

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEE ANNUAL MEETING
Monday, January 14, 2013**

MINUTES

Chair Ric Clifford called the Board of Trustees of NorthWest Arkansas Community College Annual meeting to order on Monday, January 14, at 3:50 p.m. in the Burns Hall 3rd Floor Board Room.

Members Present: Ric Clifford (Chair), Joe Spivey, Dan Shewmaker, Amy Forrest, Scott Grigsby, Mauricio Herrera, Geovanny Sarmiento, Todd Schwartz, Mike Shupe

Also in Attendance: Dr. Becky Paneitz and Jess Pierce

DRAW FOR BOARD POSITION

Judge R. Douglas Schrantz assisted in the draw for Board positions. He asked each of the Board members to draw a number to select order of draw. He then had each Board member draw for their term length.

Draw for Board Position

Mr. Ric Clifford, Mr. Scott Grigsby, and Mr. Mauricio Herrera each drew for a 2 year term. Mr. Joe Spivey, Mr. Dan Shewmaker, and Mr. Geovanny Sarmiento each drew for a 4 year term. Ms. Amy Forrest, Mr. Todd Schwartz, and Mr. Mike Shupe each drew for a 6 year term.

BOARD INTRODCUTIONS

Mr. Clifford asked the Board to give brief introductions. Each member told a little about themselves, their jobs, and their families. The College Cabinet gave brief introductions as well.

ELECTION OF BOARD SECRETARY FOR 2013

Mr. Clifford reminded the Board that the Nominating Committee had brought forward the nomination for Mr. Dan Shewmaker as Secretary.

Election of Board Secretary for 2013

Mr. Spivey moved and Mr. Grigsby seconded the motion to approve Mr. Dan Shewmaker as Board Secretary. The motion passed unanimously.

APPROVAL OF OFFICIAL MEETING DATES FOR 2013

Mr. Clifford set the official meeting dates as follows: February 18, March 11, April 8, May 13, June 10, August 12, September 9, October 14, and November 11.

Approval of Official Meeting Dates for 2013

Mr. Spivey moved and Mr. Grigsby seconded the motion to February 18, March 11, April 8, May 13, June 10, August 12, September 9, October 14, and November 11th as the official Board meeting dates. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 4:16 p.m.

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker, Secretary

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RECOGNITION, AWARDS, AND INFORMATION ITEMS

November Student of the Month Golden Eagle Award: Wes Mouser

Dr. Todd Kitchen introduced Mr. Wes Mouser, November Student of the Month. He said Mr. Mouser is working towards an AA in teaching. Mr. Mouser thanked the Board and said it was an honor to be nominated.

December Student of the Month Golden Eagle Award: Nathan Turner

Dr. Kitchen introduced Mr. Nathan Turner, December Student of the Month. He explained that Mr. Turner is a SAAB member as well as a liaison between SAAB and the SGA group. Mr. Turner told the Board he is a pre-nursing student planning to go into pre-med. He thanked the Board for the honor.

Presentation of NWACC License Plate

Dr. Meredith Brunen and Mr. Steven Hinds presented the new NWACC license plate to the Board. Mr. Hinds mentioned that the plate captures the College's branding and new logo. Dr. Brunen told the group that \$25 from the sale of each license plate will come back to the College and go towards the scholarship fund.

MINUTES

November 11, 2012 Regular Board Meeting

Mr. Spivey moved and Ms. Forrest seconded the motion to approve the minutes of the Regular Board Meeting on November 11, 2012. The motion passed unanimously.

December 6, 2012 Special Board Meeting

Mr. Shupe moved and Mr. Spivey seconded the motion to approve the minutes of the Special Board Meeting on December 6, 2012. The motion passed unanimously.

EXECUTIVE LIMITATIONS MONITORING REPORT

EL 204 – Treatment of Staff

Dr. Paneitz went through the EL 204 Treatment of Staff report. Dr. Paneitz highlighted the employee recognition portion of the report, explaining the special events the College holds to celebrate employees. She also told the group the policies and procedures are in the process of being updated.

Approval of EL 204 – Treatment of Staff

Mr. Shupe moved and Mr. Spivey seconded the motion to approve EL 204 – Treatment of Staff. The motion passed unanimously.

COMMITTEE REPORTS

Finance/Audit Committee

Dr. Paneitz explained the history of the Finance/Audit committee to the Board. Ms. Debi Buckley then gave a report on the December meeting. She said the committee discussed the budget, fee balances, and cash flow. Ms. Buckley said the group also finalized the committee meeting dates through August.

Foundation Board

Mr. Clifford told the Board the upcoming Gala was discussed at the last Foundation Board meeting. He said Mr. Wyley Elliott reported that Mr. David Thrasher, the Northwest Arkansas Council, and Ms. Susan Chambers would each be presented with the 2013 Quality of Life Award at the event. Mr. Elliott told the Board there would be a special performance at the Gala by a band sponsored by Hunt Ventures. He reminded the group that proceeds from the event would go toward scholarships for students.

Land Use and Facilities Committee

Mr. Spivey explained the role of the Land Use and Facilities committee to the new Board members. He said during their last meeting the group discussed the NCPTC Lease with the Foundation. Ms. Buckley explained that to have collateral for the building, the size of the lease with the Foundation had to be increased.

Mr. Spivey invited the Board to attend the grand opening for the Center for Health Professions. He said the Land Use and Facilities Committee worked very hard for the last two years on the building and they were very proud of the accomplishment.

PRESIDENT'S REPORT

Dr. Paneitz asked Dr. Kitchen to give an update on enrollment. Dr. Kitchen told the Board that 7,714 students were enrolled for Spring semester currently, a .9% increase from last Spring. He said that although this is the first day of classes, there will continue to be changes to the enrollment in the coming days. He went on to explain the 11th day reporting numbers that will be submitted to the state as the final enrollment numbers on the 11th day of class. Mr. Clifford thanked Dr. Kitchen for his report.

Dr. Paneitz said that each year the Institutional Research team compiles information about the College and creates a Fact Book for the Board. She said they were welcome to take the books with them and to feel free to ask any questions they may have regarding the information. She thanked Dr. Ricky Tompkins and his team for their work on the books.

Dr. Paneitz told the Board that several new and updated certificates for the College would be on the February AHECB meeting agenda. She explained the Board did not need to take action; she just needed to make them aware of the programs. She said certificates in Networking, Environmental and Regulatory Sciences, Funeral Science, Building Environmental Management, Electronics Technology, Hospitality Management would be on the agenda. She also mentioned that the College had an AAS in Health Information Management would also be presented.

CHAIRMAN'S REPORT

Mr. Clifford went through the information provided monthly in the front of their Board books. He reminded the Board of the upcoming Board Orientation, Mid-Year Retreat, and other upcoming events.

He also asked the group to look through the committee list they were provided with to see if there was a certain group they were interested in joining.

Mr. Clifford thanked Mr. Shewmaker and Mr. Shupe for attending the upcoming ACCT Legislative Summit in Washington, D.C. on the College's behalf. He said this would be a great opportunity to meet with federal representatives.

Mr. Clifford suggested if the Board had items they would like to add to the agenda, to please get with him or Ms. Smith.

Board Self-Evaluation

Mr. Clifford told the Board as they work together they will reinforce the shared vision of the college. He quoted The Ultimate Board Member's Book and asked the group to read the copy they were provided. He said that together, the Board should promote a sense of teamwork between the board and all constituencies.

ADJOURNMENT

The meeting adjourned at 5:14 p.m.

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker, Secretary

E-103 Owner Community FY 13 Goals Update

For the owner community NWACC will enhance its capacity and effectiveness in serving the owner community education and service needs.

Goal 5: Diversify the College's resource base (E-103: Owner Community)

Objective 1: Measure philanthropy by increasing President's Circle Members, raising unrestricted dollars through the Annual Fund, increase gross special event proceeds at the 10th Annual NWACC Foundation Scholarship Gala through sponsorships and Becky's Book Club, completing NCPTC campaign by June 30, 2013, and placing further emphasis on Planned Giving through educational seminars, newsletters, and events.

Update:

- President's Circle – membership remains at 65, but this includes new members who have offset the attrition
- Annual fund mailing sent out in December and a phone-a-thon featuring NWACC students is scheduled to follow up with donors who did not respond to the mailing
- Sponsorship solicitations are underway for the Plant A Seed Gala and we are ahead of where we were last year
- Fundraising continues for the NCPTC and we are at 80% of our goal. Renovation is scheduled to begin in the next 30-60 days.
- We have made significant strides in this area with the help of our Planned Giving Committee. We have established the Post Oak Society to recognize legacy donors and will be planning a kickoff event for this fall/next spring. We will be sending out the third issue of our Legacy newsletter in April/May. We hosted a community educational seminar last fall featuring estate planning attorney Chris Rogers and are planning another one for this spring.

Objective 2: Secure public/private partnerships for expansion into Washington County.

Update:

- Work continues with the property owner regarding partnership options
- Working closely with the Land Use Committee and community stakeholders regarding moving forward with an RFP process for potential developers

Objective 3: Continue to solicit and be awarded external funding from both public and private funding agencies.

Update:

- NWACC has received \$4,658,138 in new funding for FY 2012-2013 with 22 new proposals submitted

Objective 4: Corporate Learning will deliver courses and programs that meet the needs of corporate clients and the Northwest Arkansas workforce and to increase revenues over expenses while controlling, monitoring, and adjusting costs, as necessary.

Update:

- Current training based on industry needs: Job Methods, Job Relations and Job Supervision.
- Continuous Improvement training for companies via Lean Six Sigma training.
- Advanced technical training for IT professionals and end users including Mobile Apps.
- New Category Management Certificate program is now offered as advanced retail/supplier training.
- Certified Retail Analyst (CRA) program enrollment for spring is increased significantly due to major program revision.
- Serving the human resource community by offering SHRM (Society for Human Resource Management) Certification Prep to prepare for PHR® (Professional in Human Resources) or SPHR® (Senior Professional in Human Resources) certification.

Objective 5: Achieve 100% acquisition of performance based state funding by meeting performance funding measures.

Update:

- After reviewing the initial data sent by the Arkansas Department of Higher Education, NWACC has met performance funding measures for 100% funding

Objective 6: Continue promoting equitable funding through the performance based funding model.

Update:

- Jim Hall continues to work with state legislators, officials, and Arkansas Department of Higher Education leaders to promote equitable funding

Objective 7: Improve institutional branding through the use of technology and social media opportunities.

Update:

- Social Media has played an important role in the branding effort for the college, incorporating the new college logo and tagline with the institutional “voice”, images, and posts on NWACC’s social media accounts has increased visibility of the college’s priorities, news, fundraising efforts, and events

- Facebook and Twitter, two of the major social media outlets utilized, saw a 97% increase in user following over past 12 months
- NWACC has been honored by the National Council of Marketing & Public Relations with both a Gold Regional Medallion award and a National Paragon award for social media campaigns utilized on campus

Goal 7: Update the NWACC Master Plan. (E-101: Learner Community, E-102: Business Community, E-103: Owner Community, E-104: Pre-Kindergarten through 16 Community, E-105: College Community)

Objective 1: Update the Master Plan with the City of Bentonville 8th Street information and revised College priorities.

Update:

- The updated graphic of the NWACC Master Plan that showed the 8th Street information and new buildings was presented to the Board of Trustees at the January Trustees Retreat by Jim Lay and Debi Buckley.

POLICY TYPE: EXECUTIVE LIMITATIONS

EL-206

POLICY TITLE: ASSET PROTECTION

Policy 206: The President shall not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.

Definition: Unprotected refers to (1) facilities not being physically safeguarded by locks during other than normal operating hours, (2) physical and electronic surveillance by security personnel not performed during normal operating hours and (3) employees not locking their offices when not in use and safeguarding personal items. Inadequately maintained refers to unacceptable maintenance standards as judged by (1) monthly maintenance inspections by in-house staff, (2) semi-annual inspections by professional outside staff, (3) unannounced inspections by local building inspectors and (4) annual inspections by state insurance department. Unnecessarily risked refers to not having property and casualty insurance to cover at least 90% of the replacement cost of buildings and contents owned by the college.

Narrative: The College assets are well protected. College buildings, offices, classrooms and other spaces are locked from approximately 10:00 pm until 6:00 am weekdays and for additional hours on weekends. Access to college buildings is limited and monitored through use of a sign-in form at the Department of Public Safety. College Public Safety Department personnel make rounds of all college buildings during duty hours and an electronic surveillance system is used inside and outside of Burns Hall, the Shewmaker Center, the Student Center, and the Parking Deck.

College common areas and classrooms are spot cleaned during operating hours and completely cleaned six nights a week. A preventive maintenance program is in place at the college to assure adequate maintenance and maintenance management personnel routinely inspect college facilities.

A building and contents insurance policy is in force covering all College-owned property and contents at all locations for full replacement value after a \$10,000 deductible.

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

- 1. Fail to insure against theft and casualty losses to at least 90% replacement value and against liability losses to Board members, staff and the organization itself in an amount equal to the average for comparable organizations.**

Definition: Liability losses refer to liability judgments actually filed against Board or staff members due to their actions as officials/employees of the college. A comparable organization is a two-year community college in the state of Arkansas.

Narrative: The College building and contents are insured with the Arkansas Multi-Agency Insurance Trust Fund administered by the State Risk Management Division, Arkansas Insurance Department. Theft and casualty losses to property are insured for over \$60 million and building contents are insured for over \$15.5 million, representing full replacement value of these assets, less a \$10,000 deductible. The College has a directors' and officers' liability insurance policy for \$1,000,000 aggregate limit of liability covering College Board members, officers and employees acting in their official capacities. These amounts are comparable to other community colleges in the state that have directors' and officers' liability insurance for their Board members and employees.

2. Allow unbonded personnel access to material amounts of funds.

Definition: Unbonded personnel refer to college employees not automatically covered by the college surety bond. A material amount of funds is any amount in excess of \$50. Access refers to any physical access.

Narrative: All full-time and part-time College employees are bonded under the Arkansas Fidelity Bond Trust Fund for \$250,000 per occurrence, less a \$1,000 deductible.

3. Unnecessarily expose the organization, its Board or staff to claims of liability.

Definition: Unnecessarily expose refers to failure to comply with federal and state laws regarding discrimination, safety, hiring practices, workplace activity, student's privacy rights, and other potential liabilities.

Narrative: Risk reduction and management measures are taken to reduce these potential liabilities, including policies and procedures that safeguard access to employee information, as well as adequate workplace and classroom safety measures. Student information is safeguarded through compliance measures established by the Family Education and Privacy Act (FERPA). Staff Development collaborates with Human Resources to provide employee orientation and training based upon regulatory compliance and job/task function. Faculty and staff concerns that develop are dealt with promptly. The Board members are notified of relevant state and federal laws regarding liability through the Board of Trustees Policy Manual.

4. Fail to protect intellectual property, information and files from loss or significant damage.

Definition: Protect refers to off-site daily storage (work day) of media containing computer files and intellectual information of the college.

Narrative: Electronic information from the College's main computer network and administrative software system is backed up daily and taken off-site each week by the Department of Public Safety and stored in a secure vault. Employees are urged to save important documents to their H: and K: network drives. Access to sensitive areas in Business Services, Information Technology and Enrollment Management is limited or controlled by locked doors, storing sensitive materials in safes, locked file cabinets, and offices.

5. Receive, process or disburse funds under controls which are insufficient to meet the legislative or independent auditor standards.

Definition: Insufficient refers to not meeting standards so that more than one comment or more than five findings are received from the annual legislative audit in any one year.

Narrative: The report on internal control over financial reporting issued by the Division of Legislative Audit as of and for the year ended June 30, 2011, stated they did not identify any deficiencies in internal control over financial reporting that were considered to be material weaknesses. The audit for the period ending June 30, 2012, has not been completed.

6. Endanger the organization's public image or credibility in ways that would hinder its accomplishment of mission.

Definition: The Board shall be notified of pending adverse coverage.

Narrative: Nothing is done to endanger the College's public image or credibility.

MONITORING:

Methods: Written report with verbal explanation of variances

Frequency: Annually - February

Date Approved: September 11, 2006

I am reporting compliance with Policy EL-206.

Becky Paneitz, Ph.D.

President

February 18, 2013

Recommendation: It is the recommendation of the College Administration that the Board of Trustees approve Dr. Paneitz's compliance report for Policy EL-206.