

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 8, 2013 4:30 pm - Burns Hall 3rd Floor Board Room**

Call to Order	Page
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Recognitions, Awards, and Information Items <ul style="list-style-type: none"> • April Student of the Month Golden Eagle Award: Rubicely Hernandez • Public Safety & Emergency Management Update: Dr. Ricky Tompkins • YMCA on Campus
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Attendance
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	Approval of Minutes <ul style="list-style-type: none"> • Regular Board Meeting – March 11, 2013 2
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	ENDS Monitoring Report <ul style="list-style-type: none"> • ENDS 105 – College Community: Dr. Ricky Tompkins 5
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Executive Limitations Monitoring Report <ul style="list-style-type: none"> • None
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Committee Reports <ul style="list-style-type: none"> • Finance/Audit Committee: Scott Grigsby • Land Use & Facilities Committee: Joe Spivey
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	President’s Report <ul style="list-style-type: none"> • Commencement Update
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Chairman’s Report <ul style="list-style-type: none"> • Gun Control Forum Update • Gala Update
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	Other Board Action Items and Considerations <ul style="list-style-type: none"> • Early Retirement 8
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Executive Session: President’s Self Evaluation
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Board Self-Evaluation <ul style="list-style-type: none"> • Did we operate as a policy Board? • Did we serve our constituents?

Adjourn

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEE MEETING
Monday, March 11, 2013**

MINUTES

Chair Ric Clifford called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, March 11, at 4:32 p.m. in the Burns Hall 3rd Floor Board Room.

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

Also in Attendance: Debi Buckley and Jesse Pierce

MINUTES

February Meeting

Mr. Shupe moved and Mr. Spivey seconded the motion to approve the minutes of the Board Meeting on February 18, 2013. The motion passed unanimously.

RECOGNITION, AWARDS, AND INFORMATIONAL ITEMS

Student of the Month Golden Eagle Award: Meghan McConnell

Dr. Todd Kitchen and Ms. Kristi Brinsfield introduced Ms. Meghan McConnell. Ms. McConnell thanked the Board. She told the group she would graduate from the nursing program in May. She explained her long term goal was to work in forensic nursing. The Board congratulated Ms. McConnell.

Introductions

Ms. Wendi Cadle introduced Ms. Robin Roitz, new Payroll Services Specialist. Ms. Cadle told the Board Ms. Roitz came to the College with 26 years of experience in payroll.

Mr. Chuck Ramseyer introduced Ms. Rai Starr, new Controller. Mr. Ramseyer told the Board Ms. Starr came to the College from Tyson Foods.

Public Safety, Emergency Management, and Behavior Intervention Overview

Mr. Clifford told the Board the College would present facts to the group so the Board could make an informed decision on whether or not to allow College faculty and staff to carry guns on campus. He said the topic of guns on campus added a new layer of responsibility on the Board.

Mr. Ethan Beckcom explained the mission of the College is to provide a safe and resilient environment that enhances the learning experience and supports the educational mission. He explained the mission is accomplished through a comprehensive blend of emergency and risk management through education, training, exercises, policy adoption, and technology and resource procurement.

Dr. Todd Kitchen explained the importance of early intervention with a student of concern. He told the Board the College has a Behavioral Review Team to provide appraisal of reported student behaviors and to suggest appropriate interventions and strategies to establish conditions for student success. Dr. Kitchen reviewed the Behavioral Review Team's process with the Board. He explained that one of the

potential actions that the Behavioral Review Team may take is to draw up behavioral contracts between the reported student and the Team.

Mr. Beckcom reviewed the risk reduction and planning process used by NWACC. He also explained the NWACC Department of Police and Public Safety are comprised of 11 commissioned law enforcement officers and 15 non-commissioned public safety officers. He also went through the emergency and crisis capabilities of the College as well as the continuity plan.

Ms. Forrest asked if the behavioral contracts were effective. Dr. Kitchen answered that often if the students follow the contracts, they would be successful. Mr. Pierce asked if a student placed on the list with the Behavioral Review Team would ever be removed from the list. Dr. Kitchen explained the students can be taken off the list.

Mr. Clifford asked if NWACC had updated security cameras. Mr. Beckcom answered that the security cameras were constantly updated. Mr. Spivey thanked the administration for bringing the safety precautions to the Board for review. Mr. Clifford thanked Mr. Beckcom and Dr. Kitchen for their work.

ENDS MONITORING REPORT

ENDS 104 – Pre-K – 16 Community

Dr. Ricky Tompkins went through the ENDS 104 – Pre-K_16 Community report. He said the college works to improve diversity and inclusion of the student body by consolidating the Global/International outreach efforts as well as through the LIFE Program.

Mr. Grigsby asked how many international students attended NWACC. Dr. Tompkins answered that the College has just over 100 international students. Mr. Clifford asked if the College had a good number of clubs. Dr. Tompkins answered that there are a wide variety of clubs on campus. Mr. Schwartz said community colleges across the country are going to foreign countries to recruit students at the high school level. He said international students help support diversity and are lucrative to the College. Mr. Clifford suggested that international students be discussed during the July retreat.

Approval of ENDS 104 – Pre-K – 16 Community

Mr. Grigsby moved and Mr. Sarmiento seconded the motion to approve ENDS 104 – Pre-K – 16 Community. The motion passed unanimously.

COMMITTEE REPORTS

Land Use and Facilities Committee

Mr. Spivey reviewed the Land Use and Facilities Committee minutes with the Board, highlighting updates on 8th street, Washington County and the Melba Shewmaker Southern Region NCPTC. He reminded the group of the upcoming groundbreaking ceremony for the NCPTC.

Honorary Degree Committee

Mr. Sarmiento told the Board the Committee received several nominations for the Honorary Degree. He said the committee unanimously voted to recommend Preston Bynum as the Honorary Degree recipient in Educational Service and Melba Shewmaker as the Honorary Degree recipient in Humanitarian Service.

Approval to Name Preston Bynum and Melba Shewmaker as Honorary Degree Recipients

Approval to name Preston Bynum and Melba Shewmaker as Honorary Degree recipients was approved by the Board with no objections.

PRESIDENT'S REPORT

Ms. Debi Buckley explained the Early Retirement Plan with the Board. Ms. Buckley said the faculty and staff over the age of 55 and with five or more eligible years with the state would be eligible. She went on to say a \$10,000 incentive would be offered to those signing up for the plan. Mr. Clifford said this was a positive incentive for the faculty and staff.

Ms. Buckley told the Board the College was entering into a contract with ClearPointe for IT support. She said contracting with the group was prompted by a loss of network employees and the AVP of IT. Ms. Buckley said ClearPointe would be able to look at the College's IT systems and anticipate troubles. She also noted that working with ClearPointe was cost neutral.

CHAIRMAN'S REPORT

Mr. Clifford asked Mr. Grigsby to give a budget update. Mr. Grigsby said the College revenue was 4% ahead and expenses were 1% ahead. He reported that the College was in good shape.

Dr. Tompkins presented the summer efficiencies proposal to the Board. He explained that after a lot of work and research, the Summer Efficiencies Task Force proposed the College implement a four day work week during the summer. Dr. Tompkins told the group the proposal would lower the carbon footprint made by students and employees and reduce energy costs. Mr. Clifford commended the work of the task force.

ADJOURNMENT

The meeting adjourned at 6:20 p.m.

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker, Secretary

**E-105 College Community
FY 13 Goals Update**

Goal 3: Improve major institutional processes (E-105: College Community)

Objective 1: Continue the implementation of a simplified budget process that aligns strategic priorities with the College's resources and provides a mechanism for effective monitoring of the budget. Greater reliance on historical actual revenue and expenditure data will be incorporated into the budgeting process as well as regular variance analysis reporting.

Update:

- The NWACC budget is a centerpiece of a thoughtful, ongoing, decision-making process for allocating resources and setting priorities and direction within the framework of the NWACC Strategic Plan. It is understood that each operating unit on campus requires financial resources in order to perform its role in the College's mission of lifelong learning, and that each unit head is responsible for ensuring that his/her units manage financial resources in an efficient and cost-effective manner.
- Division leaders have the responsibility to involve all levels of their division in the budget development process. Each faculty and staff member should be given the opportunity to discuss their professional needs with their respective department head. Ultimately the division leaders are responsible to justify and submit the division's budget request. These requests should align with the College Strategic Plan and be based on prudent and supportable projections of future need.
- Budget goals are presented to the College Cabinet and, considering the goals of the Strategic Plan and budget requirements, overall targets were established at a Cabinet retreat on February 5, 2013. Agreed upon targets were given to the four major College divisions: President (Paneitz), SVP for Learning and Provost (Gates), SVP Administrative Services-CFO (Buckley), VP College Relations/Foundation (Elliott).
- All departments budgeted to ensure that expenditures do not exceed estimated funds available. In self-supporting activities, total funds budgeted shall not exceed realistic departmental estimates of income. Carryover fund balances exceeding the required Board of

Trustee reserve will not be budgeted, but with Cabinet approval, may be used for one-time expenses.

- NWACC has been monitoring expenditures closely to reduce any potential operation budget deficit. Argos (reporting software that works with Banner) reports have been developed to monitor pre-determined expenditures.
- NWACC is in the process of activating the Banner Budget Development module which will enable departments to make their budget requests through Banner and subsequently, have more levels directly involved in the budgeting process.

Objective 2: Continue the implementation of processes within the College's Human Resources Office that improves the hiring process, provides a greater focus on diversity and baseline reporting, and overall efficiencies within all personnel related issues. Included would be continued improvement on all compliance issues and working capital reporting.

Update:

- Successfully completed the PeopleAdmin Upgrade
- Developed, awarded, and implemented employee background check contract
- Developed, awarded and implemented vision insurance contract.
- Developed, awarded and implemented Life Insurance contract which resulted in a \$55,000 cost saving
- Identified employee issue trends and worked to coach managers through issues
- Worked with Title IX deputy and compliance officer to develop Title IX policy, training and implementation

Goal 4: Cultivate an atmosphere of diversity and inclusion throughout the college community

Objective 2: Improve diversity and inclusion in the faculty, staff, and administration through direct faculty recruitment and retention efforts and establish benchmarks for measurement of program effectiveness. (E-105: College Community)

Update:

- Developed a diversity criterion to use in all faculty and administrative job searches

- Identified alliances such as ALPFA and NABA to provide low cost or free resources to advertise open positions in racial and ethnic minority publications and websites
- Developed the Diversity Resource Guide for the Northwest Arkansas Council to aid in acclimation to the community
- Working to implement nationally normed climate survey that will yield baseline information



Date: April 8, 2013

To: Board of Trustees

From: Debi Buckley, Interim SVP of Administrative Services/CFO

Subject: Approval of Early Retirement

The College administration recommends that the NWACC Board of Trustees approve early retirement incentives for non-tenured faculty and staff who elect voluntary separation from the institution. Criteria include the following:

Must be age 55 or over,
Have at least 5 years of state service as of June 30, 2013, and
Plan to retire on or before June 30, 2013.

A retirement incentive of \$10,000 will be offered to the first 30 employees who apply and meet the stated criteria.

Recommendation: It is the recommendation of the College administration that the Board of Trustees approve early retirement.

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker, Secretary