

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
BOARD OF TRUSTEE MEETING  
Monday, June 11, 2012**

**MINUTES**

Chair Alex Vasquez called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, June 11<sup>th</sup>, at 4:47 p.m. in the Burns Hall 3<sup>rd</sup> Floor Board Room.

**Members Present:** Alex Vasquez (Chair), Joe Spivey, Mark Lundy, Joan Clifford, Ric Clifford, Johnny Haney, Mike Shupe, Hadley Hindmarsh

**Also in Attendance:** Dr. Steve Gates

**RECOGNITIONS, AWARDS, AND INFORMATION ITEMS**

**Recognition of SIFE Team**

Ms. Becky Hudson told the Board she was very proud of the SIFE team. Mr. George Tanner explained that the team does many things for the community. He added the team is active and self funded, completing 12 projects this year alone. He said the team finished first place in the Campbell's Soup competition and runner up in their presentation at the SIFE Nationals. Mr. Vasquez congratulated the group.

**Recognition of Retirement**

Mr. Vasquez and Dr. Gates congratulated Ms. Cathy Casserly on her retirement. Ms. Casserly thanked Dr. Paneitz for giving her the opportunity to move into phased retirement before moving into full retirement. She highly recommended the phased retirement option for anyone looking to transition into retirement. She added that she will be moving to Florida.

Mr. Vasquez and Dr. Gates congratulated Ms. Gloria Chambers on her retirement. Ms. Chambers said she saw the college grow tremendously while working at NWACC. She told the Board she planned to do a lot of travelling while retired.

Mr. Vasquez and Dr. Gates congratulated Mr. Monte Gagliardi on his retirement. Mr. Gagliardi told the Board he is unsure of what he will do next. He said he appreciated the College and the Health Professions faculty.

Mr. Vasquez and Dr. Gates congratulated Ms. Linda Harris on her retirement. Mr. Ben Aldama told the Board Ms. Harris had been with the Adult Education program since before the College was part of the program. He said she had impacted countless lives. Ms. Harris said she and her family are planning a trip to Disney World. She said she appreciated the College, Board, and everyone that stands behind the Adult Education program.

### **Recognition of Phased Retirement**

Mr. Vasquez and Dr. Gates congratulated Ms. Judy Degarmo on her phased retirement. Ms. Degarmo said she is delighted to go into phased retirement. She said she looking forward to beginning a new phase in her life. She thanked the College for the opportunity.

Mr. Vasquez and Dr. Gates congratulated Ms. Suzanne Sever and Ms. Judy Tobler on their upcoming phased retirement.

### **MINUTES**

#### **Regular Board Meeting – May 14, 2012**

Mr. Spivey moved and Mr. Shupe seconded the motion to approve the minutes of the Regular Board Meeting on May 14, 2012. The motion passed unanimously.

#### **Special Board Meeting – May 29, 2012**

Mrs. Clifford moved and Mr. Spivey seconded the motion to approve the minutes of the Special Board Meeting on May 29, 2012. The motion passed unanimously.

#### **Special Board Meeting – May 30, 2012**

Mr. Clifford moved and Mr. Spivey seconded the motion to approve the minutes of the Special Board Meeting on May 30, 2012. The motion passed unanimously.

### **EXECUTIVE LIMITATIONS MONITORING REPORTS**

#### **EL-201 Financial Conditions**

Mr. Chuck Ramseyer said the EL – 201 report was self explanatory. He said the College is reporting compliance in every area and maintained a reserve. Mr. Vasquez pointed out number six in the report regarding the IRS Tax Notification. Mr. Marty Parsons told the Board that the pay periods will change in July to allow for the pay cycle to be much easier to monitor and manage. Mr. Shupe applauded the openness of the reporting.

#### **Approval of EL-201 Financial Conditions**

Mr. Shupe moved and Mr. Spivey seconded the motion to approve the EL-201 Financial Conditions monitoring report. The motion passed unanimously.

#### **EL-208 Budgeting**

Mr. Parsons told the Board that next year the College is looking to set the Board reserve to 7.5%. Mr. Vasquez said this report is a look back to the current fiscal year. Mr. Parsons explained that the Board would see a comparison and detail of the budget in a couple of months. Mr. Vasquez thanked the group for their real time reporting of the limitations.

#### **Approval of EL-208 Budgeting**

Mr. Spivey moved and Mr. Clifford seconded the motion to approve the EL-208 Budgeting report. The motion passed unanimously.

## **COMMITTEE REPORTS**

### **Finance/Audit Committee**

Mr. Lundy told the Board that the Finance/Audit Committee met as part of the budget preparation process. He said he would report more on this during the budget discussion.

## **PRESIDENTS REPORT**

Dr. Gates told the Board that Ms. Stephanie Smith and Mr. Victor Veith recently appeared at a Senate Judiciary Committee. He said this is an opportunity for the National Child Protection Training Center to receive further funding. He also told the group the College is working with ASU Mountain Home on a MOU regarding a funeral science degree.

## **CHAIRMAN'S REPORT**

Mr. Vasquez told the Board he would not be seeking re-election for the coming term. He also reminded everyone that Mr. Shupe was retiring from his company on Friday.

Mr. Vasquez recognized the Public Relations and Marketing Team for their work on the logo and tagline. Mr. Wyley Elliott said his team was very talented. He said they are still working with CJRW to create a style guide. Ms. Hindmarsh said the person maintaining the Facebook page is doing a great job. Mr. Vasquez thanked Ms. Debbie Miller for her work with the article recently published in the newspaper.

Mr. Vasquez asked Mr. Glenn Kelley to discuss the AG opinion issued on May 25<sup>th</sup>. Mr. Kelley explained that the College would need to move toward zone voting. He explained that he and Mr. Jim Hall will come back to the Board with recommendations regarding the zones. He explained that the elected Board members will need to draw lots for two, four, and six year terms at the January 2013 Board meeting.

## **OTHER BOARD ACTION ITEMS AND CONSIDERATIONS**

### **Approval of FY 2013 Budget**

Mr. Vasquez reminded the Board they had the opportunity to meet individually to discuss the budget. Mr. Parsons reiterated that the budget is flat compared to FY 2012 to allow for the revenues to catch up with the expenditure budget going forward. He added that the best way to take care of students is to take care of the faculty and staff. Mr. Parsons went on to explain the salary increases, mentioning that the College needs state approval to make any increases for classified employees.

Ms. Hindmarsh said they will end up with a shortfall if they approve the budget but will be able to cover the shortfall with the savings account. She then asked if there were any areas the College would need to be cautious about cutting. Mr. Parsons explained that it would be imperative to slow employee turnover and to take care of the individuals already at the College. Mr. Vasquez said turnover is expensive and that the College is interested in retaining and promoting their own.

**Approval of FY 2012 Budget**

Mr. Shupe moved and Mr. Spivey seconded the motion to approve the FY 2012-2013 Budget. The motion passed unanimously.

**Approval of Promotional and Recruitment Items**

Dr. Gates told the Board that the College is required to submit Board approval of the promotional items to be purchased for the coming year. He said that after Board approval, the state will transfer this money into the College account.

**Approval of Promotional and Recruitment Items**

Mr. Spivey moved and Mrs. Hindmarsh seconded the motion to approve the promotional and recruitment items. The motion passed unanimously.

**Approval of Provisional Positions**

Mr. Parson explained that the Board approved 80 provisional positions in May and were asking for the college to release two of these positions for Adult Education and Title III.

**Approval of Provisional Positions**

Mr. Spivey moved and Mrs. Hindmarsh seconded the motion to approve the Provisional Positions. The motion passed unanimously.

**Presidential Search**

Mr. Vasquez reminded the Board of the four consulting firms with proposals submitted for the presidential search. He said that each of the firms are qualified and have their own strengths. He added the Mr. Kelley would assist the Board in creating a contract with the firm selected.

Mr. Haney said he liked ACCT's proposal. He said he appreciates that ACCT exclusively does searches for community college presidents. He added that after looking at the budget they submitted, it seems they are a great value. Mr. Spivey said ACCT submitted a great proposal but his biggest concern was selecting a firm that has a regional perspective. Mr. Shupe said he called references for ACCT and the Hockaday-Hartford group and both groups had great references. He said ACCT was his top choice. Mr. Clifford said that his preference would be ACCT as well.

Mrs. Hindmarsh said she felt ACCT may be the least focused firm. Mrs. Clifford said she liked the ACCT group, but hoped the Board could choose the primary representative. She said that ACCT and the Johanson Group & Giftedness Center were tied in her opinion. Mrs. Hindmarsh said Cizek Associates were her top choice.

Mr. Spivey suggested the Board take a roll call vote to poll the Board on their consulting firm preference.

Individual vote:

Mr. Lundy – ACCT  
 Mr. Clifford – ACCT  
 Mrs. Clifford – Johanson Group & The Giftedness Center  
 Mrs. Hindmarsh– Cizek Associates  
 Mr. Shupe – ACCT  
 Mrs. Haney – ACCT  
 Mr. Spivey – Johanson Group & The Giftedness Center  
 Mr. Vasquez – Johanson Group & The Giftedness Center

Mrs. Hindmarsh asked how the Board would select the individual from ACCT. Mr. Vasquez said he would approach ACCT and ask for resumes of the individuals at ACCT for the Board to review.

**Approval of Moving Forward with ACCT if the Board Agrees on Selection of ACCT Primary Representative**

Mr. Haney moved and Mr. Lundy seconded the motion to approve moving forward with using ACCT as the presidential search committee consultant if the Board agrees on the selection of ACCT primary representative. Mr. Spivey, Mr. Lundy, Mrs. Clifford, Mr. Clifford, Mr. Haney, and Mr. Shupe voted yea. Mrs. Hindmarsh voted nay. The motion was approved.

Mr. Vasquez asked the Board for a consensus vote.

**Approval of Consensus Vote Moving Forward with ACCT is the Collective Decision of the Board**

Mr. Shupe moved and Mr. Clifford seconded the motion to ask for consensus vote that moving forward with ACCT is the collective decision of the Board. The motion passed unanimously.

**Approval of Johanson Group & The Giftedness Center to be Second in Line for Negotiations After ACCT**

Mr. Lundy moved and Mr. Spivey seconded the motion for the Johanson Group & The Giftedness Center to be second in line for negotiations after ACCT. Mr. Spivey, Mr. Lundy, Mrs. Clifford, Mr. Clifford, Mr. Haney, and Mr. Shupe voted yea. Mrs. Hindmarsh voted nay. The motion was approved.

Mr. Vasquez asked the Board to allow him to appoint the search committee based on recommendations.

**Approval of the Board Chair Moving Forward with Appointing the Presidential Search Committee After Discussion with ACCT**

Mr. Shupe moved and Mr. Spivey seconded the motion to allow the Board Chair to move forward with appointing the Presidential Search Committee after discussions with ACCT. The motion passed unanimously.

**ADJOURNMENT**

The meeting adjourned at 6:53 p.m.

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Mr. Alex Vasquez, Chairperson

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Mr. Randy Lawson, Secretary