

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 9, 2008 4:30 P.M.
STUDENT CENTER — MULTI-PURPOSE ROOM (SC-108)**

	<u>Page No.</u>
1. Call to Order	
2. Attendance	
3. Approval of Minutes	2
5. Approval of Goals Monitoring Report(s) <ul style="list-style-type: none">• No Report	
6. Executive Limitations Monitoring Report(s) <ul style="list-style-type: none">• EL-200 Global Executive Constraints• EL-205 Emergency Presidential Succession	6 7
7. Committee Reports <ul style="list-style-type: none">• No Report	
8. President's Report	
9. Chairman's Report <ul style="list-style-type: none">• Board Retreat	
10. Other Board Action Items and Considerations <ul style="list-style-type: none">• Approval of Legislative Audit• Approval of Request for Promotional Items• Approval of Agreement between NWACC and UA	9 10 11
11. Board Self-Evaluation <ul style="list-style-type: none">• <i>Did we operate as a policy board?</i>• <i>Did we serve our constituents?</i>	
Adjourn	

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
Monday, May 19, 2008**

MINUTES

Chair Coleman Peterson called the regularly scheduled Board of Trustees of Northwest Arkansas Community College meeting to order on Monday, May 19, 2008, at 4:32 p.m. in the Multipurpose Room of the Student Center.

Members Present: Coleman Peterson (Chair), Robert Teague (Secretary), Joan Clifford, Johnny Haney, Mark Lundy, Krista Khone, Joe Spivey, and Alex Vasquez

Also in Attendance: Dr. Becky Paneitz

RECOGNITION:

Dr. Paneitz said she has been aware that several faculty and staff members have been pursuing degrees and certificates. She said that it is fitting for the college to recognize these accomplishments since we are an institute of higher education. Dr. Paneitz and Mr. Peterson then presented certificates of achievement to the NWACC faculty and staff members who completed degree and certificates this year.

Dr. Paneitz and Mr. Peterson presented Dr. Frank Troseth a plaque for his retirement. Dr. Troseth thanked the trustees and the student body. He said that he came here 20 years ago and enjoyed his time. He then thanked everyone.

MINUTES:

Mr. Spivey moved and Mr. Lundy seconded the motion to approve the minutes of the Board Meeting on April 24, 2008. The motion passed unanimously.

APPROVAL OF GOALS MONITORING REPORT-ENDS-102 BUSINESS COMMUNITY

Derek Crews presented the Ends Monitoring Report of the Business Community. Dr. Crews highlighted the number of students in our non-credit and ICPS classes. NWACC was named a lead Arkansas Institution for Global Corporate College. An executive briefing was held last month regarding the Global Corporate College; 25 companies attended with 10 requesting meetings. Mr. Crews also stated they had already met with six of the companies.

The Retail Management program was created from the \$600,000 Wal-Mart gave last fall. There are currently 36 students in the program and it will go beyond a pilot project with Global Corporate College if successful.

Also mentioned in the presentation was the new Corporate Learning Facility in Fayetteville, the new pavilion and training elements to the ropes course, the reactivation of Weekend College, and the finalized plans for the Global Business Development Center. Finally, Dr. Crews introduced Tom Wood as the new AVP for Corporate Learning.

Mr. Teague moved and Mr. Spivey seconded the motion to approve the Goals Monitoring Report. The motion passed unanimously.

APPROVAL OF FY 2008 BUDGET:

Dr. Linda Dayton presented the FY 2008 Budget. She mentioned that state funding for NWACC is down 3.8% (or \$409,844) from last year. Enrollment is expected to increase at 7% per year and tuition and fees were increased.

Dr. Dayton said that the priorities for FY '09 are to increase salaries by at least 2%, absorb the increased healthcare costs except for the Major Medical Plan, absorb the increase of utility costs, enhance the college phone service, and increase faculty and operating costs associated with the growth in enrollment.

She went on to say that fiscal year '09 will begin with a carryover reserve balance of \$1.68m from FY '08. Expected tuition revenue is forecast to be \$11,827,803 for the FY '09, revenue from learning fees is expected to be \$888,110, and revenue from technology fees should be \$921,003. Millage revenue is expected to be \$3,900,000, revenue from vendor commissions is forecast to be \$360,000, and we are expected to end the '09 fiscal year with a reserve balance of approximately \$1.9m. Dr. Dayton also listed faculty, administration, and classified positions that are proposed for 2008-2009.

Mr. Teague moved and Mr. Spivey seconded the motion to approve the FY 2008 Budget. The motion passed unanimously.

EXECUTIVE LIMITATIONS MONITORING REPORT-EL-208 BUDGETING

Dr. Dayton reported that when the new Vice President of Finance is in place that they will watch and see what happens in the new legislative session. She also reiterated that the college has a reserve balance of 6.3%, one full month's salary and benefits.

Mrs. Clifford moved and Mr. Spivey seconded the motion to approve the Executive Limitations Monitoring Report. The motion passed unanimously.

APPROVAL OF AAS BUSINESS MANAGEMENT-ENTREPRENEURSHIP OPTION:

Dr. Donna Wood presented the AAS Business Management Entrepreneurship Option. She said that Entrepreneurship is one of seven options that students have in Business Management. They would receive a certificate at 21 credit hours and the program would be partnering with other community colleges in the state.

Mr. Lundy moved and Mr. Spivey seconded the motion to approve the AAS Business Management-Entrepreneurship Option. The motion passed unanimously.

CHAIR'S REPORT:

Bruce Johanson reported on the Organizational Review/Planning-2008-2011. He said that the assumptions were to create an organizational structure that would facilitate the growth of NWACC over the next five to ten years. He also noted that the structure would allow Dr. Paneitz

the opportunity time to promote NWACC rather than spending time on the day-to-day operations. He noted a desire to create leadership depth by promoting from within as much as possible.

Mr. Johanson said that his group had reviewed thirteen community colleges. Dean and VP's were common titles in smaller to similar sized community colleges and SVP's and EVP's were common in larger community colleges. Common divisional areas included Administrative Services/Operations, Learning/Instruction, Student Affairs/Services, Workforce/Community Services, and Advancement/Government Affairs.

Mr. Johanson then presented the board with new organizational charts for 2008-2009, 2009-2010, and 2010-2011 detailing changes that are proposed to happen over the next few years. He said the college needed to look at growth and see what we have to promote within. He explained the charts allowed for a hiring timeframe of 1-1.5 years. Mr. Teague mentioned that retention is also needed. Also mentioned was that AVP's stepping up to the plate would allow the President and the EVPs to have a more strategic role. Mr. Peterson said that he likes "career pathing" and noted this organizational change is important for the college. Mr. Teague recommended discussing this issue further at the retreat. Dr. Paneitz said that it is important to move forward on this due to the budget cuts. She noted Dr. Tuthill will be working with the structure.

Mr. Peterson thanked the board for their attendance at the recent graduation ceremonies. He read a thank you letter from Mrs. White regarding the photo unveiling of her late husband and the honorary degree that he received.

COMMITTEE REPORTS:

Dr. Carnine reported for the Land Use Committee that the roof process is going well. The new Shewmaker center is in the early processes of design and design elements. By the end of summer-early September, construction on the new building should begin. They are working on energy systems that will help operating costs. The new systems will have light monitoring and natural light. He said that when the building needed to move to allow for the new interchange more issues were created that needed to be worked out.

Dr. Carnine said that Dr. Holmes had given a master plan briefing at the last Land Use meeting. He also said that Meredith Brunen gave the Art Sub-Committee recommendations. The recommendations include looking at the facilities up front to see what art needs to be considered.

Dr. Carnine then asked the trustees to consider creating a committee to address organizations wanting to work with the college about building space off campus. This group can look at policies and guide the college in future proposals. Mr. Peterson asked that Jim Lay, Dr. Les Carnine, Joan Clifford, Johnny Haney, Howard Slinkard, and Dr. Steve Gates be on this committee.

PRESIDENT'S REPORT:

Dr. Paneitz told the board that 114 students participated and 950 people were in attendance for the Adult Education ceremony. For the credit ceremony, 323 students "walked" and 2,050 were in attendance. Diana Johnson said that there are already 21% more admissions applications for

fall as of May. At this time, Summer enrollment is 7% over the projected number. Dr. Paneitz said that it will be important to look at accommodation with the increased number of students.

Mr. Lundy moved and Mr. Spivey seconded the motion to adjourn the meeting. The motion passed unanimously.

The meeting adjourned at 5:55 p.m.

Coleman Peterson, Chairperson

Robert Teague, Secretary

POLICY TYPE: EXECUTIVE LIMITATIONS**EL-200****POLICY TITLE: GLOBAL EXECUTIVE CONSTRAINT**

Policy 200: The President shall not cause or allow any practice, activity, decisions, or organizational circumstance which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics or Board of Trustee policy.

Definition: Practice or activity refers to events of the college. These events cannot violate law or NWACC's Ends and Executive Limitations.

Organizational circumstance refers to any event occurring that involves the college.

Unlawful refers to violation of local, federal, and state statutes.

Imprudent refers to actions taken without regard to outcome or consequential results to the college.

Commonly accepted business and professional ethics refers to truthfulness and avoidance of conflicts of interests.

Narrative: NWACC has chosen to be audited by the Legislative Audit Division. These annual audits focus on specific items named in Executive Limitations #16. Unaudited audits indicate compliance with the Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB) accounting practices. Beyond the annual audit, it is our goal to comply with all laws and appropriate regulations. Also, North Central Visiting Teams have not reported anything as unprofessional or unethical in NWACC's operations.

I am reporting compliance with Executive Limitations, Policy 200.

Becky Paneitz, Ph.D.
President
June 9, 2008

Recommendation: It is the recommendation of the College Administration that the Board of Trustees approve Dr. Paneitz's compliance report for Executive Limitations, Policy 200 – Global Executive Constraint.

MONITORING:

Methods: Written report with verbal explanation of variances

Frequency: Annually-June

Date Approved: September 11, 2006

POLICY TYPE: EXECUTIVE LIMITATIONS**EL-205****POLICY TITLE: EMERGENCY PRESIDENTIAL SUCCESSION**

Policy 205: In order to protect the Board from sudden loss of Presidential services, the President may have no fewer than two other executives familiar with Board and Presidential issues and processes.

Definition: Presidential succession refers to acting in the stead of the College President in case he/she is unavailable to administer college activities.

Narrative: The President will recommend at least two College Cabinet members to the Board of Trustees for affirmation at the June Board of Trustees meeting who will act in the President's stead in case he/she is unable to administer College activities.

Policy 205A: At the beginning of each new fiscal year, the President will present to the Board for affirmation, the two individuals identified in rank order as the college executives to act in the President's stead in case he/she is unavailable to administer College activities.

Narrative: The President recommends that the following Cabinet members be affirmed as the College executive to act in the President's stead in case he/she is unavailable to administer College Activities:

1. Dr. Steven M. Gates, Vice President for Advancement
2. Dr. John Tuthill, Vice President for Learning

Policy 205B: Should there be a change in executives identified for succession planning during a fiscal year, new individuals, once identified or hired, will be presented to the Board for affirmation.

Narrative: The President will advise the Board if the need arises to change the executive(s) named for succession during the fiscal year.

Policy 205C: The President is authorized to delegate, or withdraw such delegation, to the executives in presidential succession, the President's authority to contract in the name of the College for business activities in the normal course of operations.

Narrative: The President will delegate her authority to executives in presidential succession to contract in the name of the College for business activities only when she is not available to conduct such operations.

I am reporting compliance with Executive Limitations, Policy 205.

Becky Paneitz, Ph.D.
President
June 9, 2008

Recommendation: It is the recommendation of the College Administration that the Board of Trustees approve Dr. Paneitz's compliance report for Executive Limitations, Policy 205 - Emergency Presidential Succession.

MONITORING:

Methods: Written report with verbal explanation of variances

Frequency: Annually – ~~January~~ June

Date Approved: September 11, 2006

Revised: February 19, 2007



To: NWACC Board of Trustees

From: Linda Dayton, Interim VP for Finance & Administration

Date: June 9, 2008

Re: Approval of Legislative Audit Report

NorthWest Arkansas Community College received an unqualified state audit for the year ending June 30, 2007. The audit reported on internal controls over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Governmental Auditing Standards.

The systems audit was included in the management audit. The audit found one issue that needed to be addressed:

There is no formal documented and approved disaster recovery plan. This situation could cause the College to be without computer processing for an extended period of time in the event of a disaster or major interruption and could also place a financial and personnel burden on the resources of the College

The Administration of NWACC recognizes the need for a comprehensive Disaster Recovery/Business Continuity Plan to make certain the College records and data are protected long-term and available to support the conduct the ongoing daily operations of NWACC as a priority for the next fiscal year. Because the disaster recovery/business continuity plan is a very costly and complex endeavor, we are in the process of developing a plan that will be completed in phases over the next three years. NWACC plans to use much of the General Improvement Fund (GIF) technology funding of \$975,000 for this purpose.

Recommendation: The administration recommends that the Board of Trustees approve the Legislative Audit Report and Audited Financial Statements for FY 2007 and published by the Arkansas Department of Legislative Audit.

Coleman Peterson, Chairperson

Robert Teague, Secretary



To: NWACC Board of Trustees

From: Linda Dayton, Interim VP for Finance & Administration

Date: June 9, 2008

Re: Approval of Promotional and Recruitment Purchases Request as Required
By Arkansas Code §6-63-304

As required by Arkansas Code §6-63-304, the following functions within the College are requesting the Board of Trustees to approve the use of funds to purchase student promotional and recruitment items for the Fiscal Year 2009. These purchases are already part of the FY2009 operating budget approved by the Board in May, but specific approval is required by the referenced state statute.

Upon the approval and signature, the Chief Fiscal Officer of the State, Richard Weiss, will be notified to transfer funds within our state budget for this purpose. This action only involves the allocation of funds for this purpose and is not a request for additional funds.

Marketing (ORG 191)	\$2,000.00
Campus Activities (Org 245)	\$4,600.00
Admissions (Org 271)	\$3,300.00
New Student Orientation (Org 272)	\$2,000.00
Learning Lab (Org 361)	\$ 650.00
College at the Crossings (Org 477)	\$ 550.00
Adult Education (Org 483)	\$ 950.00
Total	\$14,050.00

Recommendation: The administration recommends that the Board of Trustees approve the use of funds to purchase student promotional and recruitment items for the Fiscal Year 2009.

Coleman Peterson, Chairperson

Robert Teague, Secretary



To: NWACC Board of Trustees

From: John Tuthill, VP for Learning

Date: June 9, 2008

Re: Approval of Agreement between NWACC and UA

In accordance with Act 2124, which was passed by the General Assembly and signed into law by the Governor of the State of Arkansas, any two-year institution located within a twenty-five mile radius of any four-year institution of higher education shall enter into a written agreement addressing duplication of services between the institutions. The agreement on the next page has been reviewed by NWACC administration in collaboration with University of Arkansas administrators.

Recommendation: The administration recommends that the Board of Trustees approve the agreement between NorthWest Arkansas Community College and the University of Arkansas.

Coleman Peterson, Chairperson

Robert Teague, Secretary

AGREEMENT

NORTHWEST ARKANSAS COMMUNITY COLLEGE
AND
UNIVERSITY OF ARKANSAS

MAY 20, 2008

REGARDING

DUPLICATION OF SERVICES

IN COMPLIANCE WITH
ACT 2124 OF THE REGULAR SESSION
OF THE 85th GENERAL ASSEMBLY
OF THE STATE OF ARKANSAS

In Spring of 2005, Act 2124 was passed by the General Assembly and signed into law by the Governor of the State of Arkansas. The Act reads in part:

COOPERATION AGREEMENTS. Any two-year institution of Higher Education that has its main or a satellite campus located within a twenty five mile radius of any four-year institution of higher education shall enter into a written agreement with that four-year institution which must address duplication of services between the institutions.

On May 17, 2005, the Joint Performance Review Committee identified Northwest Arkansas Community College (hereafter NWACC) and the University of Arkansas (hereafter University) among five pairs of institutions affected by Section 33 of Act 2124 of 2005 and subsequently Section 42 of Act 1229 of 2007. This agreement addresses the potential duplication of services between these two institutions. While doing so, it is the intent of this agreement not to harm any programs currently offered by each institution; to ensure there is no unnecessary duplication of services; and to continue to promote the seamless transition of students starting at NWACC and desiring to transfer to the University.

I. Name of institutions and which campus or site is covered by the agreement

This agreement is between NorthWest Arkansas Community College (NWACC) and the University of Arkansas (University), and includes those institutions' sites in Benton and Washington Counties of Arkansas. Benton and Washington Counties are the designated service areas for NWACC among two-year colleges.

II. Period of time covered by agreement

July 1, 2008-June 30, 2011

III. Describe the offerings of general education and other areas of cooperation

A. Offerings of General Education

- NWACC offers general education courses as core curricula for the Associate of Applied Science degree, the Associate of Arts degree, the Associate of Science degree, and the Associate Degree in General Studies. The University also offers freshman- and sophomore-level general education courses, many of which satisfy core requirements for baccalaureate degree programs. Both institutions offer non-credit professional studies classes for the general public and customized contract training for employers.

B. Existing Collaboration

- Program-to-program transfer guides that facilitate transfer of students from NWACC to University;

- A University liaison housed at NWACC to advise and assist potential transfer students; and
- BSE Elementary Education and BS in Business Administration are offered collaboratively by the University and NWACC.

C. Proposed Future Collaboration

- NWACC and the University will continue to offer general education courses;
- NWACC will continue to pursue program-by-program articulation agreements to facilitate the transfer of NWACC associate degree completers to University baccalaureate programs;
- NWACC will consider any and all space requests to accommodate future University-proposed program initiatives;
- The University will provide appropriate documentation to NWACC in order to identify students who complete requirements for the associate's degree after transferring to the University;
- The University will consider offering additional transfer scholarships for NWACC graduates; and
- NWACC and the University will organize a workgroup with stakeholders appointed from each institution to meet, review progress, and explain new opportunities and initiatives.

IV. Describe how the institutions will monitor and evaluate the agreement and continue joint efforts

- A longitudinal study will be conducted of cohorts of NWACC students that have transferred to the University;
- Student perceptions of the transfer experience will be evaluated;
- This agreement and the program MOUs will be evaluated at the end of three years from date of signing; and
- Leaders of both institutions will meet regularly to discuss joint initiatives and review progress under the agreement.

Representing NorthWest Arkansas Community College and the University of Arkansas, we confirm this agreement this _____ day of _____, 2008.

Becky Paneitz, President
NorthWest Arkansas Community College

Dave Gearhart, Chancellor-Elect
University of Arkansas