Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. NiCole Neal seconded the motion to accept the low bid from Foster Heating and Air Conditioning of Chillicothe for the purchase and installation of four HVAC units for a total of \$25,465; the cost will be funded by the Physical Plant budget. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Chris Hoffman seconded the motion to declare two birthing simulators, seven skills lab beds, and a list of computer hardware as surplus property so it can be disposed of in accordance with NCMC policy. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the proposed FY20 salary schedules, salaries, and stipends for NCMC employees as presented. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to reclassify the positions of Academic Advisor/Records Assistant and Academic Advisor/Recruiter from classified staff to administrative/management/professional staff effective July 1, 2019. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to employ Crystal Johnson (history department) and Rick Sharp (manufacturing/applied technology de-

partment) as part-time exempt adjunct instructors. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Dr. NiCole Neal seconded the motion to employ Kristen Hoffman and Elissa Zorn as part-time exempt clinical instructors (at the current clinical daily rate) in the allied health department. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the transfer of Lisa McClain of Cainsville from full-time GHHS teacher to full-time GHHS Family Engagement Specialist effective June 17, 2019. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Dr. NiCole Neal seconded the motion to employ Tina Marrs of Spickard as full-time GHHS Education Specialist effective on or before June 10, 2019. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Dr. NiCole Neal seconded the motion to employ Jennifer King of Bethany as full-time GHHS teacher to become official on May 30, 2019. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. NiCole Neal seconded the motion to accept the resignation of Melissa McKee as full-time GHHS Teacher Aide effective May 3, 2019. Five votes were cast in favor and none opposed.

President Klaver invited trustees to attend the retirement reception for CIO Alan Barnett on Thursday afternoon.

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

President Don Dalrymple called the Executive Session to order at 6:37 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Dr. NiCole Neal. Rob Maloney was absent. Also present was Vicki Weaver, Board Secretary/Clerk.

Personnel, real estate and legal matters were discussed and no action was taken. President Lenny Klaver joined the meeting at 6:44 p.m.

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

President Dalrymple called the regular session to order in the President's Office, Frey Administrative Center, at 7:07 p.m. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Dr. NiCole Neal. Rob Maloney was absent. Also present were Lenny Klaver, President, and Vicki Weaver, Board Secretary/Clerk.

Chris Hoffman moved and Dr. John Holcomb seconded the motion to increase the base salary of President Lenny Klaver to \$160,000 for the 2019-20 year. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Dr. NiCole Neal 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 7:12 p.m.



Workforce Development Board  
Minutes of Board Meeting  
June 4, 2019  
St. Joseph Job Center, St. Joseph, MO

The Northwest Region Workforce Development Board (NW WDB) met in open session Tuesday, June 04, 2019 at the St. Joseph Job Center (2202 Frederick, St. Joseph, MO). NW WDB Chair John Zeliff called the meeting to order at 4:30 pm. A quorum was established with seventeen (17) Board members participating (10 private sector and seven [7] partner sector members); two (2) Commissioners; 15 Ex-officio (non-voting) members and guests; and three (3) WDB staff participating. Those participating included the following:

Board Members

Anne Long*	Gregg Roberts	Kent Osborn	John Zeliff	Phil Larabee
Julia Birkeness	Bob Pippin	Tina Gillespie	Juanita Assel	Andrea Dalrymple
Betty Wymore	Bryan Barnes	Rob Zirfas	Gary Clapp	Debb Trautloff*
Laura Ritterbush	Cole Kiner			

Commissioners

Lee Sawyer, Buchanan County                      Mike Sager, Gentry County

Ex-officio (non-voting) Members and Guests

Robin Hammond, SJYA	Niki Butner, SJYA	Rita Wallinga, NWRCOG
Janice Spearman, Mo-Kan	Jon Ecker, Mo-Kan	Karen Bryant, GHRPC
David Schulz, DWD	DeAn Witt, DWD	Becky Wiederholt, DWD
Jerri Dearthmont, NWRCOG	Alice Schieffer, NWRCOG	Kim Mildward, NWRCOG
Tristan Londre, NCMC*	Randy Railsback, GHRPC	Kristie Arthur, St. Joe Chamber

\*Participated via conference call

WDB Staff

Lisa Hostetler                      Jeanie Griffin                      Brent Stevens

Open Session Business Meeting

As the business meeting began, NW WDB Director Lisa Hostetler provided meeting announcements and reminders that included the following:

No Strategic Planning activities are on the agenda this meeting – the agenda is very full and strategic planning will pick up again at the September, 2019 NW WDB meeting when sufficient time and attention can be devoted.

Two (2) long-time NW WDB Members are retiring from the Board; Kent Osborn (Clinton County business and industry representative) joined the Workforce Board in August, 1995 (just shy of 25 years ago); he was the Treasurer at Cameron Mutual Insurance, served as the Board Chair from 2003 until 2005, and has served on the Executive Committee since.

John Zeliff (Holt County business and industry representative) joined the Workforce Board in March, 2001 (a little more than 18 years ago). He originally represented education while the Assistant Superintendent in the Maryville R-II school district; after his retirement from the school district, John concentrated on farming and has served as a business and industry representative in Holt County since.

Board members and staff expressed gratitude to these gentlemen for their unwavering commitment to workforce development in Northwest Missouri. Hostetler noted that recruitment of Clinton and Holt County business and industry representatives will begin immediately.

In light of disaster declaration due to storms and flooding this spring in Andrew, Atchison, Buchanan and Holt Counties in the NW WDB region, the Missouri Division of Workforce Development (DWD) asked us to indicate county interest in the Disaster Recovery Jobs Program (DRJP). The funding can be used to hire individuals to do debris cleanup and also to pay for leased equipment needed in the cleanup efforts. After contacting each of the respective County Commissioners, Andrew, Atchison and Holt Counties are seeking disaster recovery funding through the Disaster Recovery Jobs Program. The DRJP funds and effort are meant to supplement Federal Emergency Management Agency (FEMA) recovery efforts; meetings to coordinate the work began the week of June 4, 2019.

Between the three (3) counties noted above, a budget for more than \$1.279 million has been submitted to DWD.

Each workforce development board region in Missouri is required to develop a comprehensive sustainability plan that accounts for reduction in formula funds; the plan must include budgets; staffing levels; listing of regional Job Centers; participant service levels; and how the plan was developed/how it will be monitored. The Annual Agreement between the NW WDB and DWD is nearly identical to the agreement presented to and signed by our Regional WIOA Title I sub-recipients / service providers.

## Consent Agenda

Motion was made by Betty Wymore, seconded by Gregg Roberts to approve the minutes from the March 5, 2019 NW WDB meeting; the expenditure and contract performance reports; and the subcontractor expenditures and performance update. The motion passed by roll call vote with seventeen (17) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

## Updates and Other Program Business:

1. Buchanan County Presiding Commissioner Lee Sawyer reported on flooding along the river in Buchanan County; working with various groups to remodel the Buchanan County Academy; purchase of new radio units (handheld and vehicle devices) to replace the 15-year old radios; and County officials coordinating efforts with the St. Joseph Chamber on workforce development initiatives.

Gentry County Presiding Commissioner Mike Sager discussed flooding damage to roads and bridges in Gentry County and also stated the County voted on an ordinance that requires Amish buggies to have flashing lights for safety.

2. NW WDB One-Stop Operator Kim Mildward provided a report of activities for the period February 20, 2019 through May 21, 2019. The report was included in the Board packet for members to review. Mildward also reported that planning activities for National Manufacturing Day (October 4, 2019) have begun; Regional Council of Governments will be targeting the 8th grade population and will coordinate teacher manufacturing externships to promote the manufacturing industry.
3. Sub-state program and fiscal monitoring reports were reviewed by NW WDB Program Operations Manager Brent Stevens and NW WDB Fiscal Manager Jeanie Griffin.
4. Stevens also presented the Subcontractor Equal Opportunity (Section 188) monitoring report; each of our subcontractors responded with corrective actions as necessary.
5. An audit report summary of the NW WDB subcontractors was discussed by Griffin; no findings were reported and expenditures reconciled for each subcontractor.
6. The Federal Department of Labor will be coming to the NW region the week of June 17, 2019 to conduct monitoring of the WIOA Youth program. Hostetler noted that the review will focus on the program design/framework; procurement of youth service providers; overall service delivery and the delivery of the 14 WIOA youth program elements; collaborative partnerships; executed Memoranda of Understanding; and youth performance. The purpose of the review is to assess whether key policies, procedures, and systems are in place to promote quality youth program outcomes; to ensure Federal compliance and fiscal integrity; to identify areas of need for technical assistance; and to collect and disseminate regional and national examples of best practices. A report of their monitoring will be provided to the Board after the review is completed and a written report submitted to the NW WDB office.
7. Hostetler reminded Board members that annual review and signature of the NW WDB Conflict of Interest / Code of Conduct Policy is now required by Department of Labor and Division of Workforce Development. Many Board members have returned their fully-executed signature pages; those who have not were asked to please do so before leaving the meeting.
8. Also required of the Board members is a reviewed and signed WIOA Section 188 Equal Opportunity Complaint and Grievance document. Stevens asked members to contact him with questions and return the fully-executed document to him as quickly as possible.
9. Following an inquiry by Gentry, Holt, and Worth County Commissioners, Hostetler and North Central Missouri College (NCMC) President Dr. Lenny Klaver prepared a response that included the agency-wide NW WDB revenue and expense budget; NW WDB staff salary and fringe benefits figures; indirect cost rate paid to NCMC and services provided for such; assurance that training for subcontractor staff is conducted; recommendation to the Board that the NW WDB not close any Job Centers; review of NW WDB Membership; the procedure used in selection of subcontractors; and qualifications of Chief Local Elected Officials. Hostetler and Klaver scheduled a "Lunch and Conversation" meeting for all Commissioners on May 20; Grundy, Sullivan and Buchanan County Commissioners attended and had an opportunity to glean additional information about NCMC and the NW WDB. Another meeting will be held in Maryville on Wednesday, June 19, 2019.
10. After regional WIOA Adult, Dislocated Worker and Youth allocations were received from Missouri Division of Workforce Development, Fiscal Manager Griffin prepared a "PY 19-20 Funds Available to Contract" document for Board member review. During that discussion, Griffin reported that the NW region suffered a significant funding cut in each of the three (3) funding streams noted above.

The WDB office and NW WDB WIOA subcontractors are all asked to trim their budgets to account for the funding cuts.

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

#### WIOA-Mandated Business

1. Kent Osborn, speaking on behalf of the ad-hoc NW WDB Nominating Committee, presented a slate of Board officers to serve a two (2) year term beginning July 1, 2019. The slate presented is as follows: Board Chair nominee Gregg Roberts; Board Vice-Chair nominee Lea Norris; Board Secretary nominee Juanita Assel; and Board Treasurer nominee Julia Birkeness. Osborn sought nominations from the floor; none were received.

A motion was made by Betty Wymore, seconded by Gary Clapp to approve the slate of officers as presented. The motion passed by roll call vote with thirteen (13) 'yes' votes, zero (0) 'no' votes, and four (4) abstentions (Gregg Roberts, Lea Norris, Juanita Assel, and Julia Birkeness).

At 5:37 pm, Board Member Bob Pippin left the meeting; the quorum was maintained with nine (9) private sector and seven (7) public sector members participating.

2. The NW WDB Committee rosters were discussed; the Board Committees include Executive, Youth Advisory, Employer Engagement, and One-Stop System Alignment. Discussion about reengaging the Youth Advisory Committee ensued – Hostetler asked if Board members feel they can take action in meetings based on Committee report-out. All agreed the purpose of the Committees is to have those subject-matter experts handle a deep dive and that other members of the Board must have faith in their recommendations. Given that discussion, Board members agreed to keep the Committee structure as is and to look for replacement for retiring members John Zelif and Kent Osborn on the Executive Committee.

A motion was made by Gary Clapp, seconded by Gregg Roberts to approve the Committee rosters and allow Hostetler and Chair Roberts to identify replacements for Zelif and Osborn. The motion passed by roll call vote with sixteen (16) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

3. Board members reviewed contract extension consideration documents for WIOA Youth service providers for the period July 1, 2019 through June 30, 2020. The summary evaluation of subcontractors for WIOA Youth contracts included program monitoring, financial performance, and contract performance scores for the current WIOA Youth service providers St. Joseph Youth Alliance, Green Hills Regional Planning Commission, and Northwest Missouri Regional Council of Governments.

A motion was made by Gary Clapp, seconded by Tina Gillespie to extend contracts for the WIOA Youth program to St. Joseph Youth Alliance, Green Hills Regional Planning Commission, and Northwest Missouri Regional Council of Governments. The motion passed by roll call vote with thirteen (13) 'yes' votes, zero (0) 'no' votes, and three (3) abstention (Gregg Roberts, Bryan Barnes, and Cole Kiner).

4. Board members reviewed contract extension consideration documents for WIOA Adult and Dislocated Worker service providers for the period July 1, 2019 through June 30, 2020. The summary evaluation of subcontractors for WIOA Adult and Dislocated Worker contracts included program monitoring, financial performance, Functional Leadership performance, and contract

performance scores for the current WIOA Adult / Dislocated Worker service providers Mo-Kan Regional Council, Green Hills Regional Planning Commission, and Northwest Missouri Regional Council of Governments.

A motion was made by Gregg Roberts, seconded by Kent Osborn to extend contracts for the WIOA Adult and Dislocated Worker programs to Mo-Kan Regional Council, Green Hills Regional Planning Commission, and Northwest Missouri Regional Council of Governments. The motion passed by roll call vote with fourteen (14) 'yes' votes, zero (0) 'no' votes, and two (2) abstention (Bryan Barnes and Cole Kiner).

At 5:55 pm, Board Member Andrea Dalrymple left the meeting; at 6:00 p.m. she rejoined the meeting via conference call; the quorum was maintained with nine (9) private sector and seven (7) public sector members participating.

5. Board members reviewed contract extension consideration documents for regional One-Stop Operator services for the period July 1, 2019 through June 30, 2020. The summary evaluation of the One-Stop operator included service delivery coordination, WDB/WIOA/partners' liaison, partner awareness / service delivery promise, and convening One-Stop and Business Services Teams. The current One-Stop Operator is the Northwest Missouri Regional Council of Governments.

A motion was made by Gregg Roberts, seconded by Betty Wymore to extend the One-Stop Operator contract to Northwest Missouri Regional Council of Governments. The motion passed by roll call vote with thirteen (14) 'yes' votes, zero (0) 'no' votes, and two (2) abstention (Bryan Barnes and Cole Kiner).

6. Hostetler directed members to the PY 2019 – 2020 NW WDB / NCMC administrative budget, explaining that with the cut in funding from DOL and DWD, the WDB administrative expenses needed to be trimmed by \$101,024 for the period July 1, 2019 through June 30, 2020.

A motion was made by Betty Wymore, seconded by Gregg Roberts to approve the PY 2019 – 2020 NW WDB / NCMC administrative budget as presented. The motion passed by roll call vote with sixteen (16) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

7. Program Operations Manager Brent Stevens reviewed the regional Supportive Services Policy; revisions were recommended by DWD that included WIOA Youth follow-up services explanation. Only minor additional revisions were needed.

A motion was made by Kent Osborn, seconded by Gary Clapp to approve changes to the regional Supportive Services Policy as presented. The motion passed by roll call vote with sixteen (16) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

8. The next quarterly meeting of the NW WDB is the standard 1st Tuesday of the month. Since that Tuesday immediately follows Labor Day, Board members discussed an alternative date. The second Tuesday in September (September 10, 2019) was suggested.

A motion was made by Gary Clapp, seconded by Julia Birkeness to change the date of our September meeting to Tuesday, September 10, 2019. The motion passed by roll call vote with sixteen (16) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

Meeting was adjourned at 6:25 p.m.

Next Meeting – September 10, 2019; Location to be determined

Future meetings:  
December 3, 2019  
March 3, 2020  
June 2, 2020

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President

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Secretary/Clerk

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Date

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Date



MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
NORTH CENTRAL MISSOURI COLLEGE  
June 25, 2019

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, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, Dr. NiCole Neal 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; Tami Campbell, Kristi Harris, and Randy Young, administrative staff; Maryellen Harmon, faculty; Sue Ewigman and Janet Gott, representing Head Start; and Ronda Lickteig and Jennifer Thies, representing the news media.

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

Diane Lowrey moved and Dr. NiCole Neal seconded the motion to approve the Minutes of the meeting of May 28 and the Minutes of the WDB meeting of June 4 as presented. Six votes were cast in favor and none opposed.

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

Dr. John Holcomb moved and Dr. NiCole Neal 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 with none opposed.

Head Start Directors Sue Ewigman and Janet Gott talked about a carryover funding request, enrollments for summer and fall, recruitment of new employees, the completion of Central Office staff, and their new budget.

Vice President for Academic Affairs Tristan Londre' said that faculty member Dr. Susan Stull is teaching in China this summer, NCA has approved the new fire program, and there are new CNA and technical courses at Savannah and new noncredit manufacturing courses at the NBC.

Associate Vice President for Student Affairs Kristen Alley had these items: recently injured police officer Jasmine Diab is an NCMC student and a club fundraiser is underway for her; a dual-credit student passed away in an accident; NCMC employee Kim Meeker has been named MASFAP Treasurer; the Lions Club basketball event at KCC went well; Upward Bound's summer session is underway; housing is nearly completely booked for fall; fall student activities are being developed; and Summer Session I is almost finished. Also, she told the Board that her staff is much appreciative of the option to participate in the summer four-day work week.

President Dr. Lenny Klaver's report included physical plant projects, summer and fall enrollment figures (both up), strategic planning (including a visit to campus by Ruffalo-Noel-Levitz), highlights of the month, and sports recruiting.

Dr. John Holcomb moved and Chris Hoffman seconded the motion to approve the revision of Chapter 2, Board Policy Manual as presented in its *second reading* at the May Board meeting. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion approve revised Board policies on Purchasing (#6.4) and Travel (#6.12) as presented. See attached. Six votes were cast in favor and none opposed.

Dr. NiCole Neal moved and Rob Maloney seconded the motion to approve the 2019-20 college catalog as presented. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to purchase a Fanuc Robotic System at a cost of \$67,717.50 through Aidex of Rossville, IN (a sole source bid); 75% of the funds will be reimbursed through State Enhancement Grant funding. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to purchase testing supplies from ATI (Assessment Technologies Institute) of Leawood, KS at a cost of \$216,306 (a sole source bid); funds are allotted in the FY20 allied health budget for the purchase. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to renew VMware Support and licensing from SHI of Sommerset, NJ at a cost of \$13,297.04 (a state contract price); the purchase will be funded by the IT Services budget. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to pay an invoice from Ellison- Auxier Architects, Inc. of St. Joseph for \$21,500 for master planning services; the cost will be funded by the sale of college property as outlined in our Strategic Plan. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the proposed FY20 operational budget (with expenses of \$10,720,908 and revenues of \$10,725,769) and the auxiliary services budget (with expenses of \$2,201,752 and revenues of \$2,204,650) as presented. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Dr. NiCole Neal seconded the motion to approve the WDB PY19 administrative budget (with expenses and revenues balanced at \$297,890 and no salary increases proposed) as presented. Six votes were cast in favor and none opposed.

Rob Maloney moved and Diane Lowrey seconded the motion to approve the updated organizational chart as presented. Six votes were cast in favor and none opposed.



Diane Lowrey moved and Dr. NiCole Neal seconded the motion to accept the resignation of Jordan Cox, Financial Aid Representative, effective June 27, 2019. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. NiCole Neal seconded the motion to employ Ashley Lamma of Trenton as an exempt full-time faculty member in the allied health department effective August 14, 2019; she will have a nine-month teaching contract with placement on the FY20 Faculty Salary Schedule at B-0 (\$43,864). Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to employ Whitney Orr as a part-time exempt adjunct instructor in the Early Childhood department. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Rob Maloney seconded the motion to employ Brittney Hall as a part-time exempt clinical instructor (at the current clinical daily rate) in the allied health department. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. NiCole Neal seconded the motion to employ Jenny Lewis of Trenton as full-time GHHS Enrollment Specialist effective June 10, 2019. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. NiCole Neal seconded the motion to close the regular meeting and reconvene in Executive Session to discuss real estate and personnel matters, citing statutes 610.021.2 and .3 which allow the Board to do so. Roll call vote showed Dalrymple, aye; Hoffman, aye; Holcomb, aye; Lowrey, aye; Maloney, aye; and Neal, aye.

President Don Dalrymple called the Executive Session to order at 6:25 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, Rob Maloney, and Dr. NiCole Neal. Also present were Lenny Klaver, President; Tristan Londre', Vice President; and Vicki Weaver, Board Secretary/Clerk.

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

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

President Dalrymple 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, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, Rob Maloney, and Dr. NiCole Neal. Also present were Lenny Klaver, President; Tristan Londre', Vice President; and Vicki Weaver, Board Secretary/Clerk.

Diane Lowrey moved and Rob Maloney seconded the motion to assign the following new job titles: Tyson Otto will become Vice President for Business and Finance and Dr. Kristen Alley will become Vice President for Student Affairs. Six 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. Six votes were cast in favor and none opposed. President Dalrymple declared the meeting adjourned at 6:52 p.m.

President	Secretary/Clerk
Date	Date

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Purchasing Policy Revision 6-25-2019

o Purchasing/Expenditures: The Board of Trustees authorizes the College President to administer the College purchasing policy in accordance with state and federal laws. The guidelines outlined below shall be followed by the President in approving College purchases.

Purchases of twenty-five thousand dollars (\$25,000) or greater, regardless of the method of procurement, shall be presented for approval by the Board of Trustees. When a sole source item is being purchased, or if the President determines that it is in the best interest of the College and the amount of the purchase is less than \$25,000, or the purchase constitutes an emergency purchase, the President may authorize the purchase. In the case of emergency purchases, notification to the president of the Board of Trustees is required with ratification by the full board at the next regular Board meeting. The College President or his/her designee may elect to utilize the state, local and other purchasing agreements that were competitively bid currently available to the College in lieu of taking bids. These agreements shall satisfy the competitive bidding requirement so long as they are consistent with NCMC policies, were procured in a competitive nature, or contain a "piggyback" clause permitting

other organizations to purchase on of the same contract accessing the contract terms and values. Bids will normally be awarded to the vendor that submits the lowest, most responsive bid that meets all requirements of the specifications. However, the College has the right to reject any and all bids.

- Informal Competitive Bid Process

- o Items to be procured that cost less than \$3,000 do not require multiple quotes or bidding, although all reasonable efforts should be taken to ensure the lowest cost to NCMC.

- o Items that cost \$3,000 - \$24,999: (1) An Informal competitive bid process shall be required as described in this section for purchases of three thousand dollars (\$3,000) but less than twenty-five thousand dollars (\$25,000). (2) Three Competitive Bids - At least three (3) competitive written bids (where reasonable) shall be obtained. The written bids shall be submitted by the potential vendor to the College and obtained independently. The written bids shall be based on the same scope of service for the product or services to be obtained. Discounts shall be taken into consideration in determining the low bidder meeting all provided specifications. (3) Lowest and Best Bidder - Purchases shall be awarded to the bidder providing the best products and/or services that are available for the lowest price consistent with specifications.

- Formal Competitive Bid Process for Items that cost \$25,000 or Greater

- o A Formal competitive bid process for any purchase of supplies, materials, equipment, or services with an estimated cost of twenty-five thousand dollars (\$25,000) or greater shall be purchased using a formal written bidding procedure as provided herein, with the bidder providing the best products and services that are available for the lowest price, meeting specifications unless otherwise provided for in 1.1.3.

- o Formal Competitive Bids, Notice of Invitation: A Notice of Invitation for Bids shall be provided in the manner the Business Office deems most appropriate to the subject matter of the bid, with the objective of encouraging fair and unbiased competition. The notice shall be designed to secure a reasonable distribution to potential bidders and may include direct mail, electronic mail, College webpage, other online listing services, newspaper advertisements, and/or such other means as deemed appropriate. The notice inviting competitive bids shall be distributed and/or publicly posted at least five (5) business days preceding the last day for receipt of bids, and shall include a general description of the products or services to be purchased; provide where bid forms, specifications, or other detailed plans may be obtained; and indicate the time and place for submission and opening of bids, along with NCMC's general terms and conditions.

- o Bidders and Suppliers List: The appropriate department leader shall review the bidders, seek potential bidders from end user, and suppliers list for prospective bidders, and shall solicit bids from as many such bidders as is necessary to assure a reasonable distribution of the solicitation and adequate competition.

- o Bid Security Deposits or Surety Bid Bonds: When deemed necessary by the College or applicable state law, bid security deposits or surety bid bonds, or both, shall be prescribed in the Notice of Invitation for Bids. (1) Returned Bid Security Deposit: An unsuccessful bidder who stands ready to perform according to the terms of its bid shall be entitled to the return of its bid surety deposit. (2) Enforcement of Surety Bid Bond: The College shall seek enforcement of a surety bid bond according to its terms as set forth in the bid document. (3) Surety Bid Bonds, Listing in Federal Register: All surety bid bonds must be with companies listed in the Department of the Treasury Federal Register as surety companies acceptable on federal bonds.

- o Performance, Labor, and Material Payment Bonds: Where the nature of the contract is such that the College deems a performance bond necessary, or a bond is required

by law, the Notice of Invitation for Bids shall specify the amount of bond that is required. The notice shall also specify that any bid submitted pursuant to said solicitation will be presumed to include the cost of the required bond. Surety Performance Bonds Requirement, Listing in Federal Register: All surety performance bonds and surety labor and material bonds must be with companies listed in the Department of the Treasury Federal Register, as surety companies acceptable on federal bonds.

o Procedure for Receiving and Opening Bids: Bids shall be recorded as received by the Business Office. Bids shall be opened and read aloud publicly by the Business Office and recorded in writing.

o Bid Evaluation and Recommendations: The appropriate department leader shall evaluate the bids submitted and provide a recommendation for award to their Cabinet designee who shall, within the shortest practicable time, confirm the recommended award or submit objections to the Business Office. Such objections shall include specific reference to the manner in which an alternate bid complies with the provisions of this section, or the request to rebid. The Business Office shall have the authority to reject individual bids, parts of all bids, or all bids for any one or more supplies or contractual services included in the proposed contract for failure to comply with the requirements of the invitation for bids or when the public interest will be served thereby, and may require the solicitation of new bids.

o Recommend Award of Bid: The College President or his/her designee shall recommend to the Board of Trustees the award of the contract to the lowest and best bidder meeting specifications, unless all bids have been rejected as authorized by this policy.

o Factors Which Shall Be Considered When Determining Lowest Cost and Best Bids Meeting Specifications: The following factors shall be considered in determining the bidder that provides the best products and/or services that are available for the lowest price meeting specifications (including but not limited to): cost, future maintenance cost, ability to perform, quality of past work, and compliance with laws and bid documents. A five percent preference may be granted to all firms, corporations, or individuals doing business as firms, corporations, or individuals within the NCMC service region.

□ Competitive Bids Not Required, Circumstances: The following purchases shall be permitted without following the informal or formal competitive bidding procedures.

- Purchases of Less than \$3,000: Competitive bidding or quotes shall not be required on any purchase if the amount is less than three thousand dollars (\$3,000) made from any one business, person, or corporation.

- Sole Source: Competitive bidding shall not be required when the items to be purchased can be obtained from only one source or cannot reasonably be provided by another source, such as a proprietary provider; to ensure consistency and standardization with other existing equipment; or for other documented reasons. A sole source shall be determined by the Business Office.

- Acquisition from Other Governmental Entity: Competitive bidding shall not be required when the items to be purchased are being obtained from another governmental entity.

- Emergency Purchases: Competitive bidding shall not be required when the College President has declared the purchase to be an emergency. The College President will notify the president of the Board of Trustees for approval in advance of the purchase being authorized for those twenty-five thousand dollars (\$25,000) or greater. Purchases made under the provisions of this subsection shall be presented as a Board item to the

Board of Trustees at the next regular meeting for ratification.

- **Fixed Price Contractual Documents:** Competitive bidding shall not be required when the items purchased are the subject of existing and current federal, state, or local government fixed price contractual documents, if the prices quoted in those documents are more advantageous than local market prices for like items. Before a purchase is made pursuant to this subsection which has a purchase price of twenty-five thousand dollars (\$25,000) or greater, the purchase shall be submitted to the Board of Trustees for approval.

- **President's Discretion:** If the College President determines that a purchase is in the best interest of the College and the amount of the purchase is less than twenty-five thousand dollars (\$25,000), the purchasing process or procedure may be waived by the President in writing with rationale to be included in the purchasing document. Any purchases of twenty-five thousand dollars (\$25,000) or greater shall be subject to the competitive bidding procedure outlined herein.

**Contracted Services Request for Proposals and Request for Qualifications**

- The College will normally request proposals for contracted services such as professional services, consultants, banking services, auditors, bond counsel, investment bankers, maintenance contractors, and other related contracted services. However, the President may elect to either solicit proposals or negotiate for these services.

- For certain professional services, the College may elect to issue a Request for Proposals (RFP) for the contracted services stating the nature and scope of the professional services to be provided, requirements to be submitted as part of the proposal, and a date and time by which the proposals shall be submitted to the College, along with NCMC's general terms and conditions. In making the determination of the lowest and best respondent to the RFP, NCMC shall consider such factors as the cost proposals, the project approach, resources of the respondents, and the timeline for the product or service. The President or his or her designee shall approve all contracts up to \$25,000. All contracts of \$25,000 or greater shall be approved by the Board of Trustees.

- For architectural, engineering, surveying, and other certain professional services consistent with Missouri State law, a Request for Qualifications (RFQ) may be issued by the Business Office stating the nature and scope of the professional services to be provided, requirements to be submitted as part of the Proposal, and a date and time by which the proposals shall be submitted to the College, along with NCMC's general terms and conditions. The best respondent to the RFQ shall be selected based solely upon qualifications and then the cost negotiated as part of the final contract.

- All proposals are confidential until such time as a final contract has been awarded.

**Other Types of Purchases**

- **Auxiliary Services Purchases:** Purchases for resale items in auxiliary business units will be procured by the managers responsible for those functions in accordance with the process approved by the President.

- **Library Books and Materials:** Library books and materials will be ordered direct from the appropriate vendors as recommended by library personnel in accordance with the process approved by the President.

- **Equipment Leases:** When it has been determined that it is in the best interest of the College, equipment may be leased rather than purchased. The President shall approve all equipment leases up to \$25,000 per year. All equipment leases \$25,000 or greater per

year shall be approved by the Board of Trustees.

- Utilities and Postage: Procurement of standard utilities such as electricity, gas, water, etc. as well as postage shall not require Board of Trustees approval.

Purchase Requisition, Purchase Order, and Contract

- Purchase Requisition: An approved Purchase Requisition is required before any goods or services are ordered, regardless of the method of procurement unless otherwise authorized through a Purchasing Card (P-Card) or an item authorized to be purchased and paid through a check request. For all purchases twenty-five thousand dollars (\$25,000) or greater, the Board of Trustees must approve the request prior to the purchase, unless provided for in NCMC policy. Adequate funding must be in place prior to the processing of the requisition as verified by the Business Office.

- Purchase Order and Contract: Once a Purchase Requisition is approved, a Purchase Order, and contract if applicable, will be issued by the Business Office to the vendor. This will be the official approval to proceed with the purchase. No work shall proceed until such time as the Purchase Order is issued and any applicable contract is fully executed.

- Bonds and Insurance: In the event bonds and insurance are required as part of the scope of work set forth in the Notice of Invitation to Bid or Request for Proposals, the Business Office will be responsible for ensuring these are on file with the College prior to work commencing.

Receiving Goods and Services, Authorizing Payment

- Notice to Proceed: A written notice to proceed will generally be provided to all vendors performing services or work upon full execution of a written contract if required.

- Receiving: The department requesting the purchase is responsible for verifying the goods, materials, or services were completed or received.

- Authorization for Payment: Upon completion of the purchase and receipt of the goods, materials, or services; or upon partial completion as provided for in the scope of services or contract if applicable, the department requesting the purchase shall sign off on all invoices and forward for payment to the Business Office.

- Refusal to Pay: In the event the goods, materials, or services do not meet the bid specifications, are damaged, or are otherwise unacceptable, the Business Office should be immediately notified. The Business Office will work with the vendor to rectify the issue, return the goods, or cancel the Purchase Order and/or contract.

Other Provisions

- Unauthorized Purchases: Only authorized personnel may contract on behalf of the College. Any purchase not properly authorized will be considered invalid and the College shall not be financially responsible.

- Recommend Disqualification of Bidders: The Business Office may recommend that the President, or his or her designee, designate as irresponsible bidders, vendors who default on their bids or perform poorly on prior work, and disqualify them from receiving any business from the College for a stated period of time. Disqualification shall only be designated upon the inability or unwillingness of the vendor to remedy the issue.

- Maintain Records of Bidders: The Business Office shall maintain records of bidders which shall list all persons, firms and corporations which have applied for that listing.



Conflict of Interest: With prior approval of the College President, NCMC may transact business with vendors that have a direct/indirect, personal, professional, business, financial, or family interest/relationship with College personnel. If the business transaction involves the College President and/or his family, it must be approved by the president of the Board of Trustees.

- Vendor Drafting Bid Specifications, Disqualification: No contract shall be awarded to any person, firm, or corporation, whether or not any valuable consideration has been provided for any services in connection with the development of the contract's bid specifications, unless upon recommendation of the Business Office and approval by the Board of Trustees that such award is in the College's best interests, unless otherwise prohibited by law.

- Records: The Business Office shall keep a written or electronic record of all purchases accomplished under this section and all bids submitted in competition for those purchases, and those records shall be open to public inspection. Each such record shall describe the means by which the bid was received and any specific considerations or conditions attached to the bid and/or product or service, the number of respondents, and the successful bidder.

- Use of Logo: Use of the College name or logo requires authorization of the marketing department. The College name or logo may not be used to promote any product, opinion, cause, or political candidate. Representation of personal opinions as those of the College is prohibited.

- Federal Award Programs: The director of a federal award program shall determine the allocability, allowability, and reasonableness of costs in accordance with the provisions of the applicable federal cost principles and the terms and conditions of the award. Final approval of expenditures shall be made by the NCMC Board of Trustees in consultation with the Chief Fiscal Officer and College President.

- o Procurement procedures for federal awards will follow OMB Uniform Guidance, 2 CFR 200.317 through 200.326: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Some of the general standards over federal grant procurement include: a) Grant recipients must avoid acquisition of unnecessary or duplicative items; b) Where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach; and c) Solicitations for goods and services shall follow NCMC's purchasing/expenditures and conflict of interest policies.

- o Federal award programs should also follow the additional guidelines found in the North Central Missouri College Consolidated Guidance for Federal Grant Management, which is available from the Business Office.

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## Travel Policy Revision 6-25-2019

- o Travel Policy

- Definitions: The College will incur or reimburse travel expenses that are reasonable and necessary for business purposes of the College. Employees are urged to use common sense, good judgment, and reasonability for travel-related expenses. Reimburse-

ment for expenditures incurred for meetings, conferences, and work-related activities on behalf of the College will be made in accordance with Board policy and administrative procedures. The Travel Claim Voucher is used for the reimbursement of travel expenses. All travel-related expenses should be reported on this form in order to receive reimbursement. Receipts and invoices for expenses must be attached to the voucher. Reported expenses without receipts will not be paid. The Travel Claim Voucher must be signed by the employee, Supervisor, and/or Dean before it is delivered to the Business Office for payment.

Transportation:

- NCMC personnel may travel by commercial air on College business when it is as economical as other allowable transportation and/or when in the opinion of the President and/or appropriate Dean it is in the best interest of the College. Ticket reservations should be made by the individual and actual costs of coach air fare may be claimed. Travelers should select the least costly air route, considering advance purchase rates and airline discounts.

- Travelers may drive their personal vehicle on College business trips and be reimbursed at the standard IRS mileage rate for the time period the travel occurred. College employees using personal automobiles to travel on official College business must maintain adequate liability insurance for their protection and for the protection of any passengers. Employees are responsible for insuring their own vehicles. In the event of an accident, the owner's personal insurance provides coverage and the owner is personally responsible for any deductible payable. The College does not provide any coverage for comprehensive or collision for personal vehicles used for business. If the cost of mileage exceeds reasonable airfare costs for a trip, the College will only reimburse for airfare cost unless there is justification that automobile travel was necessary. If several people travel together in a privately owned vehicle, only the driver of the vehicle may claim mileage costs.

- Full-time employees assigned to more than one location as part of their regular duties will be reimbursed for the additional mileage incurred over and above the normal round trip from their home or the primary worksite, whichever is the lesser mileage.

- All taxis, bus fares, ferry, bridge and road tolls, or parking charges incurred while on official business may be claimed when properly itemized on the College travel expense voucher.

Lodging: Receipts for lodging must be submitted with the completed College Travel Claim Voucher and will show the items for which the charge was made. Employees are encouraged to utilize hotels that offer government/college corporate rates. Hotel stays within the State of Missouri should not have state sales tax applied to the bills. Employees are responsible for presenting the College's Tax Exemption Letter prior to paying the hotel bill.

Meals: The actual cost of meals and reasonable gratuities are reimbursable with an itemized food receipt. The purchase of alcohol is not reimbursable. The federal per diem rate should be used to judge the reasonableness of meal costs incurred. If per diem rates are unavailable, reasonable judgment should be used when considering the cost of the meal. Tips for meals in excess of 15% to 20% of meal cost are generally not appropriate and therefore will not be reimbursed.



In the event an itemized receipt is misplaced or not available, an employee may be reimbursed a flat rate for meals. Meals will be reimbursed as follows: \$5 for breakfast, \$10 for lunch, and \$15 for dinner for a daily maximum of \$30.

Supervisors are responsible for determining the necessity of a meal or meals being requested by an employee for reimbursement based on work and travel requirements.

Other Permissible Expenditures:

- All other reimbursable expenditures will be listed on the Travel Claim Voucher for reimbursement such as conference registration fees, porter fees, telephone, etc.
- Before any College employee submits a voucher for reimbursement it is incumbent upon the employee to be familiar with all regulations concerning reimbursement in order to stay within budgetary limitations and provide necessary receipts with the claim submission.
- To be eligible for reimbursement of travel expenses an employee must be on travel time on College business. If a person is to receive a consulting fee or honorarium from any source while on travel time, he/she must obtain a ruling from his/her Dean, the Chief Financial Officer, and the President as to the amount of travel expenses they may claim.

Travel Advances: For those travel expenditures (excluding mileage) estimated to exceed \$50 for any one trip, the employee may request an advance. The amount of this advance must be requested at the time the travel requisition is prepared and approved by the Chief Financial Officer.

Regulations for Payment of Athletic Department Travel Expenses and Travel Claim Vouchers: The following regulations will apply to payment of travel expenses for teams participating in athletic competition:

- Reasonable travel expenses will be budgeted and give a complete explanation of the purpose of travel.
- Reasonable travel expenses will be paid by the College for teams to participate in national tournaments when they qualify for such tournaments by winning the required sub-regional and regional competitions.
- The College will not pay expenses for team travel other than as outlined above, except that, with approval of the Board of Trustees, travel expenses may be provided for special in-season trips that are partially or fully funded from non-College funds. Non-College funds to pay for the trip must be committed before the trip is approved.
- Traveling team size will be limited to the number of players that may be reasonably expected to participate in the scheduled games plus coaches and managers.