

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
July 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, Diane Lowrey, and Rob Maloney. Dr. NiCole Neal was absent. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Tyson Otto, Vice President for Business and Finance; Tami Campbell, administrative staff; Sue Ewigman and Janet Gott, 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. Five votes were cast in favor and none opposed.

Approval of
Agenda

Dr. John Holcomb moved and Chris Hoffman seconded the motion to approve the Minutes of the meeting of June 25 as presented. Five votes were cast in favor and none opposed.

II. Minutes

Diane Lowrey moved and Chris Hoffman 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.

III. Approval of
Financial
Reports

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

Head Start Directors Sue Ewigman and Janet Gott reported on fundraising efforts to provide books for children. Also, it appears that all federal approvals are now in place to proceed with new construction at the Trenton Head Start Center.

IV. Communi-
cations and
Reports

President Dr. Lenny Klaver reported for Dr. Tristan Londre' (dual credit/adjunct faculty workshop, testing in the library, and tutoring for speech students) and Dr. Kristen Alley (data gathering, FAFSAs, O.A.R.s, a math pathways workshop, student retention, Dance Camp, campus counselor, and housing Opening Day).

His own report included student/athlete Academic All-Americans, fall enrollment, a Small College Enrollment Conference, preliminary data from Ruffalo Noel Levitz, MCCA Presidents and Chancellors Retreat, state funding, equity funding, and visits with the presidents of Mizzou and MWSU.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to set the annual levy hearing for August 27 at 5:25 p.m. Five votes were cast in favor and none opposed.

VI. New Busi-
ness: Set
Levy Hearing

This was for report purposes only.

Year in
Review

Diane Lowrey moved and Chris Hoffman seconded the motion re-adopt and file its Code of Ethics/Conflict of Interest Statement as presented. Five votes were cast in favor and none opposed.	Code of Ethics/ Conflict of Interest
Chris Hoffman moved and Diane Lowrey seconded the motion to renew athletic insurance for the 2019-20 sports year through Dissinger Reed of Overland Park, KS at a cost of \$31,467; funds will come from the athletic teams' budgets. Five votes were cast in favor and none opposed.	Bids/ Purchases
Dr. John Holcomb moved and Diane Lowrey seconded the motion to renew Blackboard Learn SaaS from Blackboard Inc. of Indianapolis, IN; the cost of \$34,032.50 will be funded by the I.T. Services budget. Five votes were cast in favor and none opposed.	
Chris Hoffman moved and Diane Lowrey seconded the motion to renew NCMC's internet connection and related support at a cost of \$58,957.12 from MOREnet, a state service provider. Five votes were cast in favor and none opposed.	
Chris Hoffman moved and Diane Lowrey seconded the motion to accept the resignation of Eric Penrod, Residence Hall Coordinator/Assistant Coach, effective August 9, 2019. Five votes were cast in favor and none opposed.	Personnel
Dr. John Holcomb moved and Diane Lowrey seconded the motion to employ Jennifer Triplett of Kansas City, MO as Chief Information Officer effective July 29, 2019; this is a full-time exempt AMP position with her salary set in AMP Range 2 (\$85,000 annually). Five votes were cast in favor and none opposed.	
Diane Lowrey moved and Dr. John Holcomb seconded the motion to employ two part-time exempt adjunct instructors: Rick Cole (digital communications department) and Kimberly Slaughter (nursing department). Five votes were cast in favor and none opposed.	
Chris Hoffman moved and Diane Lowrey seconded the motion to employ Jessica Bowman as a part-time exempt clinical instructor (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 add 2.5 work hours per workweek at his current hourly rate for Christopher Flowers to serve as head coach for E-sports, effective immediately. Five votes were cast in favor and none opposed.	
Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept the resignation of Tracy Simpson, Health Specialist, effective September 9, 2019, for the Green Hills Head Start program. Five votes were cast in favor and none opposed.	
Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept the resignation of Brooke Allnutt, Brookfield A Teacher, effective July 31, 2019, for the Green Hills Head Start program. Five votes were cast in favor and none opposed.	

Rob Maloney moved and Diane Lowrey seconded the motion to employ Melissa Newman as full-time GHHS Teacher at the Bethany Center effective June 20, 2019. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Rob Maloney seconded the motion to employ Vanessa Moore as full-time GHHS Health Specialist effective July 22, 2019. Five votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to close the regular meeting and reconvene in Executive Session to discuss 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, absent.

VII. Executive Session

President Don Dalrymple called the Executive Session to order at 6:10 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, and Rob Maloney. Dr. NiCole Neal was absent. Also present were Lenny Klaver, President; and Vicki Weaver, Board Secretary/Clerk.

Call to Order
Roll Call

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

Real Estate,
Personnel

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; Maloney, aye; and Neal, absent.

Adjournment

President Dalrymple called the regular session to order in the President's Office, Frey Administrative Center, at 6:25 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; and Vicki Weaver, Board Secretary/Clerk.

Call to Order
Roll Call

Chris Hoffman moved and Diane Lowrey seconded the motion to award a one-time stipend of \$2,500 to Tami Campbell, Senior Database Administrator, to compensate her for extra duties as the I.T. department's point of contact in June and July 2019. Five votes were cast in favor and none opposed.

Personnel

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 6:28 p.m.

VIII. Adjournment

MINUTES OF THE LEVY HEARING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
August 27, 2019

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, 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, Vice President for Business and Finance; Kristen Alley, Vice President for Student Affairs; Cory Cooksey, Maryellen Harman, and Ashley Lamma, faculty; Tami Campbell, Kristie Cross, Kristi Cutsinger, Alicia Endicott, Kristi Harris, Jennifer Triplett, and Randy Young, administrative staff; Melissa Spencer (and daughter), classified staff; Sue Ewigman and Janet Gott, representing Head Start; Kayley Griffin, student; and Ronda Lickteig and Jennifer Thies, representing the news media.

The floor was opened for public comment on the proposed tax levy rate of \$.3907 per hundred of assessed valuation for the 2019-20 year. There were no comments.

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

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
August 27, 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, 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, Vice President for Business and Finance; Kristen Alley, Vice President for Student Affairs; Cory Cooksey, Maryellen Harman, and Ashley Lamma, faculty; Tami Campbell, Kristie Cross, Kristi Cutsinger, Alicia Endicott, Kristi Harris, Jennifer Triplett, and Randy Young, administrative staff; Melissa Spencer (and daughter), classified staff; Sue Ewigman and Janet Gott, representing Head Start; Kayley Griffin, student; 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.

Chris Hoffman moved and Rob Maloney seconded the motion to approve the Minutes of the meeting of July 23 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 with none opposed.

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

Dr. Tristan Londre' introduced new faculty member Ashley Lamma; then he and Kristi Harris presented NISOD awards to Cory Cooksey, Kristi Cutsinger, Kristie Cross, Tami Campbell, and Randy Young.

Head Start Directors Sue Ewigman and Janet Gott discussed their revised Community Assessment document; also, all Head Start Centers are open and operating with 172 persons enrolled.

Development Director Alicia Endicott presented this month's special Board Report on activities of her office and the NCMC Foundation.

Vice President Dr. Kristen Alley discussed the new Dance Team, introducing coach Melissa Spencer and member Kayley Griffin. She also mentioned First Four Weeks activities, financial aid suspensions, recruiting, Move-In Day, the Organization Fair, international students, our on-staff counselor, and the Student Senate.

President Lenny Klaver gave a brief update on the Strategic Plan. He said fall enrollment is a bit down and mentioned the activities of Rick Cole, NCMC's digital media independent consultant, MCCA's legislative agenda, and a scheduled visit to campus by Senator Dan Hegeman.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to set the tax levy for the 2019 year at \$.3907 per hundred of assessed valuation. 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 Community Assessment document as presented. Six votes were cast in favor and none opposed.

Rob Maloney moved and Diane Lowrey seconded the motion to declare 29 microtower computers as surplus so they can be disposed of or auctioned in accordance with NCMC Board policy. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Chris Hoffman seconded the rename the Geyer Hall Learning Center Commons as the "*Franklin and Frederick Bosley Learning Commons*" in recognition of their generous gift to NCMC. Six votes were cast in favor and none opposed.

Kristi Harris presented her annual summary report on employee retention.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the employment of Brandon Gossett of Peru, NB as Residence Life Coordinator/Assistant Men's Basketball Coach effective August 12, 2019; this is a full-time exempt AMP position with his salary set in AMP Range 5 (\$35,500 annually is his salary and assistant coaching stipend; also included is the use of the Ellsworth Residence Coordinator apartment and a meal plan for the academic year). Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to employ Merribeth Copeland of Trenton as Financial Aid Representative effective September 16, 2019; this is a full-time non-exempt classified staff position with her salary set on the classified staff salary schedule at 4A-8 (\$13.04/hour). Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Dr. NiCole Neal seconded the motion to employ Emily Gladbach as full-time GHHS teacher at the Brookfield A Center effective August 7, 2019. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Dr. NiCole Neal seconded the motion to approve the employment of Kelly Adams as full-time teacher aide at the Trenton Center effective August 7, 2019 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 employ Morgan Kornburst as full-time GHHS Teacher Aide at the Brookfield B Center effective July

29, 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, legal 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 6:36 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; Vicki Weaver, Board Secretary/Clerk; and Vice President Tristan Londre'.

Real estate, legal and personnel 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 7:02 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; and Vice President Tristan Londre'.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were cast in favor and none opposed. President Dalrymple declared the meeting adjourned at 7:03 p.m.

Northwest Workforce Development Board
Minutes of Board Meeting
September 10, 2019
Missouri Star Quilt Company, Hamilton, MO

The Northwest Region Workforce Development Board (NW WDB) met in open session Tuesday, September 10, 2019 at the Missouri Star Quilt Retreat Center (200 N. Davis, Hamilton, MO). NW WDB Chair Gregg Roberts called the meeting to order at 4:30 pm. A quorum was established with fifteen (15) Board members participating (9 private sector and 6 partner sector members); four (4) Commissioners; 14 Ex-officio (non-voting) members and guests; and three (3) WDB staff participating. Those participating included the following:

Board Members

Anne Long	Gregg Roberts	Lana Beavers	Lea Norris	Phil Larabee*
Julia Birkeness	Bob Pippin	Debbie Timmons	Juanita Assel	Betty Wymore
Rob Zirfas	Gary Clapp	Debb Trautloff	Laura Ritterbush	Cole Kiner

Commissioners

Lee Sawyer, Buchanan County	Bob Hughes, Caldwell County	Phillip Ray, Grundy County
Tom Bullock, Holt 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 Dearmont, NWRCOG	Kim Mildward, NWRCOG	Tristan Londre, NCMC
Randy Railsback, GHRPC	Erin Dennis, Voc Rehab	

*Participated via conference call

WDB Staff

Lisa Hostetler	Jeanie Griffin	Brent Stevens
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Open Session Business Meeting

Consent Agenda

Motion was made by Bob Pippin, seconded by Debb Trautloff to approve the minutes from the June 4, 2019 NW WDB meeting with a typographical correction on page 5 (#5 of the minutes where “thirteen [14]” is now corrected to “fourteen [14]”); and to approve the final PY 18 expenditure, contract performance, and subcontractor program performance reports. The motion passed by roll call vote with fifteen (15) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

1. Jeanie Griffin, NW WDB Fiscal Manager, reviewed documents in the Board packet regarding required modifications to the NW WDB local plan. Those sections of the local plan triggering a plan modification are: adding entrepreneurial skills training to the list of WIOA youth elements; updating the WIOA Adult, Dislocated Worker, and Youth budgets as a result of PY19 / FY20 allocations; and a request to DWD to waive the 60% agency / 40% participant cost ratio.

After discussion, a motion was made by Rob Zirfas, seconded by Laura Ritterbush to approve the NW WDB local plan modifications as presented. The motion passed by roll call vote with fifteen (15) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

2. After final close-out of program year 2018 activities and expenditures, the WDB presented a PY 18 carryover funds spreadsheet to indicate unspent funds from WIOA Adult, Dislocated Worker, and Youth subcontractors. A total of \$223,627.53 is available to reallocate to our subcontractors as the Board sees fit. The WDB proposed setting aside \$20,000 to cover any Job Center facility overages and reallocating the balance of unspent WIOA Adult and Dislocated funds (\$100,654.79) to those NW region program subcontractors. The WIOA Youth funds (\$102,972.74) options included reallocating the unspent Youth funds to our subcontractors or releasing a Request for Proposals (RFP) to fund a special youth training project.

After considerable discussion, a motion was made by Gary Clapp, seconded by Betty Wymore to approve \$20,000 of the carryover funds in case of Job Center cost overages; to reallocate the Adult and Dislocated Worker funds to our subcontractors; and to reallocate the Youth funds to our subcontractors. The motion passed by roll call vote with thirteen (13) 'yes' votes, zero (0) 'no' votes, and two (2) abstentions (Gregg Roberts and Cole Kiner).

3. Among the carryover funds presented to the Board are unspent administrative dollars at the WDB office. Our original projection of carryover amount was \$82,500; after close-out, the final carryover figure is \$100,719. WDB Director Hostetler presented a revised administrative budget for discussion and approval.

A motion was made by Bob Pippin, seconded by Cole Kiner to approve the revised NW WDB administrative budget as presented. The motion passed by roll call vote with fifteen (15) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

4. Director Hostetler presented updates to the NW WDB / NCMC Procurement Policy, noting that NCMC revised their policy, which precipitates a change in the NW WDB policy. The policy changes do not alter the policy for procurement of service providers for WIOA Youth, Adult, Dislocated Worker, and One-Stop Operator services.

A motion was made by Betty Wymore, seconded by Bob Pippin to approve the revised procurement policy. The motion passed by roll call vote with fifteen (15) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

5. Board members reviewed the NW WDB WIOA Youth Incentive Policy presented by Program Operations Manager Brent Stevens. The policy changes, mandated by Division of Workforce Development after their monitoring of the NW WDB Youth program, include removing the incentives for youth participant workshop attendance and removing paying incentives while youth are in follow-up services. Stevens indicated that new guidance from Division of Workforce Development will likely require another revision of this policy in the coming months.

A motion was made by Bob Pippin, seconded by Debb Trautloff to adopt the policy changes as presented. The motion passed by roll call vote with fifteen (15) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

6. The NW WDB Committee roster has been updated to reflect changes in Board and partner staff membership; those changes affect the NW WDB One-Stop System Alignment, Employer Engagement, and Youth Advisory Committees. The new roster also includes designation of the Chair of each Committee.

A motion was made by Cole Kiner, seconded by Bob Pippin to approve the 2019-2021 NW WDB Committee rosters as presented. The motion passed by roll call vote with fifteen (15) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

Updates and Other Program Business:

1. Buchanan County Presiding Commissioner Lee Sawyer reported that the St. Joseph Chamber of Commerce and city/county leaders are addressing workforce development needs and career exploration events, including Edge Factor, My Success Event, and manufacturing day activities. Sawyer also talked about using social media to attract workforce from other areas by marketing St. Joseph and Buchanan County.

Caldwell County Associate Commissioner Bob Hughes discussed considerable new business growth in Hamilton and building rehabilitation in Hamilton and Kingston. Expansion of the county jail is also underway.

Grundy County Presiding Commissioner Phillip Ray reported a FEMA application due in late September and Grundy county work on leadership succession planning. City/County officials are working with young people to retain them as future leaders in a "grow your own" approach to reduce the brain drain epidemic.

Holt County Presiding Commissioner Tom Bullock also discussed working with FEMA for flood disaster recovery efforts; Holt County was among the hardest hit during the early spring and summer floods.

2. NW WDB One-Stop Operator Kim Mildward provided a report of activities for the period May 22, 2019 through August 23, 2019 as well as the results of business customer satisfaction surveys. The report was included in the Board packet for members to review. Mildward also mentioned work beginning on the regional Memorandum of Understanding / Infrastructure Funding Agreement (MOU / IFA). A "Leveraging Talents of a Diverse Workforce" conference is being held at the Conference Center at Mozingo Lake near Maryville on October 3, 2019; Mildward encouraged folks to come hear national keynote speaker Randy Lewis.

3. A letter from DWD dated July 11, 2019 was presented to the Board; it indicates that DWD finds the Board's response to DWD's financial monitoring of the WDB satisfactory.

4. Stevens reported on DWD Quality Assurance program monitoring and discussed a letter from DWD dated August 21, 2019, which is a final response to the quality assurance programmatic monitoring of the WDB. In the letter, DWD noted that the WDB's response to programmatic

monitoring resolves any issues noted. The monitoring report and NW WDB response will be sent electronically to Board members for their information.

5. As NW WDB One-Stop Operator Kim Mildward mentioned in her report, the guidance from DWD for regional Memorandum of Understanding (MOU) / Infrastructure Funding Agreement (IFA) development was recently released. Each WDB region in Missouri is required to update their MOU / IFA and follow a prescribed process. In order to meet the deadline established and to reach agreement with all partners, the NW WDB and the CLEOs, Hostetler presented an "MOU Development Timeline". The early stages of our work have begun and work will continue through submission to DWD by May 1, 2020.

6. The NW WDB will release Request for Proposals (RFPs) for WIOA Adult, Dislocated Worker, Youth, and One-Stop Operator services in early 2020 (with a contract start date of July 1, 2020). The timeline for development and release of the RFPs was discussed and Hostetler noted that guidance and approval of the RFP will come from the NW WDB, CLEOs, and Youth Advisory Committee members prior to release on January 15, 2020.

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

7. Board members reviewed the strategic planning matrix included with the meeting documents; Hostetler posed the question, "Is the strategic plan, as presented, too ambitious?" In discussion, many Board members felt the plan needs to be boiled down and the focus narrowed in order to achieve our goals. Another suggestion is to have a 3-year rather than 5-year plan, given potential changes in the state leadership and state priorities.

In light of the discussion, Board members suggested options for moving forward with the strategic plan; those options included: 1) leaving it as it is and proceeding with the work; 2) asking the NW WDB Executive Committee and NW WDB staff to meet and work through strategic priorities; or 3) establishing a sub-committee of the Board to meet with NW WDB staff to establish priorities.

A motion was made by Debb Trautloff, seconded by Cole Kiner to allow the NW WDB Executive Committee and NW WDB staff to sift through the strategic plan and establish priorities to bring back to the full Board for review. The motion passed by roll call vote with fourteen (14) 'yes' votes, zero (0) 'no' votes, and one (1) abstention (Gary Clapp).

Following the vote, a decision to postpone Committee meetings until a later date was reached. WDB staff will identify dates for the NW WDB Youth Advisory and NW WDB Executive Committees to meet and proceed as approved by the Board. Those open session Committee meetings will be announced in accordance with Sunshine Law provisions.

Meeting was adjourned at 6:29 p.m.

Next Meeting – December 3, 2019; Location to be determined

Future meetings:

March 3, 2020

June 2, 2020

September 1, 2020

December 1, 2020

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
September 24, 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, Rob Maloney, and Dr. NiCole Neal. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Tristan Londre', Vice President for Academic Affairs; Kristen Alley, Vice President for Student Affairs; Cassie Cordray and Maryellen Harmon, faculty; Jamie Cunningham, Brandon Gossett, Kristi Harris and Jennifer Triplett, administrative staff; Merribeth Copeland, Classified Staff; Sue Ewigman and Janet Gott, representing Head Start; Nathaniel Bentura, Dustin Cannon, Anna Clariday, Jurden d'Arnult, Raino Garmes, Brooke Leeper, Gregoor Moesker, Garrich Phelipa, Destiny Sanders, and Tori Young, students; 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.

Dr. John Holcomb moved and Chris Hoffman seconded the motion to approve the Minutes of the meetings of August 27 as presented. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the Minutes of the WDB meeting of September 10 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 with none opposed.

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

The Special Board Report was by international students Nathaniel Bentura, Jurden d'Arnult, Raino Garmes, Gregoor Moesker, and Garrich Phelipa, all natives of Curacao. They presented a brief Powerpoint and talked about their homeland and their adjustment to north Missouri.

Teacher education students, advisees of Cassie Cordray, introduced themselves.

Head Start Directors Sue Ewigman and Janet Gott discussed the low-key groundbreaking for their new building, program enrollment, and a special accreditation for their Brookfield center.

Dr. Tristan Londre' mentioned two new financial aid programs (FastTrack and Finish Line), Constitution Day activities, expected equipment purchases through the MO Excels program, an HLC visit to the North Belt Center, and the possibility of the creation of a Livestock Judging Team.

Vice President Dr. Kristen Alley asked new employees Brandon Gossett and Merribeth Copeland to introduce themselves. She discussed a student leadership conference; updates for Captain Patch; new holiday lights to be attached to Geyer Hall; international student numbers; approximately \$2M in grants and scholarships awarded this semester; a National Guard program; financial aid for courses required for degrees; an A+ meeting; the College Fair; purchase of a movie; Earthquake Drill; and PTK Induction.

President Lenny Klaver gave an update on the Campus Master Plan, distributing a map of possible future campus development. Other items were 'Pizza with the President'; KTTN's Open Line; legislative visits; fall enrollment; and NJCAA activity.

Chris Hoffman moved and Dr. NiCole Neal seconded the motion to approve the following Green Hills Head Start documents: Certificate of Compensation Cap, Wage Comparability Study, and Cost Allocation Plan. Six votes were cast in favor and none opposed.

With consensus of the Board members, Board President Don Dalrymple appointed Chris Hoffman and Diane Lowrey to serve on a lay committee for the review of existing Board (and NCMC Foundation) policies for recognition of donors/naming opportunities.

Diane Lowrey moved and Dr. NiCole Neal seconded the motion to approve the employment of Suzanne Hommertzhaim as an exempt adjunct instructor in the I.T. department. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to employ Tiffany Rhoden as a full-time cook at the Brookfield A Center effective August 29, 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, legal 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 6:16 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; Vicki Weaver, Board Secretary/Clerk; and Vice President Tristan Londre'.

Real estate, legal and personnel 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 6:40 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; and Vice President Tristan Londre'.

A trustee asked that the Board consider changing their meeting dates for the November and December monthly meetings; this will be on the agenda for the October meeting.

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 6:43 p.m.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
October 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 5:31 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; Kristen Alley, Vice President for Student Affairs; Mitch Holder, Dean of Instruction; Sarah Bird, Cory Cooksey, Rhonda Copple, Missie Cotton, and Maryellen Harmon, faculty; Kristi Harris, administrative staff; Sue Ewigman, representing Head Start; Katie Atkinson, Shiann Campbell, and Justin Pribyl, students; and Ronda Lickteig and Jennifer Thies, representing the news media.

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

Trustee Rob Maloney joined the meeting at 5:32 p.m.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the Minutes of the meeting of September 24 as presented. Five votes were cast in favor and none opposed.

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

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

The Special Board Report, led by faculty member Sarah Bird, was given by business students Katie Atkinson, Shiann Campbell, and Justin Pribyl.

Head Start Director Sue Ewigman discussed Policy Council meeting signups, parent involvement, student waitlists, progress on their new building, and preparation for their new five-year grant application.

Mitch Holder, reporting for Dr. Tristan Londre', talked about course scheduling for intersession, spring, and summer semesters. Also, an HLC representative toured our North Belt and Maryville locations and a date for our official visit in 2021-22 will be set soon.

Vice President Dr. Kristen Alley had many items: Missouri Days Parade, Dance Wave, Leadership NW, movie night, Campus Cupboard, student advising, OAR sessions, retention rates, cohort rate, an auditor visit, FAFSA Frenzy, financial aid nights, annual tuition waiver report, a Blood Drive, and a rural health consortium luncheon on campus.

President Lenny Klaver discussed a Bright Futures meeting, PTK Induction, Cross Hall Anniversary celebration, A+ meeting, NJCAA headquarters visit, monthly meeting with the facilities staff, visit to Savannah to view a prospective facility rental, an equity-based summit in Columbia, foreign film showing, Hedrick/Wright Memorial Hospital joint meeting on community health issues, MCCA convention, legislative forum in November, National Student Day, and the auditors' visit.

Trustee Dr. NiCole Neal joined the meeting at 6:10 p.m.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the purchase of the Sim-Capture Pro system (hardware, software, and video equipment) from the Laerdal Medical Corporation of Wappingers Falls, NY; the total cost of \$52,323.77 will be supported by the NCMC Foundation (\$30,495), State Enhancement Grant reimbursement funding, and the NCMC budget. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the purchase of a 2016 Club Car golf cart and Hull utility trailer (to be used by visiting donors and guests, the Admissions Office, and the Marketing Department) from Dr. Lenny Klaver for a total cost of \$5,250; funds for the purchase will come from the NCMC marketing department budget. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the annual Green Hills Head Start Training/Technical Assistance Plan as presented. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the Green Hills Head Start Self-Assistance Plan as presented. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the Green Hills Head Start 2020 Five-Year Grant Application as presented; the grant requests \$2,320,519 in federal funds with an additional \$580,130 in non-federal resources. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Dr. NiCole Neal seconded the motion to set the November regular meeting for November 19 at 5:00 p.m. and the December regular meeting for December 19 at 5:30 p.m. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the employment of Michael O'Haver as an exempt adjunct instructor in the business department. Six votes were cast in favor and none opposed.

Dr. NiCole Neal moved and Diane Lowrey seconded the motion to employ Taylor Lewis as a part-time exempt clinical/adjunct instructor in the allied health department at the current clinical rate. 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 real estate, legal 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 6:28 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.

Real estate and personnel 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 6:35 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 extend the lease agreement for a building at 6503 N. Belt Highway, Country Club, Missouri for one year; the new lease expiration date will be October 31, 2020. All votes were cast in favor with none opposed.

Diane Lowrey moved and Dr. NiCole Neal 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 6:39 p.m.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
November 19, 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, Rob Maloney and Dr. NiCole Neal. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; Tristan Londre, Vice President for Academic Affairs; Kristen Alley, Vice President for Student Affairs; Maryellen Harmon, faculty; Kristi Harris and Jennifer Triplett, administrative staff; Melissa Spencer, classified staff; Sue Ewigman and Janet Gott, representing Head Start; Skyler Adkison, Chasidy Finney, Annaliese Riley, and Lilly Simons, students; 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.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve the Minutes of the meeting of October 22 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 and 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.

The Special Board Report, led by PTK advisors Maryellen Harmon and Melissa Spencer, was given by officers Skyler Adkison, Chasidy Finney, Annaliese Riley, and Lilly Simons.

Head Start Directors Sue Ewigman and Janet Gott discussed employee interviewing, building construction/concerns with expending grant monies in a timely manner, enrollment numbers, and the lack of a wait list.

Dr. Tristan Londre' talked about the upcoming HLC visit in September 2021, acoustic music in the library, and compliance with state and federal regulations. The fall semester will be ending next week with finals the first week of December.

Vice President Dr. Kristen Alley had many items: last night's 'Lighting the Way' ceremony; PTK induction; Halloween activities; FAFSA Frenzy; Roll Call on Veterans' Day; Think Fast; the GOLD program; a new Care team; the need for a dedicated student union; outreach; a recruiting trip to Curacao; spring enrollment numbers; and Homecoming candidates.

President Lenny Klaver reviewed yesterday's legislative forum and the lighting event. He also talked about the MCCA Convention and proposed equity funding; a meeting with the county commissioners; No Fee November; and a Foundation Board meeting

and NJCAA conference call later this week.

Chris Hoffman moved and Diane Lowrey seconded the motion to set the candidate filing period for election to the Board of Trustees for December 17, 2019 through January 21, 2020 during regular college business hours. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Rob Maloney seconded the motion to approve Green Hills Head Start's personnel policy manual revisions as presented, to become effective February 1, 2020. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Dr. NiCole Neal seconded the motion to approve Green Hills Head Start's purchase of a 2019 Ford Fusion; the net purchase price is \$18,560 from Barnes Baker of Trenton. (*Note: although NCMC policy does not require Board approval unless the price is at least \$25,000, Head Start policies do require it.*) Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to accept the retirement of Dr. Sharon Weiser, Dean of Extended Campus, effective June 30, 2020. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Dr. NiCole Neal seconded the motion to approve the employment of Joshua Wilmes as an exempt adjunct instructor for military science courses; his employment is in conjunction with NWMSU and the National Guard GOLD program. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. NiCole Neal seconded the motion to accept the resignation of Faythe Salmon, GHHS teacher at the Brookfield A site, effective October 31, 2019. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to accept the resignation of Tiffany Rhoden, GHHS cook at the Brookfield A site, effective November 5, 2019. Six votes were cast in favor with none opposed.

Dr. John Holcomb moved and Dr. NiCole Neal seconded the motion to employ Kelsie Duff as Teacher Aide at the GHHS Brookfield A site effective November 11, 2019. Six votes were cast in favor and none opposed.

An Executive Session was not needed and was not held.

Diane Lowrey moved and Dr. NiCole Neal 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 5:52 p.m.

Northwest Workforce Development Board
Minutes of Board Meeting
December 3, 2019
St. Joseph Missouri Job Center, St. Joseph, MO

The Northwest Region Workforce Development Board (NW WDB) met in open session Tuesday, December 3, 2019 at the St. Joseph Job Center (2202 Frederick, St. Joseph, MO). NW WDB Chair Gregg Roberts called the meeting to order at 4:31 pm. A quorum was established with eleven (11) Board members participating (6 private sector and 5 partner sector members); one (1) Commissioner; 13 Ex-officio (non-voting) members and guests; and two (2) WDB staff participating. Those participating included the following:

Board Members

Gregg Roberts	Lea Norris*	Phil Larabee	Julia Birkeness	Juanita Assel
Andrea Dalrymple	Dylan Minor	Gary Clapp	Penny Adams	Mike Veale
Cole Kiner				

Commissioners

Lee Sawyer, Buchanan County

Ex-officio (non-voting) Members and Guests

Robin Hammond, SJYA	Niki Butner, SJYA	Rita Wallinga, NWRCOG
Janice Spearman, Mo-Kan	Nicholas Hutchison, Mo-Kan	Karen Bryant, GHRPC
Kim Swaney, GHRPC	David Schulz, DWD	Becky Wiederholt, DWD
Jerri Dearthmont, NWRCOG	Kim Mildward, NWRCOG	Tristan Londre, NCMC
Randy Railsback, GHRPC		

*Participated via conference call

WDB Staff

Lisa Hostetler Brent Stevens

Open Session Business Meeting

Consent Agenda

NW WDB Director Lisa Hostetler discussed several documents under the consent agenda. There were Committee meetings held after the September full Board meeting - minutes of those meetings were discussed. Hostetler mentioned the updated WIOA Youth 14 Program Elements chart, the pared-down NW WDB Strategic Priorities and Plan, as well as fiscal/program/contract performance reports, and budget amendments.

Motion was made by Gary Clapp, seconded by Mike Veale to approve the minutes from the September 10, 2019 NW WDB meeting; minutes from the October 16, 2019 Youth Advisory Committee meeting; minutes from the October 23, 2019 Executive Committee meeting; minutes from the November 11, 2019 CLEO Coordinating

Committee meeting; to approve contract performance, and subcontractor program performance reports; to approve budget amendments for WIOA Adult, Dislocated Worker, and Youth funds; and to approve extra funds to subcontractors for SkillUP, Job League, and WIOA Title I programs. The motion passed by roll call vote with eleven (11) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions

WIOA-Mandated Business

1. Hostetler presented a revised NW WDB / NCMC administrative budget that accounts for additional funds from WIOA Title I, SkillUP, and Job League programs.

A motion was made by Cole Kiner, seconded by Gary Clapp to approve the NW WDB / NCMC administrative budget as presented. The motion passed by roll call vote with eleven (11) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

2. NW WDB staff has begun work on the required 5-year Local Plan. Hostetler and NW WDB Program Operations Manager, Brent Stevens, offered to review updated and new NW WDB policies for Board, noting that our Local Plan must include policy updates and new policies to be developed. The policies presented included:

- a. Accessibility Policy – Persons with Disabilities;
- b. Accessibility Policy – Persons with Limited English Proficiency*;
- c. Adult Education and Literacy Policy*;
- d. Adult E & T Priority of Service Policy*;
- e. Basic Skills Assessment (Testing) Policy;
- f. Confidentiality Policy;
- g. Employment Transition Team (ETT) Policy*;
- h. ETPL Policy;
- i. Expenditure Rates and Training Criteria Policy;
- j. Integration of Services (Co-enrollment) Policy*;
- k. ITA Policy;
- l. OJT and Apprenticeships Policy;
- m. Procurement Policy;
- n. Sub-state Monitoring Plan and Policy;
- o. Supportive Services Policy;
- p. Veterans Priority of Service Policy*;
- q. VR / RSP Coordination Policy*;
- r. Youth Barriers Eligibility Policy – OSY / ISY; and
- s. Youth Incentive Policy

A motion was made by Phil Larabee, seconded by Penny Adams to approve the new and updated policies as presented. The motion passed by roll call vote with eleven (11) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

3. Another requirement of the local plan is NW WDB By-laws review and attestation. There were no revisions to the By-laws presented; Hostetler asked Board members to attest to their review by signing the "Attestation for Review of By-Laws" signature page.

A motion was made by Gary Clapp, seconded by Cole Kiner to approve review of the By-Laws and to circulate the By-Laws attestation form for signatures. The motion passed by roll call vote with eleven (11) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

4. With changes in Board membership, the Employer Engagement Committee roster will be updated. Employer Engagement Committee Chair, Dr. Gary Clapp, asked to include Becky Wiederholt, OWD Regional Workforce Coordinator, and Kim Mildward, NW WDB One-Stop Operator to the Committee. Other members will be added after consultation between Clapp, Roberts, and Hostetler.

Committee Chair Clapp mentioned he is working with Committee members to identify a date and time for a conference call so they can address employer needs and strategic plan priorities.

No action (vote) was required nor taken.

5. Hostetler discussed work on major projects requiring WDB, One-Stop Operator, and sub-contractor staff time; those projects include a). Developing a Memorandum of Understanding (MOU), b). Establishing and negotiating infrastructure funding agreements (IFAs) between WIOA mandated partners; c). Job Center Certification for the St. Joseph, Chillicothe, Maryville, and Trenton Job Centers, and d). development of the 5-year Local Plan. Another significant project on the horizon is developing a Request for Proposals for WIOA Title I service providers. All of those projects have similar due dates.

Hostetler asked the Board to consider extending existing contracts for WIOA service providers rather than also preparing a request for proposals and requiring our current service providers to develop proposals. Hostetler noted that the request for proposals is the one project above that is not a requirement if the CLEOs and NW WDB agree to extend contracts. Removing that project will allow all parties involved to focus on the mandated projects.

NW WDB staff would prepare "Contract Extension Consideration" documents as in the past; those documents include programmatic and fiscal performance data for each of our current WIOA Title I service providers. The CLEOs and NW WDB would review the documents and vote on contract extensions as appropriate during the March, 2020 Board meeting. The contract period would be July 1, 2020 – June 30, 2021.

After discussion, a motion was made by Mike Veale, seconded by Julia Birkeness to forego full Request for Proposal processes and consider contract extensions during the March, 2020 Board meeting. The motion passed by roll call vote with eleven (11) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

Hostetler also presented the above for consideration to the CLEOs; response from only four (4) of the Commissioners has been received. A reminder will be sent to them; they must also agree to contract extension consideration in order to eliminate the full Request for Proposals process. Hostetler will notify them with results of the Board vote.

6. Discussion of additional meetings or conference calls of the Board and Board Committees was held; Board Chair Gregg Roberts noted that Committee work is often more productive when those groups meet apart from the full Board meetings. WDB staff will assist Committee Chairs with meeting coordination.

Updates and Other Program Business:

1. Buchanan County Presiding Commissioner Lee Sawyer reported that the St. Joseph Chamber of Commerce and city/county leaders are addressing workforce development needs and career exploration events, including Edge Factor, My Success Event, and manufacturing day activities. Sawyer also talked about reverse marketing efforts to draw business and additional workforce to St. Joseph and Buchanan County. With low unemployment rates, there are approximately 800 jobs unfilled in the area – that workforce shortage requires using unique marketing efforts to attract workers from other areas.

2. NW WDB One-Stop Operator Kim Mildward provided a report of activities for the period September 10, 2019 through November 20, 2019 as well as the results of business customer satisfaction surveys. The report was included in the Board packet for members to review. Mildward also mentioned continued work on the regional Memorandum of Understanding / Infrastructure Funding Agreement (MOU / IFA), work on the Business Services Plan, and beginning work on the Job Center Certification process.

3. Changes in state staffing at the Chillicothe and St. Joseph Job Centers was discussed by Hostetler and Officer of Workforce Development Regional Manager, Dylan Minor. In mid-November, OWD eliminated one (1) full-time equivalent (FTE) state staff member in the Chillicothe Job Center, and 1.45 FTE state staff members in the St. Joseph Job Center. As Minor explained, the staff cuts began at the state administrative (Jefferson City) level and then to the field (Job Center) level in order to overcome a \$3.5-million-dollar deficit in the state budget. No further state staff cuts are anticipated until at least 2021.

Hostetler reminded Board members that state staff cuts in the full-service (Chillicothe and St. Joseph) Job Centers has a potential effect on WIOA Title I funds since those Job Centers are part of the infrastructure cost-sharing agreement. The state staff- to- WIOA Title I staff factors into costs for each party. At this time, there are no plans to close Job Centers in the NW region; both Hostetler and Minor asked Board members to direct any questions to them and assist with dispelling any rumors to the contrary.

4. Following Board work at the September meeting, WDB staff submitted a “Local Plan Modification”; correspondence about state approval of plan modification was presented to the Board.

5. Chair Roberts and Board member Clapp announced the upcoming debut of the mobile job center, which is a collaborative effort between Missouri Western State University, Mo-Kan Regional Council, St. Joseph Job Center staff, and the NW Workforce Development Board.

Grant funding was received from USDA; the award allowed for ‘retrofit’ of an existing Missouri Western mobile lab so it may also be used as a mobile job center. The mobile job center will travel to Andrew, Buchanan, Clinton, and DeKalb counties to provide WIOA services to folks in rural areas of those counties. If the project is successful, there may be an opportunity for other regional councils/regional planning commissions to apply for USDA grant funds and have a mobile job center to serve individuals in all 18 NW WDB counties.

The link below is a St. Joseph News Press article and photo of the mobile bus with a Missouri Western wrap; there will be signage identifying it as a mobile Missouri Job Center as it is used for that function. The bus will be unveiled at the Missouri Job Center on Wednesday, December 11th and will travel to Cameron on Thursday, December 12th. Board and staff are encouraged to attend either event and celebrate with us; details are in the St. Joseph News Press article (click on the link).

https://www.newspressnow.com/news/local_news/mobile-job-center-coming-to-northwest-missouri/article_48faf6c4-15e1-11ea-a07f-2fee6e885527.html

6. Hostetler discussed Board business and industry member vacancies, noting that Clinton, Atchison, Holt, Worth, Linn, and Putnam business representatives have either resigned their Board seat or have been inactive for an extended period of time. Without representation from each of our county business and industry leaders, the Board has difficulty meeting quorum requirements established by the Federal regulations.

NW WDB Fiscal Manager, Jeanie Griffin, has reached out to each of the respective Presiding Commissioners to seek nominees; Hostetler also sought recruitment assistance from the Board. Hostetler will send information to the Board that includes the list of vacancies and requirements for membership.

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

Meeting was adjourned at 5:56 p.m.

Next Meeting – March 3, 2020; Location to be determined

Future meetings:

June 2, 2020

September 1, 2020

December 1, 2020

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
December 19, 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 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, Vice President for Business and Finance; Kristen Alley, Vice President for Student Affairs; Kristi Harris, Mitch Holder and Jennifer Triplett, administrative staff; Chris Flowers, classified staff; Janet Gott, representing Head Start; students Aaron Babcock, Cole Rorebeck, and Nick Shields; 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.

Dr. John Holcomb moved and Rob Maloney seconded the motion to approve the Minutes of the meeting of November 19 and the Minutes of the WDB meeting on December 3 as presented. Five votes were cast in favor and none opposed.

Dr. NiCole Neal joined the meeting at 5:33 p.m.

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

The Special Board Report led by eSports coach Chris Flowers included a PointPoint presentation and YouTube clip narrated by eSports participants Aaron Babcock, Cole Rorebeck, and Nick Shields.

Head Start Director Janet Gott talked about resubmission of their five-year grant, progress on their building construction, and student recruiting.

Dr. Tristan Londre' discussed recent community service projects by student groups and receipt of a good report from the HLC visits to NCMC's Maryville and North Belt sites.

Vice President Dr. Kristen Alley talked about additional community service projects. She also mentioned selections for the Governor's Student Leadership awards and the Family of the Year, and reviewed statistics relating to students' satisfactory academic progress.

President Lenny Klaver had a brief report: legislative items including Fiscal Note Requests, a dual credit meeting, successes on the basketball court, and the annual Christmas party.

Chris Hoffman moved and Diane Lowrey seconded the motion to renew the service contract with Network Technology Partners for one year at an annual cost of \$51,000. Six votes were cast in favor and none opposed.

Dr. NiCole Neal moved and Diane Lowrey seconded the motion to renew property/casualty/liability insurance through the Missouri United School Insurance Council (MUSIC) for the 2020 calendar year at a cost of \$169,247. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Chris Hoffman seconded the motion to accept the FY19 annual audit. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Dr. NiCole Neal seconded the motion to accept a bid from Brightspace on a five-year contract for a D2L (Desire 2 Learn) learning management system; the first year price is \$32,502 with a five-year total cost of \$158,284. Six votes were cast in favor with none opposed.

Diane Lowrey moved and Rob Maloney seconded the motion to approve salary adjustments for Sara Van Dyke and Brandon Gossett (both Residence Life Coordinator/Assistant Coaches) from \$35,500 to \$36,000, effective January 1, 2020. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. NiCole Neal seconded the motion to approve the employment of the following exempt adjunct instructors: Todd Miller (business department) and James Weaver (agriculture department). Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the employment of Cydney Moppin as a part-time exempt clinical/adjunct instructor at the current clinical rate. Six 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 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 6:29 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' and Tyson Otto, Vice Presidents, and Vicki Weaver, Board Secretary/Clerk.

Real estate and personnel 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 6:55 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, Tristan Londre' and Tyson Otto, Vice Presidents, and Vicki Weaver, Board Secretary/Clerk.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept the resignation of Craig Sager, Director of Marketing/Head Men's Golf Coach, effective January 13, 2020. 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
January 28, 2020

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, 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, Vice President for Business and Finance; Kristen Alley, Vice President for Student Affairs; Kristi Harris and Jennifer Triplett, administrative staff; Jack Green, Rustin Jumps, and Maryellen Harman, faculty; Sue Ewigman and Janet Gott, representing Head Start; students Calvin Basham, Cheyanne Blanchard, Katie Blanchard, Jacob Butler, Andy George, and Stetson Klise; 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. NiCole Neal moved and Diane Lowrey seconded the motion to approve the Minutes of the meeting of December 19 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 payment of the monthly bills for North Central Missouri College, Head Start, and WIOA as presented. Six votes were cast in favor and none opposed.

The Special Board Report was by NCMC Ag Club officers Calvin Basham, Cheyanne Blanchard, Katie Blanchard, Jacob Butler, Andy George, and Stetson Klise, each of whom discussed different aspects of the ag department, Barton Campus, and the Ag Club.

Head Start Director Sue Ewigman talked about the closeout of Head Start's fiscal year (January 31, 2020), spending down their funds, and various training exercises. Janet Gott mentioned makeup days, the building project, a staff vacancy, and the next Head Start federal grant.

Dr. Tristan Londre' told the Board that the TRiO renewal grant has been submitted and negotiations are underway for the purchase of nursing materials.

Vice President Dr. Kristen Alley's items were: Governor's Student Leadership Forum, Science Olympiad, Commencement, a special activity sponsored by the Student Senate, student worker usage, A+ Student of the Year, and student counseling.

President Lenny Klaver talked about Holiday Hoops, the Athletic Hall of Fame, a recent Presidents/Chancellors' meeting, the strategic plan, Voyage Fund dinner, digital media/marketing, Legislative Week at the Capitol, state funding, Wright Memorial Hospital Board meeting, declining area high school graduate numbers, and a visit to Barton Campus today by Governor Parsons and representatives of the USDA.

Chris Hoffman moved and Diane Lowrey seconded the motion to declare several Head Start IT items as surplus so they can be disposed of per Board Policy. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. NiCole Neal seconded the motion to accept the retirement of Gary Boyle, custodian, effective February 28, 2020. Six votes were cast in favor with none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept the resignation of Deanna Scroggie, Maryville nursing faculty, effective June 30, 2020. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Chris Hoffman seconded the motion to approve the employment of Nate Gamet as Interim Head Men's Golf Coach for the period of January 13 through June 30, 2020; his coaching stipend will be \$1,875. Six votes were cast in favor with none opposed.

Diane Lowrey moved and Dr. NiCole Neal seconded the motion to approve the employment of Jessica Standiford as an exempt adjunct instructor for massage therapy. Six votes were cast in favor with none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve salary/term adjustments for TRiO AMP staff members Carmen Austin (\$31,209 to \$34,250 and 12 to 11 months); Heather McCollum (\$37,547 to \$39,000 and 12 to 11 months); Stacey Russell (\$24,877 to \$27,000); John Wilbur (\$32,476 to \$37,000); and Tocarra Williams \$31,290 to \$35,250); all effective January 1, 2020. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve a restructured job description formerly known as *Dean of Extended Campus* to become *Associate Director of Admissions*. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve a revised job description formerly known as *Marketing Director* to become *Marketing Specialist*. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Chris Hoffman seconded the motion to approve a revised job description for *Sports Information and Marketing Coordinator/Assistant Coach*. Six votes were cast in favor with none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to approve the employment of Megan Ruffier as full-time cook for the GHHS Brookfield A Center. Six votes were cast in favor with 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 6:29 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.

Real estate and personnel matters, including the annual performance review for the College President, were discussed and no action was taken. Lenny Klaver left the meeting at 6:46 p.m. and returned at 7:04 p.m.

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 7:10 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 extend the employment contract of Dr. Lenny Klaver by one year, making it effective through June 30, 2024, with his salary to be set as a part of the budget process. All votes were cast in favor with none opposed.

There were brief discussions of board development activities, additional specialized agriculture programs, and an upcoming MCCA meeting that Don Dalrymple will be attending.

Diane Lowrey 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 7:25 p.m.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
February 25, 2020

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, 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, Vice President for Business and Finance; Kristen Alley, Vice President for Student Affairs; Kristi Harris and Jennifer Triplett, administrative staff; Maryellen Harman, faculty; Sue Ewigman and Janet Gott, representing Head Start; students Katie Blanchard, TJ Hudlemeyer, and Gregoor Moesker; grantwriter John Bennett; 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.

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

The Special Board Report was by NCMC Student Senate officers Katie Blanchard, TJ Hudlemeyer, and Gregoor Moesker; they had a Powerpoint presentation and discussed their activities at NCMC.

Head Start Director Janet Gott announced approval of their new five-year grant and progress on their new building (currently at the sheetrock stage) and Director Sue Ewigman talked about software training for Central Office staff, closeout of the just-finished five-year grant, and expenditure of construction grant funds.

Dr. Tristan Londre' told the Board of several recent meetings/conferences attended by NCMC staff (math instructors, Tammie Weibers, Lindsay Oram, and Janet Pultz), the Science Olympiad, Ag Contests, and Math Exploration Day.

Vice President Dr. Kristen Alley's items were the high school counselors' newsletter, Military Friendly school designation, recognition as a top nursing school, a new fellowship program, A+ Outstanding Students, a trip to Washington D.C. by Kimberly Meeker, and an A+ meeting.

President Lenny Klaver talked about visits with state legislators and a possible core funding increase for community colleges. He also reviewed proposals brought up during a recent strategic planning session: a new residence hall, student center, bookstore, and extracurricular student activities (livestock judging, music ensembles, cross-country, drama troupe, tennis, volleyball, etc.)

After a presentation by Dr. Tristan Londre' and John Bennett, Diane Lowrey moved and Dr. John Holcomb seconded the motion to endorse a grant proposal to be submitted to the Missouri Department of Elementary and Secondary Education, Adult Education Division, for the North Central Adult Education and Literacy program, and if approved serve as its fiscal agent. Six votes were cast in favor and none opposed.

As this was a first reading of Board policies 5.3.1.1.2 and 5.15.3.4.8, no action was requested.

Chris Hoffman moved and Diane Lowrey seconded the motion to accept a bid of \$31,487.24 from CDW-G for renewal of Fortinet network security device subscriptions and support. Six votes were cast in favor and none opposed.

After Sue Ewigman presented a short training module on Head Start Selection Criteria guidelines, Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the 2020-21 Child Selection Criteria for Preschool and Early Head Start for the GHHS program. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Dr. NiCole Neal seconded the motion to approve the cost increase for Blood Lead Testing from \$10 to \$14.95 for the GHHS program as presented. Six votes were cast in favor with none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve salary adjustments for 19 Head Start field staff related to the recent federal minimum wage increase to \$9.45/hour, all to be effective with the March 2020 payroll. Six votes were cast in favor with none opposed.

Dr. John Holcomb moved and Dr. NiCole Neal seconded the motion to award tenure to full-time faculty members Traci Norris, Jaime Pittman, and Lisa Schilling effective with their next full-time teaching contracts. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Dr. NiCole Neal seconded the motion to approve the transfer of Megan Pester from Director of Advising/Retention to Marketing Specialist, both full-time exempt AMP Group 5 positions, effective March 2, 2020 with no salary adjustment. Five votes were cast in favor with none opposed and one abstention.

Diane Lowrey moved and Dr. NiCole Neal seconded the motion to employ Shanell Mullins of Trenton as a non-exempt full-time classified staff custodian effective March 2, 2020; her salary will be set on the classified staff salary schedule at 1B-10 (\$10.75/hour). 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 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 6:50 p.m. in the President's Office, Frey Administrative Center. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey, Rob Maloney, and Dr. NiCole Neal. Also present were Lenny Klaver, President; Vice Presidents Tristan Londre and Tyson Otto; and Vicki Weaver, Board Secretary/Clerk.

The Board discussed legal, personnel and real estate items with no action 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 7:28 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.

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 7:29 p.m.

Northwest Workforce Development Board
Minutes of Board Meeting
March 3, 2020
St. Joseph Missouri Job Center, St. Joseph, MO

The Northwest Region Workforce Development Board (NW WDB) met in open session Tuesday, March 3, 2020 at the St. Joseph Job Center (2202 Frederick, St. Joseph, MO). NW WDB Chair Gregg Roberts called the meeting to order at 4:33 pm. A quorum was established with fourteen (14) Board members participating (8 private sector and 6 partner sector members); 11 Ex-officio (non-voting) members and guests; and three (3) WDB staff participating. Those participating included the following:

Board Members

Gregg Roberts	Lana Beavers	Nathan Johnson	Phil Larabee*	Bob Pippin*
Tina Gillespie	Juanita Assel	Andrea Dalrymple	Betty Wymore	Tom Lay
Rob Zirfas	Gary Clapp	Laura Ritterbush*	Cole Kiner	

Commissioners

None

Ex-officio (non-voting) Members and Guests

Robin Hammond, SJYA	Niki Butner, SJYA	Rita Wallinga, NWRCOG
Janice Spearman, Mo-Kan	Nicholas Hutchison, Mo-Kan	David Schulz, DWD
Becky Wiederholt, DWD	Kim Mildward, NWRCOG	Kristie Arthur, St. Joe Chamber
Tristan Londre, NCMC	Jackie Soptic, GHRPC	

*Participated via conference call

WDB Staff

Lisa Hostetler	Jeanie Griffin	Brent Stevens
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Open Session Business Meeting

Consent Agenda

NW WDB Chair, Gregg Roberts, directed Board members to minutes in the Board packet from several meetings/conference calls held since the December 3, 2019 full Board meeting.

Chair of the NW WDB Employer Engagement Committee, Dr. Gary Clapp, discussed Committee activities covered during the December 9, 2019 and January 15, 2020 conference calls. Clapp noted that those Committee calls have been productive and a list of employers in the 18-county region has been compiled; that information will assist the Committee with targeted marketing. The goal is to identify the regional businesses' needs and address how the workforce development system can assist them.

WDB Director, Lisa Hostetler, gave a brief report of the January 28, 2020 CLEO Coordinating Committee meeting; the business of that meeting was to have the Chief Local Elected Officials review and give approval of the newly-developed Memorandum of Understanding/Infrastructure Funding Agreements (MOU/IFAs).

The NW WDB Executive Committee met via conference call on January 30, 2020 for the same purpose; they reviewed then voted their approval of the MOU/IFAs as presented. The MOU/IFAs are a required attachment to the NW WDB PY2020 – PY2023 Local Plan.

As work began on the PY2020 – PY2023 Local Plan, input from the NW WDB Youth Advisory Committee was required. That Committee met via conference call on February 6, 2020. Committee Chair, Juanita Assel, reported that goals of the Youth Advisory Committee and the NW WDB WIOA Title I Youth Program service providers were established; the 14-Youth Elements chart was enhanced; the identification and evaluation of Youth service providers was discussed; and how year-round services to Youth are addressed in our region. These topics are part of the Local Plan – as such, our Youth Advisory Committee provided the required input and voted approval.

Minutes from the February 17, 2020 Executive and CLEO Coordinating Committee were reviewed by Roberts. The purpose of the meeting was to review the DRAFT NW WDB PY2020 – PY2023 Local Plan prior to posting it for the requisite 30-day comment period. A suggestion was made to include a paragraph to the plan that mentions partnerships with Missouri Western State University, Northwest Missouri State University, North Central Missouri College, and the vocational technical schools in our region.

The Local Plan submission process was discussed and WDB staff reported that the plan is due to Missouri Office of Workforce Development on March 16, 2020. The Local Plan is posted on the NW WDB website (www.nwwdb.org) under the “Public Notices” tab.

NW WDB Fiscal Manager, Jeanie Griffin, reviewed the WIOA expenditure chart for WIOA Title I Adult, Dislocated Worker, and Youth expenditures by subcontractor. The chart reflects expenditures by subcontractors through January 31, 2020. Griffin highlighted areas of expenditure rate concerns for two (2) of the NW WDB subcontractors. Green Hills Regional Planning Commission (RPC) has extremely low expenditure rates in the Dislocated Worker and Youth programs; NW Regional Council of Governments (RCOG) has low expenditures in the Adult, Dislocated Worker, and Youth programs. Griffin warned that the expenditure rates will affect our total region-wide expenditure rates and could jeopardize our funding.

Griffin also presented a contract performance report through January 31, 2020. Green Hills RPC has a very low number of Youth enrolled in the program and shows an agency-to-participant cost ratio of 89% funds expended to date for agency costs and only 11% to Youth services. NW RCOG is showing a higher than average agency-to-participant cost ratio for the Adult/Dislocated Worker and Youth programs.

Brent Stevens, NW WDB Program Operations Manager, presented a performance measures report through the first two (2) quarters of the current program year (July 1, 2019 through December 31, 2019). The performance measures each workforce board region are to meet include: employment rate second quarter after exit for the WIOA Adult, Dislocated Worker, Youth, and Wagner-Peyser program participants; employment rate fourth quarter after exit for the WIOA Adult, Dislocated Worker, Youth, and Wagner-Peyser program participants; credential rate for WIOA Adult, Dislocated Worker, and Youth program participants; and median earnings second quarter after exit for WIOA Adult, Dislocated Worker, and Wagner-Peyser program participants. Since the report shows

participant performance after they exit their program, Stevens explained that the individuals participating in our programs right now will show in our performance a year from now. That makes the low enrollments discussed earlier by Griffin important to monitor.

Board Chair Roberts stated he and WDB staff will meet with subcontractor executive directors and perhaps their board chair if we see that enrollments and performance are suffering. One subcontractor not meeting their contract performance has ramifications on the region as a whole.

Griffin explained a line item budget request document in the packet; she noted that the Office of Workforce Development requires budget modification at program close-out.

Motion was made by Cole Kiner, seconded by Betty Wymore to approve the minutes from the 12.03.19 full Board meeting; the 12.09.19 and 01.15.20 Employer Engagement Committee meeting minutes; the 01.28.20 CLEO Coordinating Committee meeting minutes; minutes from the 01.30.20 Executive Committee meeting; the 02.06.20 Youth Advisory Committee meeting minutes; minutes of the 02.17.20 CLEO and Executive Committee meeting; and the same motion to approve the expenditure, contract performance, and subcontractor program performance reports; and to approve a line item budget request. The motion passed by roll call vote with fourteen (14) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

WIOA-Mandated Business

1. Gregg Roberts presented a recommendation that Board member Dr. Gary Clapp be appointed to serve on the NW WDB Executive Committee to fill the seat vacated by former Board member Debb Trautloff.

A motion was made by Betty Wymore, seconded by Lana Beavers to appoint Dr. Gary Clapp to the NW WDB Executive Committee effective immediately. The motion passed by roll call vote with thirteen (13) 'yes' votes, zero (0) 'no' votes, and one (1) abstention (Gary Clapp).

2. NW WDB Employer Engagement Committee Chair, Gary Clapp, presented nomination of Erin Dennis, Vocational Rehabilitation, to serve on the Employer Engagement Committee.

A motion was made by Tina Gillespie, seconded by Betty Wymore to appoint Erin Dennis to serve on the Employer Engagement Committee effective immediately. The motion passed by roll call vote with fourteen (14) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

Updates and Other Program Business:

1. With no Commissioners present to provide an update, Kristie Arthur with the St. Joseph Chamber of Commerce discussed addressing workforce development needs and career exploration events such as Edge Factor and My Success Event.

2. NW WDB One-Stop Operator Kim Mildward provided a report of activities for the period November 20, 2019 through February 18, 2020, as well as the results of job-seeker and business customer satisfaction surveys. The report and survey results were included in the Board packet for members to review. Mildward provided an update on development of the regional Memorandum of

Understanding / Infrastructure Funding Agreement (MOU / IFA) and beginning work on the Job Center Certification process.

3. As a follow-up to the December 3, 2019 Board meeting discussion regarding vote to consider contract extensions to current subcontractors, Hostetler confirmed that the Board and CLEOs voted their agreement.

The process for contract extension consideration includes presenting the Board and CLEOs with program monitoring scores for each current subcontractor for WIOA Youth, Adult, and Dislocated Worker programs; evaluation of financial performance for each based on expenditures, agency-to-participant cost ratios, proposed cost per service level vs. actual cost per service level; Program Director performance based on the duties in that job description (including personnel management, leadership, and Job Center performance); contract performance scores based on attainment of proposed vs. actual customers served; as well as One-Stop Operator scores based on the duties in that contract.

WDB staff will prepare the scores and evaluations then present to the Board and CLEOs for their consideration and vote. That will occur in June, 2020 for a July 1, 2020 contract start date.

4. The NW WDB Strategic Priorities chart was reviewed; those strategies and actions with movement and progress were discussed by Hostetler. Among the actions to update under the FUNDING AND DELIVERY category are: review of virtual job center options; the pop-up job center and services through a grant by NW RCOG; and the Mobile job center currently serving the Andrew, Buchanan, Clinton and DeKalb counties. Updates under the OPERATIONS category are: producing outreach material for the general public regarding available workforce development programs and opportunities; identifying speaking engagements to share workforce development news and information; identifying and engaging business and industry for education purposes; and convening employers to identify future needs in targeted industries. Under the PERFORMANCE category, including a regional performance dashboard on the NW WDB website was discussed. Hostetler shared a new “report card” produced by Office of Workforce Development that may be the format we can adopt for our regional report on the WDB website.

The updated chart will be provided to the Board at the June meeting.

5. St. Joseph Job Center Program Director, Janice Spearman, gave the Board a report of mobile Job Center activities. She reported that the bus will travel to outlying counties each month in order to provide services to customers with transportation barriers. The next date and location for the bus is Tuesday, March 24, 2020 from 10:00 am – 3:00 pm in the Gambino’s Pizza parking lot in Lathrop, MO. Additional sites will be selected for rural areas of Andrew, Buchanan, Clinton, and DeKalb Counties. Board members suggested taking the mobile Job Center to area high school parking lots to catch the younger population and provide services to them there.

6. Since completion of the MOU/IFA and Local Plan projects, the next regional assignment is certification of the Job Centers. Guidance from the Office of Workforce Development (OWD) and the certification tasks and timeline were discussed by Board members. The first step in the process is to identify Certification Review Team members. OWD prescribed the composition of each Certification Review Team; Hostetler noted that she and Chair Roberts will review the team composition and approach individuals willing to assume the certification review tasks. In the meantime, Board member Cole Kiner (TANF/FSD) has agreed to serve; we will need at least one (1) more local Board member, two (2) more may be better

The Certification of Chillicothe, St. Joseph, Maryville and Trenton Job Centers must be completed by June 30, 2020.

7. Hostetler discussed Board business and industry member vacancies, noting that the Atchison County seat was recently filled by Mr. Nathan Johnson. That leaves Clinton, Atchison, Holt, Worth, Linn, and Putnam business representative vacancies on the Board. Using Missouri Economic Research and Information Center (MERIC) data, Hostetler sent a spreadsheet with businesses listed to each County Commissioner where we have a vacancy; the spreadsheet should help us identify potential members. The vacancies have occurred either through Board member resignation or inactivity for an extended period of time. Without representation from each of our county business and industry leaders, the Board has difficulty meeting quorum requirements established by the Federal regulations.

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

Meeting was adjourned at 6:04 p.m.

Next Meeting – June 2, 2020; Location to be determined

Future meetings:

September 1, 2020

December 1, 2020

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
March 24, 2020

The regular meeting of the Board of Trustees, North Central Missouri College, was called to order in the Sugg Room, Ketcham Community 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, Rob Maloney, and Dr. NiCole Neal. Also present were Lenny Klaver, President; Kristi Harris, administrative staff/substitute Board Clerk; and Jennifer Thies, representing the news media.

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

Chris Hoffman moved and Dr. John Holcomb seconded the motion to approve the Minutes of the NCMC meeting of February 25 and the Minutes of the WIB meeting of March 3 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.

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

President Lenny Klaver presented reports for all entities:

Head Start - All centers have been closed through March 27 in the nine-county area due to COVID-19 but all employees will continue to receive wages/benefits; all scheduled training has been cancelled or postponed; finalization is underway for HS's previous five-year grant; and progress continues on their new building in Trenton.

Vice President Academic Affairs - the transition from on-ground to online instruction has gone smoothly; there was strong interest in the new Therapeutic Massage course and the College will continue to work on development of a full program; and the annual HLC institutional update/SARA Distance Education Authorizations have been completed.

Vice President Student Services - A+ Counselors and dual credit counselors meetings have been held; the scheduled VA Audit was cancelled; FAFSA numbers are up; residence hall checkouts are going smoothly; and Commencement has been cancelled but plans are underway for a virtual Commencement/other graduate recognitions instead.

President - reported on past activities (Regional Superintendents' meeting, Pirates Ball, CBHE and MCCA meetings); Pandemic Response; and NJCAA cancellations. Upon Board approval of the *Pandemic Response Policy* at this meeting, *beginning Thursday, March 26 the NCMC campus will be locked down until April 13. Online*

instruction/services will operate remotely and employees are to work from home

with the exception of those units whose operations can only be conducted via on-site presence. Employees with questions are encouraged to speak to their supervisor. All full-time and permanent part-time employees will be paid as per normal conditions. When filling out timecards and leave forms, employees should continue to list Fridays as holiday time. An announcement regarding reopening or extending the lockdown will be made on Thursday, April 9. Student Services personnel will monitor and respond to switchboard call messages in as timely a manner as possible. Inquiries to offices, faculty, and staff are encouraged to be communicated via email.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve new Board policies 5.3.1.1.2 and 5.15.3.4.8 as presented. See attached. Six votes were cast in favor with none opposed.

Chris Hoffman moved and Dr. NiCole Neal seconded the motion to accept the only bid received, \$74,969.11 from S & N Partners of Chillicothe, MO, for a John Deere 1785 6/11 row planter with precision technology; funds for this purchase will come through the 2019-20 MO Excels Grant. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Diane Lowrey seconded the motion to approve a four-day work week from March 23, 2020 through April 3, 2020 to comply with precautionary measures related to COVID-19; campuses and all offices will be open with regular hours of 8 a.m. through 4:30 p.m. Monday through Thursday. Rob Maloney moved and Diane Lowrey seconded the motion to amend the motion to read "through the end of the spring semester 2020." All votes were cast in favor and none opposed on the amendment. All votes were then cast in favor and none opposed on the amended motion.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve a four-day work week from May 11, 2020 through August 7, 2020; casual attire is permissible during this period. Six votes were cast in favor with none opposed.

Dr. John Holcomb moved and Chris Hoffman seconded the motion to set tuition/fees for FY21 as proposed. Six votes were cast in favor with none opposed.

Chris Hoffman moved and Dr. John Holcomb seconded the motion to set room/board fees for FY21 as proposed. Six votes were cast in favor with none opposed.

Chris Hoffman moved and Dr. NiCole Neal seconded the motion to approve (retroactively) the temporary closures of all GHHS Centers for the period of March 18, 2020 through March 27, 2020 with re-evaluation of the closures on March 27. Six votes were cast in favor with none opposed.

Chris Hoffman moved and Dr. NiCole Neal seconded the motion to approve the Head Start Policy Council Bylaws for 2020-21 as presented. Six votes were cast in favor

with none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to accept the retirement of full-time faculty member Missie Cotton effective at the end of her current contract. Six votes were cast in favor with none opposed.

Rob Maloney moved and Diane Lowrey seconded the motion to award emeritus status to Missie Cotton upon her retirement; according to terms of Board Policy 5.14.8.2.1 she will be named Professor Emerita. Six votes were cast in favor and none opposed.

Diane Lowrey moved and Dr. John Holcomb seconded the motion to accept the resignation of Melissa Spencer, Academic Advisor/Recruiter, effective March 27, 2020. Six votes were cast in favor with none opposed.

Dr. John Holcomb moved and Diane Lowrey seconded the motion to approve the transfer of Nicole Shell from Student Services Coordinator to Academic Advisor effective March 25, 2020; this is a full-time, non-exempt AMP position with the salary set at \$25,000 annually. Six votes were cast in favor with none opposed.

Diane Lowrey moved and Chris Hoffman seconded the motion to approve the transfer of Jenna Stevens from Nursing and Health Sciences Administrative Specialist to Director of Advising and Retention effective March 30, 2020; this is a full-time exempt AMP position set in AMP Group 5 (\$40,000 annually). Six votes were cast in favor with none opposed.

Rob Maloney moved and Dr. NiCole Neal seconded the motion to approve the re-employment of the list of full-time faculty as presented for the 2020-21 year, pending any staffing reductions related to loss of state/federal revenue, with all salaries to be set at a later date. Six votes were cast in favor with none opposed.

Diane Lowrey moved and Chris Hoffman seconded the motion to approve the employment of Jaylon Sybert as an exempt adjunct instructor for food/beverage management courses and curriculum development. Six votes were cast in favor with none opposed.

Diane Lowrey moved and Rob Maloney seconded the motion to approve the employment of Rocel Wright, Cashier, as interim Dance Wave Coach effective March 30, 2020 until June 30, 2020 or until a permanent coach is hired; additional hours beyond her regular 37.5 workweek as Cashier will be paid at her current hourly rate (not to exceed 2.5 additional hours per week). Six votes were cast in favor with none opposed.

Dr. John Holcomb moved and Dr. NiCole Neal seconded the motion to approve the changed position title and job description for the full-time non-exempt Administrative Assistant position at the NBC to Extended Campus Specialist. Six votes were cast in favor with none opposed.

Rob Maloney moved and Dr. John Holcomb seconded the motion to add a new full-time faculty position in Behavior Health Support effective for the fall term 2020; this is not a new expense as the full-time faculty position held by Missie Cotton (Business

Technology) will not be refilled at this time. Six votes were cast in favor with none opposed.

Rob Maloney moved and Dr. John Holcomb seconded the motion to temporarily waive Board Policy 2.10, *Amendment of the Rules*, in order to take immediate action on a proposed Board Policy regarding Pandemic Response. Six votes were cast in favor with none opposed.

After extensive discussion led by College President Lenny Klaver, Chris Hoffman moved and Dr. John Holcomb seconded the motion to approve a new Board Policy, Pandemic Response as amended, effective immediately. See attached. Six votes were cast in favor with 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, aye; and Neal, aye.

President Don Dalrymple called the Executive Session to order at 6:20 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 Kristi Harris, administrative staff/substitute Board Clerk.

The Board discussed real estate items with no action 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 6:23 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 Kristi Harris, administrative staff/substitute Board Clerk.

Dr. John Holcomb moved and Dr. NiCole Neal 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 6:24 p.m.

New section 5.3.1.1.2: The College shall maintain procedures for determining and verifying appropriate faculty credentials, in compliance with Higher Learning Commission guidelines.

New section 5.15.3.4.8: The College shall maintain procedures for assuring that the instructional calendar includes sufficient minutes of instructional time for assignment of credit hours in compliance with definitions, guidelines, and policies concerning credits, program length, and tuition established by the Higher Learning Commission, the Missouri Coordinating Board of Higher Education, and the United States Department of Education.

New section: Pandemic Response (*policy numbering to be assigned*)

1. Ten days (75 hours) of paid emergency leave to be made available for current, full-time employees in the case of an employee who is unable to work due to the need to care for a minor and/or qualifying child if the child's school or care facility has been closed or is unavailable due to a pandemic. This leave would be made available immediately, and would be used in conjunction with existing federal leave, or personal/vacation/sick leave provided by the college. (Note: New federal legislation provides for some additional leave, but that law does not go into effect until April 2, 2020) Policy 5.14.6. Leaves does not provide for leave such as this.

2. The sudden and unexpected nature of the pandemic can create significant economic uncertainty. When the campus is on lock-down and operations continue as usual but remotely, noting the exception of units whose operations can only be conducted via on-site employee presence, full-time and permanent part-time employees will be paid as usual. Other part-time employees will not be paid as their work is not needed during a pandemic lock-down. This measure will provide stability for full-time and part-time employees when the college closes or operates in an alternative manner (such a pandemic or natural disaster such as a tornado or earthquake) for an extended period of time. Policy 5.2 Employees does not address this.

3. Explicit authority granted to the president to close the campus if needed as a result of an emergency (pandemics would qualify). Current policy (5.14.6.3 Holiday Leave, and 3.19 Inclement Weather Policy) only identifies the president's authority to close the campus to holidays and/or weather conditions. This could be added under Policy 3.20.2 as 3.20.2.4 with the current 3.20.2.4 stating All federal and state occupational and safety laws will take precedence should an illness or disease be exposed or have the potential to be exposed on any of NCMC's buildings or properties re-numbered to 3.20.2.5

4. Authority to assign employees to work from home in order to limit the number of individuals on campus but continue college operations. There is no provision in existing policies for employees to work from home, yet public health objectives include limiting the number of people working in close proximity to others. (Nearly all colleges, universities, and state offices have such policies – this can be added to 3.20.2 Control Measures for Spread of Illness and Disease Contamination.

5. Authority, not to exceed 45 days without express board reauthorization, to enact other student or personnel policies necessary to meet public health objectives as a result of the pandemic. Any and all emergency policies enacted as a result of this measure shall be reported to the Board of Trustees as soon as possible, and shall remain in effect no longer than 45 days without express board action.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
April 28, 2020

The regular meeting of the Board of Trustees, North Central Missouri College, was called to order in the lower level of the Alexander Student 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, Rob Maloney, and Dr. NiCole Neal. Also present were Lenny Klaver, President; Vicki Weaver, Board Secretary/Clerk; 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.

Board Secretary/Clerk Vicki Weaver administered the Oath of Office to Dr. John Holcomb and Dr. NiCole Neal and they re-assumed their seats on the Board.

Dr. John Holcomb moved and Chris Hoffman seconded the motion to nominate Diane Lowrey as president of the Board of Trustees. There being no other nominations, five votes were cast in favor and none opposed (Diane Lowrey abstained) to name Diane Lowrey as president by acclamation. Lowrey immediately assumed her role as president, thanking past president Don Dalrymple for his exemplary service during the past two years.

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

Chris Hoffman moved and Dr. John Holcomb seconded the motion to name Vicki Weaver as Secretary/Clerk of the Board of Trustees. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to name Tyson Otto as Treasurer of the Board of Trustees. Six votes were cast in favor and none opposed.

Chris Hoffman moved and Don Dalrymple seconded the motion to approve the Minutes of the NCMC meeting of March 24 as presented. Six votes were cast in favor and none opposed.

Rob Maloney moved and Don Dalrymple seconded the motion to approve the Treasurer's Reports for North Central Missouri College, Head Start, and WIOA as presented, noting a state withhold of funds due in part to the coronavirus pandemic. Six votes were cast in favor and none opposed.

Dr. John Holcomb moved and Rob Maloney seconded the motion to approve payment of the monthly bills for North Central Missouri College, Head Start, and WIOA as

presented. Six votes were cast in favor and none opposed.

President Lenny Klaver presented his report: the residence hall project, weekly conference calls regarding the coronavirus pandemic, other Zoom conference calls, online course delivery for the spring semester, finalization on several real estate parcel purchases, an initiative with other community colleges for a bachelor's degree in respiratory therapy, virtual Commencement, athletic eligibilities, the state withholding, and the CARES Act grant.

Written reports were submitted on behalf of the Vice President of Academic Affairs, Dean of Instruction, I.T., Vice President of Student Affairs, Financial Aid, Registrar's Office, Advising, Testing, Housing, Admissions, Student Activities, Athletics, and Marketing.

Chris Hoffman moved and Don Dalrymple seconded the motion to renew NCMC's employee health insurance for the 2020-21 year with Blue Cross Blue Shield of Kansas City at the rates as presented; the College will continue to cover 100% of the monthly premium costs for employee coverage and increase its monthly contribution to each employee's health savings account from \$50/month to \$60/month. Six votes were cast in favor with none opposed.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to accept the low bid for modernization of the Geyer Hall elevator from MEI Total Elevator Solutions of Kansas City, Kansas at a cost of \$93,548; funds for the purchase will come from the physical plant budget and the Hoover Building Fund. Five votes were cast in favor and none opposed (one trustee temporarily left the room and did not vote).

Dr. John Holcomb moved and Chris Hoffman seconded the motion to declare one HP EliteDesk Microtower computer with accessories as surplus property so it can be disposed of according to Board policy. Six votes were cast in favor and none opposed.

Don Dalrymple moved and Dr. NiCole Neal seconded the motion to approve a request to conduct an NASFAA Standards of Excellence program review at a cost of \$30,000; the tentative date is October 2020. Six votes were cast in favor with none opposed.

Chris Hoffman moved and Dr. John Holcomb seconded the motion to set a special meeting for Thursday, May 21 at 5:30 p.m. with the NCMC Foundation Board of Directors. Six votes were cast in favor with none opposed.

Don Dalrymple moved and Dr. NiCole Neal seconded the motion to approve a Supplemental Application for COLA and Quality Improvement funds for Green Hills Head Start's 2020-21 year; a short training module regarding the grant application was included in the Board's written materials. Six votes were cast in favor with none opposed.

Dr. John Holcomb moved and Chris Hoffman seconded the motion to employ Andrea Schuelke of Bedford, Iowa as full-time exempt nursing instructor effective August 12, 2020; her placement on the nursing salary schedule will be B-0 (\$43,864). Six votes were cast in favor with none opposed.

Don Dalrymple moved and Rob Maloney seconded the motion to approve the employment of Christopher Mengel of Trenton as Student Services Coordinator effective May 11, 2020; this is a full-time, non-exempt classified staff position with his placement on the classified staff salary schedule at 3B-2 (\$11.10/hour). Six votes were cast in favor with none opposed.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to approve the employment of Barry Boulware as an exempt adjunct instructor in the religion and humanities departments. Six votes were cast in favor with none opposed.

Chris Hoffman moved and Don Dalrymple seconded the motion to approve the employment of Stephanie Parman and Andrea Schuelke as part-time exempt clinical/adjunct instructors in the nursing department at the current clinical rate. Six votes were cast in favor with none opposed.

Dr. John Holcomb moved and Dr. NiCole Neal seconded the motion to approve the revised job description for the Board Secretary/Clerk, effective immediately. Six votes were cast in favor with none opposed.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to accept the resignation of Kelsi Duff, GHHS Brookfield A teacher aide, effective March 12, 2020; the resignation of Cassandra Shouse, GHHS Brookfield A teacher aide, effective March 7, 2020; the employment of Kayla Henry as GHHS Brookfield Center teacher aide, effective March 19, 2020; and the employment of Shelby Ownes as GHHS Brookfield Center teacher aide, effective March 18, 2020. Six votes were cast in favor and none opposed.

An Executive Session was not needed and was not held.

Don Dalrymple moved and Dr. NiCole Neal seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were cast in favor and none opposed. President Lowrey declared the meeting adjourned at 6:34 p.m.

MINUTES OF THE SPECIAL MEETING OF THE

BOARD OF TRUSTEES

NORTH CENTRAL MISSOURI COLLEGE

May 8, 2020

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Diane Lowrey at 12:06 p.m. in the Cross Hall Coffee Shop. The roll call showed the following members present: Don Dalrymple, Chris Hoffman, Dr. John Holcomb, Diane Lowrey and Rob Maloney. Dr. NiCole Neal were absent. Also present were Dr. Lenny Klaver, College President and Vicki Weaver, Board Secretary/Clerk.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the expenditure of \$45,876 for Phase 1 (architect, survey, and preliminary design fees) for the new residence hall project. Five votes were cast in favor and none opposed.

Don Dalrymple moved and Rob Maloney seconded the motion to approve the GHHS Summer Program supplement application as presented; a short training module regarding the grant application was included in the Board's materials. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Don Dalrymple seconded the motion to adjourn the special meeting of the Board of Trustees. Five votes were cast in favor and none opposed. President Lowrey declared the meeting adjourned at 12:11 p.m.

MINUTES OF THE SPECIAL MEETING OF THE

BOARD OF TRUSTEES

NORTH CENTRAL MISSOURI COLLEGE

May 21, 2020

The special meeting of the Board of Trustees, North Central Missouri College, was called to order by President Diane Lowrey at 5:31 p.m. in the Sugg Room, Ketcham Community Center. The roll call showed the following members present: Don Dalrymple (by phone), Chris Hoffman, Dr. John Holcomb, Diane Lowrey and Dr. NiCole Neal (by phone). Rob Maloney was absent. Also present were Dr. Lenny Klaver, College President; Vicki Weaver, Board Secretary/Clerk; Alicia Endicott, administrative staff; Tricia Key, classified staff; Foundation Board of Directors member Allen Seidel, Treasurer Cara Farmer, and the following members by phone: Beth Boxley, Seth Cox, Cathy Bailey, Chad Boyd, Eric Hauck, Glenda Homedale, Harry Bratton, and Phil Hamilton.

The Foundation conducted business for their quarterly meeting including approval of the continuance of funding for NCMC's digital program. NCMC President Lenny Klaver gave an update on the state of the college, focusing the effects of the COVID pandemic on classes, work schedules, Commencement, and state funding.

Dr. John Holcomb moved and Chris Hoffman seconded the motion to adjourn the special meeting of the Board of Trustees. Five votes were cast in favor and none opposed. President Lowrey declared the meeting adjourned at 6:32 p.m.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
May 26, 2020

The regular meeting of the Board of Trustees, North Central Missouri College, was called to order in the Sugg Room, Ketcham Community Center by President Diane Lowrey at 5:30 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; Dr. Kristen Alley, Dr. Tristan Londre, and Tyson Otto, Vice Presidents; Kristi Harris and Jennifer Triplett, administrative staff; and Ronda Lickteig and Jennifer Thies, representing the news media.

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

Chris Hoffman moved and Dr. John Holcomb seconded the motion to approve the Minutes of the NCMC meetings of April 28 and May 8 and 21 as presented. Six votes were cast in favor and none opposed.

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

New employee Christopher Mengel introduced himself to the Board and was welcomed.

Vice President for Academic Affairs Dr. Tristan Londre' reported that next week is finals week for the intersession. BrightSpace training and its soft-launch has gone well. Several new educational programs are ready to start in the fall with more in the development stage.

Vice President for Student Affairs Dr. Kristen Alley talked about this year's virtual Commencement and had two related TikTok videos. She also discussed academic progress/financial aid suspension reports; the far-reaching effects of COVID-19 on NCMC and its students; the college's partnership with psychological service providers; OAR sessions and campus tours; Dance Wave recruiting; and Captain Patch tryouts.

President Lenny Klaver presented his report: he also discussed the effects of COVID-19 on the College, including athletics and the Ketcham Community Center. Other items were state funding and the Governor's announcement about withholdings; summer classes; the fall term (expected to be business-as-usual); and enrollment.

Chris Hoffman moved and Dr. John Holcomb seconded the motion to accept a bid of \$45,000 from Wyatt Heating & Cooling of Trenton for eight HVAC units (Frey, Ritze, maintenance shed, and two each for Ellsworth and Selby Halls); funds will come from existing budgets in physical plant and Ellsworth and Selby Halls. Six votes were cast in favor with none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to accept a bid of \$88,582.24 from CDW-G of Vernon Hills, IL for computer equipment and licenses; funds will come from the existing computer operations budget (capital outlay). Six votes were cast in favor and none opposed.

Rob Maloney moved and Chris Hoffman seconded the motion to employ Keri Johnson of Bethany as Nursing and Health Sciences Administrative Specialist effective June 1, 2020; this is a full-time non-exempt classified staff position with the salary set at 5A-5 (\$13.40/hour) on the classified staff salary schedule. Six votes were cast in favor with none opposed.

Dr. John Holcomb moved and Dr. NiCole Neal seconded the motion to approve the employment of Deannie Scroggie as an exempt adjunct instructor in the nursing department. Six votes were cast in favor with none opposed.

Chris Hoffman moved and Don Dalrymple seconded the motion to approve revised job descriptions for the Director of Accounts Payable and the Director of Student Accounts effective July 1, 2020; included are significant changes in job responsibilities as well as position reclassifications from *classified staff non-exempt* to *Administrative/Management/Professional Staff exempt*. Six votes were cast in favor with none opposed.

Don Dalrymple moved and Chris Hoffman seconded the motion to accept the resignation of Melissa Newman, GHHS Teacher/FSA at the Bethany center, effective July 31, 2020. Six votes were cast in favor and none opposed.

Don Dalrymple 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 Diane Lowrey called the Executive Session to order at 6:04 p.m. in the Sugg Room, Ketcham Community 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; Vicki Weaver, Board Clerk; and Vice Presidents Tristan Londre' and Tyson Otto.

The Board discussed personnel items with no action taken.

Dr. NiCole Neal moved and Don Dalrymple 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 Lowrey called the regular session to order in the Sugg Room, Ketcham Community Center, at 6:42 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 Clerk; and Vice Presidents Tristan Londre' and Tyson Otto.

A trustee asked when some recently-acquired properties would be demolished, and Tyson Otto stated that he has a funding plan for this activity.

Don Dalrymple moved and Dr. John Holcomb seconded the motion to adjourn the regular meeting of the Board of Trustees. Six votes were cast in favor and none opposed. President Lowrey declared the meeting adjourned at 6:44 p.m.

Northwest Workforce Development Board
Minutes of Board Meeting
June 2, 2020
Virtually via GoToMeeting

The Northwest Region Workforce Development Board (NW WDB) met in open session virtually on Tuesday, June 2, 2020. NW WDB Chair Gregg Roberts called the meeting to order at 4:31 pm. A quorum was established with twelve (12) Board members participating (8 private sector and 4 partner sector members); 13 Ex-officio (non-voting) members and guests; and three (3) WDB staff participating. Those participating included the following:

Board Members

Anne Long	Gregg Roberts	Lana Beavers	Phil Larabee	Julia Birkeness
Scott May	Tina Gillespie	Juanita Assel	Betty Wymore	Rob Zirfas
Gary Clapp	Cole Kiner			

Commissioners

None

Ex-officio (non-voting) Members and Guests

Robin Hammond, SJYA	Niki Butner, SJYA	Jerri Dearmont, NWRCOG
Janice Spearman, Mo-Kan	David Scholz, DWD	Rita Wallinga, NWRCOG
Becky Wiederholt, DWD	Cathy Scott, GHRPC	Kim Mildward, NWRCOG
Randy Railsback, GHRPC	Jackie Soptic, GHRPC	Kristie Arthur, St. Joe Chamber
Tristan Londre, NCMC		

WDB Staff

Lisa Hostetler	Jeanie Griffin	Brent Stevens
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Open Session Business Meeting

Consent Agenda

NW WDB Chair, Gregg Roberts, directed Board members to the consent agenda items, which included minutes of the 03.03.20 NW WDB meeting; expenditure and contract performance reports; subcontractor fiscal and program monitoring and audit reports; a budget amendment; and funds transfer request.

After considerable discussion around each of those items, motion was made by Cole Kiner, seconded by Gary Clapp to approve the consent agenda items as presented. The motion passed by roll call vote with twelve (12) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions

WIOA-Mandated Business

1. NW WDB Director Lisa Hostetler, and NW WDB Fiscal Manager Jeanie Griffin, presented the Program Year 2020 / Fiscal Year 2021 (PY20/FY21) WIOA Title I allocations and funds available to contract. Hostetler presented the allocations spreadsheet for all of the Workforce Development Board regions in Missouri, noting that most regions experienced a reduction in WIOA Title I funds. For the NW region, a cut of \$47,990 in adult program funds, a \$31,371 gain in the dislocated worker program funds, and a \$51,882 cut in the youth program funds was reported. The total change between PY2019 and PY2020 is \$68,501 reduction in regional funding for the program year beginning July 1, 2020.

Griffin presented the funds available to contract (funds for service delivery to customers in the northwest region).

A motion was made by Betty Wymore, seconded by Gary Clapp to approve the allocation and funds available to contract documents. The motion passed by roll call vote with eleven (11) 'yes' votes, zero (0) 'no' votes, and one (1) abstention (Cole Kiner).

2. The PY20 NW WDB / NCMC administrative budget was presented by Hostetler, who noted that a deficit is reflected on the document but will be adjusted when the NW WDB receives allocations for the TANF SkillUP and Jobs League programs. Those figures were not available at the time of presentation to the Board. Hostetler noted a revised administrative budget will be presented when finalized.

A motion was made by Lana Beavers, seconded by Phil Larabee to approve the PY20 administrative budget as presented. The motion passed by roll call vote with twelve (12) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

3. The WIOA Title I contracts for service provision will expire June 30, 2020. WDB staff presented the WIOA Title I contract extension consideration documents to Board members (by program). The process for contract extension consideration includes program monitoring scores for each current subcontractor for WIOA Youth, Adult, and Dislocated Worker programs; evaluation of financial performance for each based on expenditures, agency-to-participant cost ratios, proposed cost per service level vs. actual cost per service level; Program Director performance based on the duties in that job description (including personnel management, leadership, and Job Center performance); contract performance scores based on attainment of proposed vs. actual customers served; as well as One-Stop Operator scores based on the duties in that contract.

a. The current WIOA Title I Adult/Dislocated Worker service providers are Northwest Regional Council of Governments (RCOG), Mo-Kan Regional Council (Mo-Kan), and Green Hills Regional Planning Commission (GHRPC). Board members reviewed and discussed each organization's performance. After discussion,

A motion was made by Gary Clapp, seconded by Tina Gillespie to renew WIOA Title I Adult/DW contracts for the period July 1, 2020 through June 30, 2021 for RCOG, Mo-Kan, and GHRPC. The motion passed by roll call vote with twelve (12) 'yes' votes, zero (0) 'no' votes, zero (0) abstentions.

b. The current WIOA Title I Youth service providers are Northwest Regional Council of Governments (RCOG), St. Joseph Youth Alliance (SJYA), and Green Hills Regional Planning Commission (GHRPC). Board members reviewed and discussed each organization's fiscal, program and contract performance. After discussion,

A motion was made by Rob Zirfas, seconded by Anne Long to renew WIOA Title I Youth contracts for the period July 1, 2020 through June 30, 2021 for RCOG, SJYA, and GHRPC. The motion passed by roll call vote with eleven (11) 'yes' votes, zero (0) 'no' votes, and one (1) abstention (Gregg Roberts).

c. The current WIOA Title I One-Stop Operator is Northwest Regional Council of Governments (RCOG). Board members reviewed and discussed the RCOG One-Stop Operator Contract performance based on the job description and duties. After discussion,

A motion was made by Betty Wymore, seconded by Julia Birkeness to renew WIOA Title I One-Stop Operator contract for the period July 1, 2020 through June 30, 2021 for RCOG. The motion passed by roll call vote with twelve (12) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

4. The NW WDB Individual Training Account (ITA) policy was reviewed. NW WDB Program Operations Manager, Brent Stevens, stated that further definition of the term "two years" was necessary to clarify the maximum training time limitation. Verbiage was added to indicate, "The board defines two years of training as: twenty-four (24) months from the first date a participant attends training funded through an ITA".

A motion was made by Gary Clapp, seconded by Tina Gillespie to approve the revision as presented. The motion passed by roll call vote with twelve (12) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

Board member Scott May excused himself from the meeting at 6:05 p.m.; a quorum was maintained with seven (7) private sector members and four (4) public sector members participating.

Updates and Other Program Business:

1. With no Commissioners present to provide an update, Kristie Arthur with the St. Joseph Chamber of Commerce discussed Buchanan County relief programs and grant opportunities for certain business expenses; a St. Joseph Strong initiative; and workforce webinars of various topics.

2. NW WDB One-Stop Operator Kim Mildward provided a report of activities for the period February 18 through May 19, 2020, as well as a link to results of job-seeker and business customer satisfaction surveys. The report and survey result links were included in the Board packet for members to review. Mildward also provided an update on finalization of the regional Memorandum of Understanding / Infrastructure Funding Agreement (MOU / IFA).

3. A discussion of the WIOA Youth agency-to-participant cost ratio was held; Hostetler noted that the Missouri Office of Workforce Development (OWD) has not mandated a specific ratio that Boards are held to for WIOA Title I Youth expenses. OWD does establish a cost ratio for the WIOA Adult and Dislocated Worker programs (no more than 60% of funds may be spent on agency costs and no less than 40% of funds will be spent on services to adults/dislocated workers). The Board discussed what was a reasonable ratio for the Youth program. Workforce Development Board staff suggested that a maximum of 70% of WIOA Title I Youth funds for agencies and no less than 30% funds for youth is reasonable, with the hope that the subcontractors can achieve closer to a 60%.40% ratio.

A motion was made by Phil Larabee, seconded by Rob Zirfas to establish an agency to participant cost ratio for the WIOA Youth program at no more than 70% of funds for agency costs. The motion passed by roll call vote with ten (10) 'yes' votes, zero (0) 'no' votes, and one (1) abstention (Gregg Roberts).

4. The NW WDB will negotiate WIOA performance measure attainment of goals with the Missouri Office of Workforce Develop in the coming months. Stevens reported that the federal Department of Labor begins their negotiation at the state level; the state then negotiates with the Workforce Development Board regions. More information will be shared as the negotiation process begins.

5. Hostetler provided an update on the NW WDB PY2020 – PY2023 Local Plan; the plan was reviewed and approved by Board members prior to the original submission date of March 16, 2020. On May 15, 2020 Office of Workforce Development sent their review of our plan and requested minor revisions, primarily policy updates that will be presented to the Board in September.

6. In the midst of COVID-19, Job Centers across the state have been closed to the public and the majority of Job Center staff are working from home. The OWD has established a “Job Center Re-Open Plan”, which includes conducting evaluation of the Centers to determine the extent of modifications needed to meet CDC guidelines. The actual work to modify the Centers will likely occur in July. Hostetler recommends that all the Job Centers in the NW region (St. Joseph, Maryville, Trenton and Chillicothe), follow the re-open protocol established by OWD. The aforementioned plan, an Infectious Disease Preparedness Plan, and the Missouri ReturnStrong initiative documents are attached to the email with these minutes.

7. COVID-19 has also impacted the certification of Job Centers. The deadline to have all our regional Job Centers certified has been extended to September, 2020; a new timeline for task completion was presented. Board members Cole Kiner (TANF/FSD) and Betty Wymore (AEL) have agreed to serve as certification review team members. Hostetler will work with Kiner and Wymore to begin the process.

As informational updates, no action was required nor taken on the above (with the exception of C.3).

Meeting was adjourned at 6:38 p.m.

Next Meeting – September 1, 2020; Location to be determined

Future meetings:
December 1, 2020
March 2, 2021
June 1, 2021
September 7, 2021

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
NORTH CENTRAL MISSOURI COLLEGE
June 23, 2020

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 Diane Lowrey 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; Dr. Kristen Alley, Dr. Tristan Londre, and Tyson Otto, Vice Presidents; Kristi Harris and Jennifer Triplett, administrative staff; Sue Ewigman and Janet Gott, representing Head Start; and Ronda Lickteig and Jennifer Thies, representing the news media.

New employee Keri Johnson, nursing/allied health administrative specialist, was introduced to the Board and was welcomed.

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

Dr. NiCole Neal moved and Don Dalrymple seconded the motion to approve the Minutes of the NCMC meeting of May 26 and the WDB Minutes of their meeting of June 2 as presented. Five votes were cast in favor and none opposed.

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

Jennifer Triplett, Chief Information Officer, gave a Powerpoint presentation regarding the age of NCMC's existing I.T. components and her recommendation for updates.

Chris Hoffman moved and Dr. NiCole Neal seconded the motion to grant CIO Triplett permission to proceed with writing RFPs for the first step toward updating existing I.T. hardware, campus wide. Five votes were cast in favor with none opposed.

Head Start Directors Sue Ewigman and Janet Gott reported on multiple items: Head Start self-assessment, a new building/playground update and a possible Open House, Early Head Start and prenatal services, CARES Act funding and the far-reaching effects of the COVID pandemic, virtual Head Start summer school, HomeBase care, and plans for their fall opening.

Vice President for Academic Affairs Dr. Tristan Londre' talked about on-campus activity since the campus has been re-opened, on-line proctoring, new services available through MOBIUS, and fall enrollment for on-ground as well as on-line courses.

Vice President for Student Affairs Dr. Kristen Alley reported that diplomas and diploma covers are in the mail; she also mentioned student work study, CARES Act funding for NCMC students, a grant for Financial Aid, OARs, fall housing contracts, and changes in Title IX regulations.

President Lenny Klaver presented his report: updates related to COVID-19, NJCAA athletic rulings, fall enrollment, an update for construction of a new residence hall, legislative actions, expansion of an existing consortium to promote a bachelor's degree in respiratory therapy, and strategic planning.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to accept a bid from SoftDocs (based in Columbia, South Carolina) for document imaging and online forms services; this will be a five-year agreement with the cost of the first year at \$84,100, covered partially by CARES Act funding and the remainder from the existing Computer Operations budget. Five votes were cast in favor with none opposed.

Don Dalrymple moved and Chris Hoffman seconded the motion to approve the 2020-21 college catalog as presented. Five votes were cast in favor and none opposed.

Chris Hoffman moved and Don Dalrymple seconded the motion to accept the resignation of Kadi Gamble, Campus Store Associate - Retail, effective June 11, 2020. Five votes were cast in favor with none opposed.

Dr. NiCole Neal moved and Chris Hoffman seconded the motion to approve a revised job title and responsibilities of the *Director of Admissions* to become *Director of Admissions and Marketing*, effective July 1, 2020. Five votes were cast in favor with none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the revision of the job title and responsibilities of the *IT Helpdesk Specialist* to *Technical Support Engineer* effective July 1, 2020; significant changes in job responsibilities merit a job classification change from classified staff non-exempt to Administrative/Management/Professional staff exempt. Five votes were cast in favor with none opposed.

Chris Hoffman moved and Dr. NiCole Neal seconded the motion to approve the updated Organizational Chart as presented. Five votes were cast in favor and none opposed.

Dr. John Holcomb moved and Don Dalrymple seconded the motion to approve the FY21 unrestricted/operational budget/salaries (with expenses and revenue balanced at \$10,406,321) and the auxiliary services budget (with expenses and revenue balanced at \$2,061,550) as presented. Five votes were cast in favor with none opposed.

Don Dalrymple moved and Dr. NiCole Neal seconded the motion to approve the WDB PY20 administrative budget/salaries (with expenses of \$352,928 and revenues of \$287,478 resulting in a deficit budget of \$45,767; however, TANF SkillUP and

Jobs League funds are not included as they are not yet firmed up) as presented with no salary increases proposed. Five votes were cast in favor with none opposed.

An Executive Session was not needed and was not held.

Don Dalrymple 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 Lowrey declared the meeting adjourned at 6:43 p.m.

