

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
May 13, 2013 4:30 pm - Burns Hall 3<sup>rd</sup> Floor Board Room**

Call to Order	Page
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	<b>Recognitions, Awards, and Information Items</b> <ul style="list-style-type: none"> <li>• Introduction of 2013-2014 Student Trustee: Cyndi Beltran</li> <li>• Recognition of SGA Officers</li> <li>• Recognition of AATYC Academic All-Star, Outstanding Alumni, Outstanding Faculty, &amp; Outstanding Staff</li> <li>• Recognition of John &amp; Suanne Roueche Excellence Award Winner: Ben Aldama</li> </ul>
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	<b>Attendance</b>
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>• Regular Board Meeting – April 8, 2013 <span style="float: right;">2</span></li> <li>• Special Board Meeting – April 24, 2013 <span style="float: right;">5</span></li> </ul>
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	<b>ENDS Monitoring Report</b> <ul style="list-style-type: none"> <li>• None</li> </ul>
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	<b>Executive Limitations Monitoring Report</b> <ul style="list-style-type: none"> <li>• EL 201 - Financial Conditions <span style="float: right;">7</span></li> <li>• EL 208 - Budgeting <span style="float: right;">10</span></li> </ul>
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	<b>Committee Reports</b> <ul style="list-style-type: none"> <li>• Land Use and Facilities Committee</li> <li>• Foundation Board</li> <li>• Finance/Audit Committee <span style="float: right;">12</span> <ul style="list-style-type: none"> <li>▪ Approval of FY 2014 Budget</li> </ul> </li> </ul>
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	<b>President's Report</b> <ul style="list-style-type: none"> <li>• Commencement Update</li> <li>• Summer Efficiencies Schedule Update</li> <li>• Certificate of Proficiency in Cinematic Studies</li> <li>• Environmental &amp; Regulatory Science Technical Certificate</li> <li>• Suspension of Homeland Security/Emergency Management Program</li> </ul>
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	<b>Other Board Action Items and Considerations</b> <ul style="list-style-type: none"> <li>• Approval of Provisional Positions <span style="float: right;">19</span></li> <li>• Approval of Provisional Positions: PACE Grant, Weatherization &amp; Adult Education <span style="float: right;">22</span></li> <li>• Approval of Promotional and Recruitment Items <span style="float: right;">24</span></li> <li>• Approval of Resolution Disallowing the Carrying of a Concealed Handgun <span style="float: right;">25</span></li> <li>• Approval of Addition to Board Policy GP-304 <span style="float: right;">28</span></li> <li>• Approval to Award Dr. Becky Paneitz President Emerita Status <span style="float: right;">29</span></li> </ul>
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	<b>Board Self-Evaluation</b> <ul style="list-style-type: none"> <li>• Did we operate as a policy Board?</li> <li>• Did we serve our constituents?</li> </ul>

Adjourn

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
BOARD OF TRUSTEE MEETING  
Monday, April 8, 2013**

**MINUTES**

Chair Ric Clifford called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, April 9, at 4:30 p.m. in the Burns Hall 3<sup>rd</sup> Floor Board Room.

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

**Also in Attendance:** Dr. Becky Paneitz and Jesse Pierce

**MINUTES**

**March Meeting**

Mr. Shupe moved and Mr. Spivey seconded the motion to approve the minutes of the Board Meeting on March 11, 2013. The motion passed unanimously.

**RECOGNITION, AWARDS, AND INFORMATIONAL ITEMS**

**Student of the Month Golden Eagle Award: Rubicely Hernandez**

Ms. Jasmine Pope and Ms. Kathryn Birkhead introduced Ms. Rubicely Hernandez. Ms. Hernandez thanked the Board. She said she has participated as a LIFE Mentor at the College and volunteered her time working with high school students encouraging them to attend college.

Mr. Shewmaker told the Board Ms. Hernandez was on the Presidential Search Committee. Mr. Pierce said Ms. Hernandez sets a wonderful example for other students. The Board congratulated Ms. Hernandez.

**Public Safety & Emergency Management Update**

Mr. Clifford reminded the Board they would vote before July on whether or not faculty and staff would be allowed to carry guns on campus. He said a forum was held on campus regarding guns and that another forum was scheduled.

Dr. Ricky Tompkins told the Board on the main NWACC campus, there is 1 Public Safety Officer per 853 students. He explained this number is better than national average. Dr. Tompkins reviewed the risk associated with firearms on campus. He noted that stakeholders must understand that allowing guns on campus does not allow the college to have oversight in the areas of accountability, training and equipment standards.

Mr. Shewmaker asked if the College had the ability to make policy that would go above and beyond what the law states. Dr. Tompkins explained the more rules the College prescribes, the more the College's liability would increase. Mr. Schwartz handed out an article regarding allowing faculty and staff to become a licensed security officer. Mr. Grigsby asked if the College or the faculty/staff member carrying a firearm would be liable if anything happened. Dr. Tompkins told the Board he would ask Mr. Ethan Beckcom contact the College's legal counsel to look further into the College's liability.

Mr. Spivey reminded the Board they needed to be mindful of faculty, staff, students, and visitors when making their decision. Mr. Clifford said this issue would likely be on the May Board agenda to allow time for signage to be made and placed on campus.

### **YMCA Classes on Campus**

Ms. Debi Buckley introduced Ms. Ashton Caton with the YMCA to the Board. Ms. Caton said the College approached the YMCA regarding bringing pilot programs to campus. Ms. Caton explained their proposal was to offer two different classes over the lunch out that would start when summer hours began. She said the classes would likely be yoga, Pilates, circuit, and sculpting classes.

## **ENDS MONITORING REPORT**

### **ENDS 105 – College Community**

Dr. Ricky Tompkins went through the ENDS-105 report with the Board. He highlighted continued implementation of processes and improvements in human resources and diversity and inclusion. He noted that human resources implemented people admin upgrades, background checks, and vision insurance. Dr. Tompkins also reviewed processes put into place to improve diversity and inclusion in the faculty, staff, and administration.

Mr. Clifford asked if the College had measures in place to measure diversity on an ongoing basis. Dr. Tompkins answered that human resources keeps statistics and continues to monitor the levels of diversity on campus. Mr. Sarmiento suggested the College set a goal regarding hiring diverse individuals. Dr. Paneitz told the Board Mr. Bruce Johanson would visit with them in June to review our trends in diversity.

### **Approval of ENDS 105 – College Community**

Mr. Spivey moved and Mr. Grigsby seconded the motion to approve ENDS 105 – College Community. The motion passed unanimously.

## **COMMITTEE REPORTS**

### **Finance/Audit Committee**

Mr. Grigsby reported the College was 4.5% ahead of revenue and down about .2% in expenses. He commended the work of the College staff in looking at all budget scenarios while waiting for final word on next year's budget from the state.

### **Land Use and Facilities Committee**

Mr. Spivey said the Land Use Committee did not meet in April. He said the committee is waiting to hear back from the City of Bentonville regarding a letter he sent expressing concerns the College has with the proposed interchange. Mr. Spivey also told the group the Land Use Committee was still waiting to hear from the Foundation regarding Washington County.

## **PRESIDENT'S REPORT**

Dr. Paneitz reviewed the upcoming events surrounding Commencement with the Board. She told the group more than 400 students were planning to walk at Commencement.

**CHAIRMAN'S REPORT**

Mr. Clifford told the Board the recent gun forum on campus was informative and interesting. He commended Dr. Chris Huggard for planning such a wonderful event.

**OTHER BOARD ACTION ITEMS AND CONSIDERATIONS****Approval of Early Retirement**

Dr. Paneitz told the Board they needed to approve the early retirement, but not the individual retirees. She reviewed the approval with the Board.

**Approval of Early Retirement**

Mr. Grigsby moved and Mr. Spivey seconded the motion to approve early retirement. The motion passed unanimously.

**MOVED TO EXECUTIVE SESSION AT 5:36 PM**

**RETURNED FROM EXECUTIVE SESSION AT 7:03 PM**

**ADJOURNMENT**

The meeting adjourned at 7:03 pm

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Mr. Ric Clifford, Chairperson

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Mr. Daniel Shewmaker, Secretary

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
SPECIAL BOARD OF TRUSTEE MEETING  
Wednesday, April 24, 2013**

**MINUTES**

Chair Ric Clifford called the Special Board of Trustees of NorthWest Arkansas Community College meeting to order on Wednesday, April 24, at 11:34 p.m. in the Burns Hall 3<sup>rd</sup> Floor Board Room.

**Members Present:** Ric Clifford (Chair), Joe Spivey, Dan Shewmaker, Scott Grigsby, Todd Schwartz, Mike Shupe

**Also in Attendance:** Dr. Becky Paneitz

**Committee Reports**

**Finance/Audit Committee**

Mr. Grigsby told the Board the Finance/Audit Committee met recently to review and approve the proposed fee and fee rate changes as recommended by College administration. Ms. Debi Buckley reviewed the proposed fee rate changes and new fees: Technology fee - from \$8.75 to \$10.75 (per SSCH); Facility Maintenance fee - from \$1.50 to \$2.00 (per SSCH); Distance Learning fee - from \$40.00 to \$43.00 (per course); Hybrid Learning fee - from \$20.00 to \$22.00 (per course); Science Laboratory fee - from \$35.00 to \$50.00 (per course); and Culinary Program fee - from \$100.00 to \$150.00 (per course). In addition, the following new fees are recommended: Library Resource fee - \$1.50 (per SSCH); Health Professions Technology fee - \$15.00 (per SSCH); and Security fee - \$1.50 (per SSCH).

Ms. Buckley reviewed the average change in fees per student per semester. She also reviewed the draft FY 2014 budget with the group. Mr. Spivey asked if other colleges have security fees. Dr. Kitchen said it is hard to benchmark because the fees can be combined into other areas and have different names. Mr. Grigsby told the group if the security fee helps one student, it will be worth the addition.

Mr. Shewmaker asked if the College could reduce fees moving forward if more funding than predicted. Ms. Buckley answered that the College worked to reduce the budget, but was still looking for areas to cut. She explained the fees would still be needed. Mr. Shewmaker asked if there would be an opportunity to revisit the fees if there is excess revenue. Mr. Clifford explained that if revenue increases the College would need to see a couple semesters of continued growth before reducing fees.

Dr. Paneitz said the College was built on the idea of affordability, access, and quality. She said when looking at fees, the College examines what is needed to maintain the quality in times where state revenue is not available for funding. Dr. Paneitz praised Ms. Buckley and her team for doing a great job.

**Approval of Proposed New Fees and Fee Rate Changes for FY 2014**

Mr. Grigsby moved and Mr. Shupe seconded the motion to approve the following rate increases based on the recommendations of NorthWest Arkansas Community College Administration: Technology fee - from \$8.75 to \$10.75 (per SSCH); Facility Maintenance fee - from \$1.50 to \$2.00 (per SSCH); Distance Learning fee - from \$40.00 to \$43.00 (per course); Hybrid Learning fee - from \$20.00 to \$22.00 (per

course); Science Laboratory fee - from \$35.00 to \$50.00 (per course); and Culinary Program fee - from \$100.00 to \$150.00 (per course).

In addition, the following new fees are recommended: Library Resource fee - \$1.50 (per SSCH); Health Professions Technology fee - \$15.00 (per SSCH); and Security fee - \$1.50 (per SSCH).

### **ADJOURNMENT**

The meeting adjourned at 12:18 pm

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Mr. Ric Clifford, Chairperson

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Mr. Daniel Shewmaker, Secretary

## POLICY TYPE: EXECUTIVE LIMITATIONS

EL-201

## POLICY TITLE: FINANCIAL CONDITION

**Policy 201:** With respect to the actual, ongoing financial condition and activities, the President shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board priorities established in Ends policies.

*Definition: Fiscal jeopardy refers to unrestricted cash reserves in the amount of less than 8-10% payroll and operating expenses held in the unrestricted operating and investment accounts of the College. Material deviation of actual expenditures refers to a plus or minus 10% difference from Board priorities.*

**Narrative:** The Board of Trustees approved the FY2013 budget and agreed to a 7.5% reserve which amounts to \$2,860,897 of the budgeted operating revenues of \$38,145,288.

Available unrestricted cash reserves as of December 31, 2012 were \$4,808,624 or 22.36% of actual December 31, 2012 expenses of \$21,507,181. Therefore, the President maintained adequate cash reserves and did not materially deviate from the priorities established in the Board of Trustees approved FY2013 budget.

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

- 1. Expend more funds than available from fiscal year receipts plus 10% of available reserves.**

*Definition: Available reserves refer to the balance of all unrestricted bank or investment accounts as of the date being reported.*

**Narrative:**

	As of December 31, 2012	As of December 31, 2011
Unrestricted Balance as of 12-31	4,808,624	\$ 5,239,049
FY BOT Reserve	(2,860,897)	(3,211,404)
Unrestricted Balance over BOT Reserve	<u>\$ 1,947,727</u>	<u>\$ 2,027,645</u>

*\*Unrestricted funds include unrestricted designated, auxiliary, educational and general funds.*

Available unrestricted cash balance over BOT Reserve as of December 31, 2012 was \$1,947,727. Therefore, the President did not expend more funds than available from revenue receipts.

**2. Indebt the organization beyond trade payables in the normal course of business.**

*Definition: Trade payables refer to unsecured accounts payable debt incurred to purchase maintenance and operating materials and services in the normal course of College activity.*

Narrative: The College's only indebtedness at this time is normal trade payables, normal payroll liabilities and Board authorized construction bond issues.

**3. Fail to maintain adequate reserves.**

*Definition: Adequate reserves refer to a budgeted 8-10% carryover of funds in the College unrestricted bank and investment accounts.*

Narrative: Unrestricted cash reserves as of December 31, 2012 were \$4,808,624, approximately 12.2% of the FY13 current unrestricted budgeted operating expenditures of \$39,377,268. A 7.5% reserve was approved by the Board for FY2013. Therefore, the President maintained adequate reserves consistent with the Board approved budget.

**4. Conduct inter-fund transfers inconsistent with the fund accounting principles and Governmental Accounting Standards Board (GASB) standard.**

*Definition: Inconsistent refers to not following the Generally Accepted Accounting Principles (GAAP) and GASB standards in all accounting procedures and practices.*

Narrative: No inter-fund transfers inconsistent with GAAP and GASB standards have been made.

**5. Fail to settle payroll and obligations in timely manner.**

*Definition: A timely manner in payroll matters refers to paying each payroll on time and meeting all payroll tax obligations according to applicable federal and state laws. A timely manner in other obligations refers to paying all payables obligations on the due date or no later than 10 days past the due date if valid reasons exist and paying all other obligations on or before the due date.*

Narrative: NWACC administration strives to settle all payroll and other obligations in a timely manner. During the 2013 fiscal year there have been no material instances of failure to settle payroll obligations in a timely manner.



**6. Allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed.**

*Definition: No governmental ordered payment or filing will be made past the due date or contain information that is known to be incorrect or inaccurate.*

Narrative: The College has experienced no material interest or penalty charges for late or deficient payments or filings during this period.

**7. Fail to aggressively pursue receivables after a reasonable grace period.**

*Definition: Aggressively pursue refers to using an in-house collection program followed, if necessary, by the use of a professional collection agency. Reasonable grace period refers to immediate contact by in-house collection personnel when the obligation is past due, and, if not successful, referral to professional collection agency within 10 days of the last contact by in-house collection personnel.*

Narrative: Current and past-due student billings other than third-party are mailed monthly. Past-due student accounts are mailed past-due notices. Receivables from credit course students are routinely turned over to a collection agency after nonpayment following three contacts by in-house personnel.

**I am reporting compliance with Policy #201.**

Becky Paneitz, Ph.D.

**President**

**May 13, 2013**

**Recommendation:** *It is the recommendation of the College Administration that the Board of Trustees approve Dr. Paneitz's compliance report for EL-201 Financial Conditions.*

**MONITORING:**

Methods: Written report with verbal explanation of variances

Frequency: Twice a year – April and October

Date Monitoring Method Approved: September 11, 2006

Frequency Dates Amended and Approved: September 10, 2007

**POLICY TYPE: EXECUTIVE LIMITATIONS****EL-208****POLICY TITLE: BUDGETING**

**Policy 208:** Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Board's Ends priorities, risk fiscal jeopardy, or fail to be derived from an annual approved budget.

*Definition: Deviate materially refers to not planning for completion of 90% of the Board's Ends priorities in a given planning cycle. Risk fiscal jeopardy refers to unrestricted cash reserves of less than an amount equal to two months payroll and operating expenses held in the unrestricted operating and investment accounts of the College. Derived from a multi-year plan means financial planning will include a minimum of two years.*

**Narrative:** NWACC's FY2013-2014 financial plans coincide with its strategic and facilities plans adopted by the Board of Trustees. Therefore, the plan for the long-range financial needs of the College is consistent with the Board's goals for the College. The College budgeted and maintained a cash reserve balance of 7.5 % as an operating reserve, an amount previously approved by the BOT. Budgetary needs for FY2014 will include a BOT Reserve Fund equivalent to 7.5% of the Operating Revenue Budget for FY2014.

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

**1. Fail to include credible projection of revenues and expenses, separation of capital and operational items, cash flow and disclosure of planning assumption.**

*Definition: Credible projections refers to (1) a projection based on two-year college trends in tuition and fee revenue, millage revenue, state revenue and other revenue and (2) a projection based on current and next year forecasts of expenditures related to priorities established by the Cabinet. Separation of capital and operational items refers to adherence to Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines in distinguishing the two. Cash flow refers to a monthly cash flow budget and comparison to actual throughout the current and next fiscal year. Planning assumptions refers to specific revenue and expense assumptions based on strategic plans developed by the College.*

**Narrative:** Financial planning activities at NWACC are based on enrollment numbers and multi-years' revenue and expenses in the preparation of the annual operating budgets. The College monitors the significant revenue and expense categories monthly, comparing these to monthly and annual budgeted revenue and expense amounts to determine if variances exists and reviews the reasons for variances and actions to be taken as a result of variances. Capital and operating expenses are distinguished in both budgeting and accounting for revenue and expenses. Also, the annual Legislative Audit of the College ensures that this distinction is maintained.

**2. Plan the expenditure in any fiscal year of more funds than is conservatively projected to be received in that period.**

*Definition: Funds conservatively projected to be received shall include projections of unrestricted and restricted revenue to be received within the fiscal year plus any available reserve funds year's minus a reserve of 8-10% of the current year's unrestricted payroll from prior and operating expense budget at the end of the fiscal year.*

Narrative: Expenditures in the College unrestricted and restricted operating budget for fiscal year 2013 and planned for fiscal year 2014 do not exceed the revenue for these respective years plus any available reserve funds, minus the 7.5% reserve of unrestricted funds as granted by special board approval to be carried into the following year. The FY2014 proposed budget reflects an increase of 1.8% (\$718,915) in the overall revenue base for FY2014 General & Educational Funds as compared to the approved FY2013 budget.

**3. Provide less for Board prerogatives during the year than is set forth in the Cost of Governance Policy.**

*Definition: The annual operating budget will contain the amount needed for Board operation under the Policy Governance.*

Narrative: The budget for the Board in 2013-14 provides sufficient funds for the Board to carry out its role according to the Cost of Governance Policy.

I am reporting compliance with Executive Limitations, Policy 208.

Becky Paneitz, Ph.D.  
President

**Recommendation:** It is the recommendation of the College Administration that the Board of Trustees approve Dr. Paneitz's compliance report for Executive Limitations, Policy 208.

**MONITORING:**

Methods: Written report with verbal explanation of variances

Frequency: Annually – May

Date Approved: September 11, 2006



Date: May 13, 2012  
To: Board of Trustees  
From: Debi Buckley, Sr. VP for Administrative Services/CFO  
Subject: FY 2013-2014 Budget

The budget process for the 2013-2014 budget year began in December 2012, with discussions of preliminary budget assumptions and guidelines and the distribution of the budget calendar. During February – April, the Interim Senior Vice President /CFO and the Director of Budget and Financial Analysis met with Cabinet members, and division administrators to review the division budget, priorities, and answer questions.

During the creation of the FY2013-14 budget, the college's 5-year Strategic Plan, operating revenue issues, financial stability, and critical needs were emphasized. Conservative fee increases and some new fees were recommended to the Board of Trustees and received their approval at a special board meeting. Tuition was not increased. The college President reviewed the final draft of the FY2013-14 Operating Budget which consists of General & Educational, Designated, and Auxiliary Funds. College-wide budget presentations were held on May 9, 2013.

The FY2013-14 proposed operating budget is \$42,376,097.

Recommendation: The NorthWest Arkansas Community College Finance/Audit Committee recommends to the NWACC Board of Trustees approval of the FY2013-14 Operating Budget based on the recommendations of NWACC Administration.

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Mr. Ric Clifford, Chairperson

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Mr. Dan Shewmaker, Secretary



# **NorthWest Arkansas Community College**

## **PROPOSED BUDGET**

### **Fiscal Year 2014 Budget**

**May 13, 2013**

## **FY2014 Budget Development Objectives**

- *Continue to ensure financial stability*
- *Address potential unrestricted operating budget issues*
- *Increase efficiencies and omit redundancies*

## **FY2014 Budget Development Strategies**

### **Purposeful Revenue Generation**

- *Increase required general student fees*
- *Increase lab, DL, facility, and tech fees*
- *Implement new fees for services*
  - *Library Resource*
  - *Security*
  - *Health Professions Technology Fee*

### **Reduce and Reallocate Expenditures**

- *Freeze unfilled positions*
- *Limit new positions*
- *Decrease maintenance and operation (M&O) expenses*
- *Provide retirement incentives*
- *Reallocate lab-related costs to designated funds*

## FY2013 Budget Enrollment Data

<b><i>Budgeted SSCH*</i></b>	<b>167,491</b>
<b><i>Enrollment (SSCH) ratios</i></b>	
<b><i>In District</i></b>	<b>43%</b>
<b><i>Out of District</i></b>	<b>52%</b>
<b><i>Out of State</i></b>	<b>5%</b>
<b><i>Credit Instruction Tuition Rates (per Credit Hour)*</i></b>	
<b><i>In District</i></b>	<b>\$75.00</b>
<b><i>Out of District</i></b>	<b>\$122.50</b>
<b><i>Out of State</i></b>	<b>\$175.00</b>

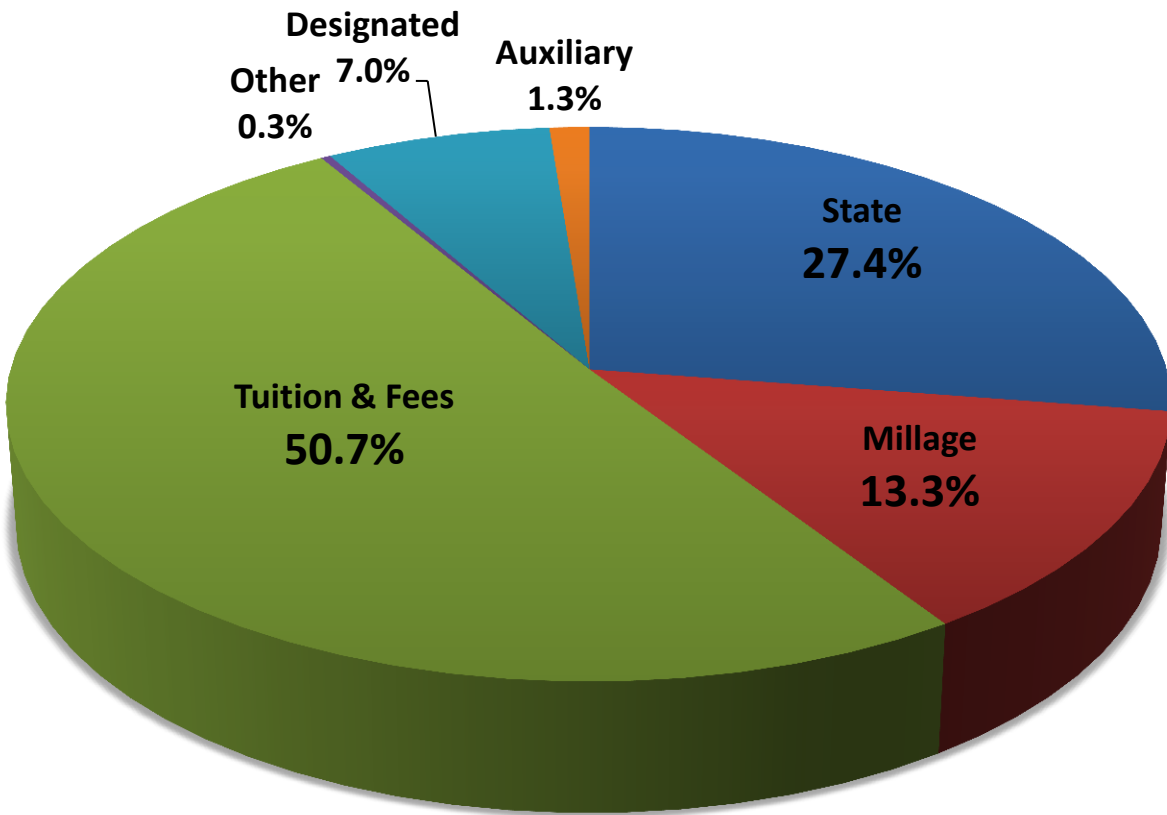
## Major Revenue Sources & Forecast Amounts

<b><i>Revenue Stabilization Act - (A)*</i></b>	<b>\$10,084,563</b>
<b><i>(B)</i></b>	<b>\$534,639</b>
<b><i>Edu. Excellence Trust Funds</i></b>	<b>\$996,078</b>
<b><i>Millage*</i></b>	<b>\$5,636,872</b>
<b><i>Tuition</i></b>	<b>\$16,719,788</b>
<b><i>Designated Funds</i></b>	<b>\$2,984,735</b>
<b><i>Auxiliary Funds</i></b>	<b>\$527,160</b>

*\* Flat to previous year*

# FY2014 Operating Revenue Sources

General & Educational, Designated, and Auxiliary Funds Combined



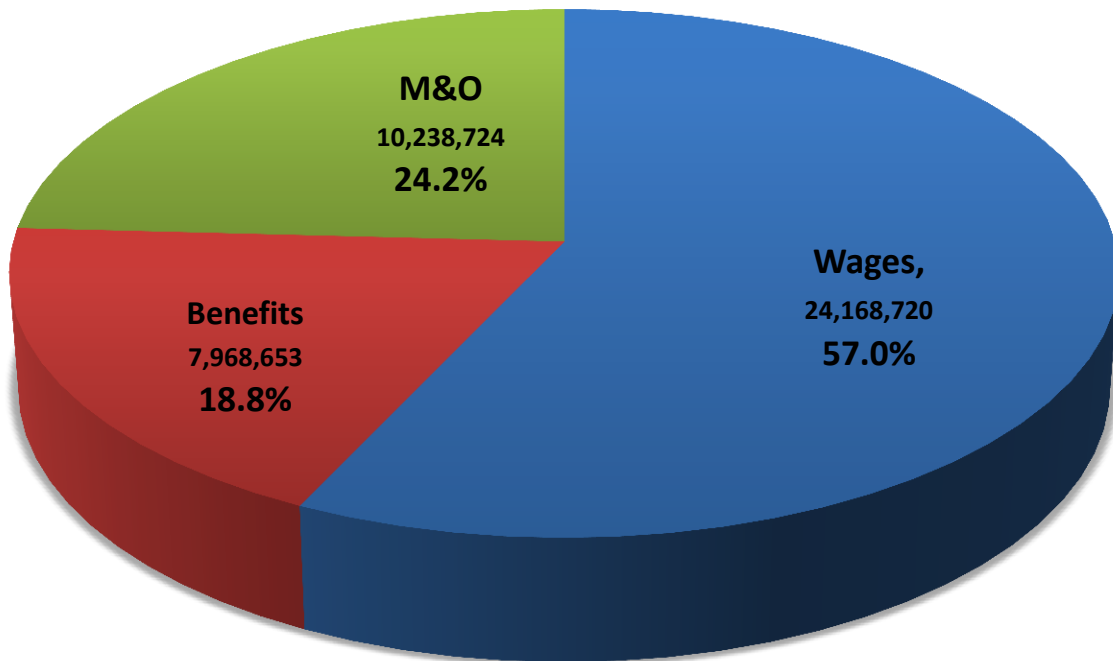
**Total : \$42,376,097**



# FY 2014 Operating Expenditures

General & Educational, Designated, and Auxiliary Funds Combined

<i>Total Salaries and Wages</i>	<b>\$24,168,720</b>
<i>Benefits</i>	<b>\$7,968,653</b>
<i>Maintenance &amp; Operating</i>	<b>\$10,238,724</b>



**Total: \$42,376,097**

# **FY 2014 Proposed New Positions**

**General & Educational Funds Only**

***English***

***Health Information Management***

***Workforce Specialist***

***Retail & Supplier Education Assistant***

***Testing Lab Assistant***



Date: May 13, 2013

To: Board of Trustees

From: Debi Buckley, Sr. VP for Administrative Services/CFO

Subject: Approval of Provisional Positions

As outlined by the General Assembly of the State of Arkansas, 80 provisional positions have been identified in the 2013-2014 biennium for use by NorthWest Arkansas Community College. These positions may be utilized by the preparation of a justification submitted to the Office of Personnel Management with the approval of the NWACC Board of Trustees. All provisional position requests are contingent upon the availability of external funding and based upon additional revenue from sources other than general revenue.

In November of 2009, the Office of Personnel Management recommended that NWACC request a blanket resolution authorizing the College to request provisional positions from the allocated 80. Granting this blanket authority for the request of provisional positions shall prevent unnecessary delay in the education of students.

Recommendation: It is the recommendation of the administration that the Board of Trustees approve all 80 positions to be used based upon the acquisition of external revenue from sources other than general revenue as approved by the college's President.

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Mr. Ric Clifford, Chairperson

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Mr. Dan Shewmaker, Secretary

**RESOLUTION**

**BE IT RESOLVED, BY THE BOARD OF TRUSTEES OF NORTHWEST ARKANSAS COMMUNITY COLLEGE** that 80 Provisional Positions are hereby approved for use in the 2013-2014 Fiscal Year. A total of 47 have been allocated by appropriation with 33 provisional positions remaining for requests. The 47 provisional positions allocated include:

- Two (2) Academic Advisors - Career Pathways
- One (1) Academic Advisor - Upward Bound
- One (1) Academic Advisor - Adult Ed
- Two (2) Administrative Specialist I - Adult Ed
- One (1) Administrative Specialist II - Title III
- Two (2) Administrative Specialist III - Adult Ed
- One (1) Administrative Specialist III - Weatherization
- One (1) Administrative Specialist III - ICPS
- One (1) Administrative Specialist III - ARK
- One (1) Administrative Specialist III - STEM (Environmental)
- One (1) Career Planning and Placement - PACE
- One (1) Computer Lab Technician - Adult Ed
- One (1) Computer Lab Technician - STEM (Cyber)
- One (1) Fiscal Support Analyst - Adult Ed
- One (1) Fiscal Support Analyst – PACE
- Eight (8) Full-time Faculty - Adult Ed
- One (1) Local Office Administrative Assistant - Career Pathways
- One (1) Project/Program Director - Perkins
- One (1) Project/Program Director - Building Sciences
- One (1) Project/Program Director - Adult Ed

One (1) Project/Program Director - ICPS  
 One (1) Project/Program Director - Career Pathways  
 One (1) Project/Program Director - PACE  
 One (1) Project/Program Director - ARK  
 One (1) Project/Program Director - STEM (Environmental)  
 One (1) Project/Program Director - STEM (Cyber)  
 One (1) Project Program Manager -Title III  
 Three (3) Project Program Manager - Weatherization  
 One (1) Project/Program Manager - Upward Bound  
 Three (3) Project/Program Specialist - Title III  
 One (1) Project/Program Specialist - ICPS  
 One (1) Project/Program Specialist - PACE  
 One (1) Special Instructor - Title III

**47 Total Requested Positions**

**80 Positions Allocated by Appropriation**

**33 Positions Remaining for Requests**

**BE IT FURTHER RESOLVED THAT** the Board's approval of these Provisional Positions will be subject to the provisions of Arkansas Code 6-63-305(b) and Act 620 of 2007. The number of new additional positions is established for the biennium at salary rates not to exceed the salary rate of comparable positions established in the regular salaries section of the biennial appropriations act for the college operations.

As outlined by the General Assembly of the State of Arkansas these positions may be used based upon additional revenue from sources other than general revenue; that revisions to the number of provisional positions may be necessary to serve the students enrolled for the 2012-2013 academic years to prevent unnecessary delay in the education of students.

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Mr. Ric Clifford, Chairperson

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Mr. Dan Shewmaker, Secretary



Date: May 13, 2013  
To: Board of Trustees  
From: Debi Buckley, Sr. VP for Administrative Services/CFO  
Subject: Approval of Provisional Positions

Today, the Board of Trustees will approve 80 provisional positions to be used upon acquisition of external revenue from sources other than general revenue.

In response to the PACE, Weatherization and Adult Education grants awarded to NWACC, the administration recommends the authorization of the following provisional position of PACE – Fiscal Support Analyst; Weatherization – Project/Program Manager; and Adult Education – Administrative Specialist III.

**Recommendation:** It is recommendation of the administration that the Board of Trustees approve one (1) Fiscal Support Analyst; one (1) Project/Program Manager position; and one (1) Administrative Specialist III position to be used based upon the acquisition of external revenue from sources other than general revenue as approved by the college’s President.

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Mr. Ric Clifford, Chairperson

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Mr. Dan Shewmaker, Secretary

## RESOLUTION

WHEREAS, the Board of Trustees desires to act in the best interest of the students of NorthWest Arkansas Community College, and

BE IT RESOLVED, that the Board of Trustees of NorthWest Arkansas Community College hereby authorizes the 2013 provisional positions to support the PACE, Weatherization and Adult Education programs at NWACC as listed below:

1. (1) Fiscal Support Analyst – PACE
2. (1) Project/Program Manager – Weatherization
3. (1) Administrative Specialist III – Adult Education

Dated this 13th day of May, 2013

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Mr. Ric Clifford, Chairperson

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Mr. Dan Shewmaker, Secretary



Date: May 13, 2013

To: Board of Trustees

From: Debi Buckley, Sr. VP for Administrative Services/CFO

Subject: Approval of Promotional & 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 2014. These purchases are already part of the FY2014 Proposed Operating Budget, 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.

Alumni/Foundation (13021)	\$	2,000.00
Business & Computer Information (11410)	\$	1,200.00
Bella Vista Center (11534)	\$	1,145.00
Career Development Center (11523)	\$	900.00
Early College Experience (11160)	\$	3,000.00
International Programs (11524)	\$	500.00
Washington County Center (11531)	\$	850.00
Marketing & Advertising (13011)	\$	8,000.00
President Office (10001)	\$	2,000.00
Transfer & Articulation (11522)	\$	300.00
Student Activities (11521)	\$	3,520.00
Contingency	\$	1,000.00
<b>Total</b>	<b>\$</b>	<b>24,415.00</b>

**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 2014.

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Mr. Ric Clifford, Chairperson

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Mr. Dan Shewmaker, Secretary





Date: May 13, 2013

To: Board of Trustees

From: Dr. Ricky Tompkins, Interim VP for Learning

Subject: Approval of Resolution Disallowing the Carrying of a Concealed Handgun

The NWACC administration recommends that the Board exercise its option to exempt the institution from Act 226 of 2013 and not allow employees (with a permit to carry a concealed weapon) to carry a concealed weapon on the College's Campus or instructional Centers by approving the resolution disallowing the carrying of a concealed weapon.

**Recommendation:** The administration recommends that the Board exercise its option to exempt the institution from Act 226 of 2013 and not allow employees (with a permit to carry a concealed weapon) to carry a concealed weapon on the College's Campus or instructional Centers by approving the resolution disallowing the carrying of a concealed weapon.

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Mr. Ric Clifford, Chairperson

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Mr. Dan Shewmaker, Secretary

**NWACC BOARD OF TRUSTEES  
RESOLUTION ON THE CONCEALED CARRY OF HANDGUNS  
ON CAMPUS BY TRAINED AND LICENSED STAFF ON CAMPUS**

**WHEREAS**, Northwest Arkansas Community College (NWACC) is a public institution of higher education that receives regular budgetary support from the State of Arkansas, and that is required to report to the Arkansas Higher Education Coordinating Board, and

**WHEREAS**, it is unlawful for any person other than a law enforcement officer or a commissioned officer in the employ of NWACC to knowingly carry or possess a loaded firearm or other deadly weapon in any publicly owned building or facility, and

**WHEREAS**, a “staff” member means a person who is not enrolled as a full-time student at NWACC, and is either employed by NWACC full time or is on a nine-month or twelve month appointment at NWACC as a faculty member, and

**WHEREAS**, Act 226 of 2013 requires that the Board of Trustees at NorthWest Arkansas Community College approve a policy with regard to the carry of concealed handguns on campus by trained and licensed staff members who possess a concealed carry permit.

**NOW, THEREFORE, BE IT RESOLVED:**

- That the Board of Trustees of NWACC adopts this policy expressly disallowing the carrying of a concealed handgun by staff members in college owned or controlled buildings and grounds, and
- That this Board policy expires one (1) year after adoption and must be readopted each year by the Board of Trustees at their annual meeting in January to remain in effect, and
- That NWACC’s commissioned law enforcement officers employed within the NWACC Department of Public Safety are exempt from this policy, and
- That NWACC’s Administration will conduct an annual analysis of its capacity to provide a safe and resilient environment that enhances the learning experience and supports the College’s educational mission, and
- That this analysis will accompany future requests to either readopt this policy or to adopt differing policies for the carrying of a concealed handgun by trained and licensed staff members for different campuses, areas of a campus, or individual buildings of the college for which the Board of Trustees is responsible, and
- That NWACC will post at the entrance of all facilities and parking lots controlled or owned by NWACC clearly written notifications readable at a distance of not less than ten feet that “Carrying A Handgun Is Prohibited”

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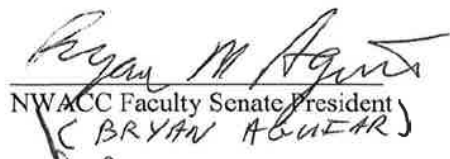
NWACC Board of Trustees Chair

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NWACC Board of Trustees Secretary

**ADDITIONAL JOINT SIGNATURES  
NWACC BOARD OF TRUSTEES  
RESOLUTION ON THE CONCEALED CARRY OF HANDGUNS  
ON CAMPUS BY TRAINED AND LICENSED STAFF ON CAMPUS**

  
NWACC President

  
NWACC Faculty Senate President  
(BRYAN AGUIRRE)

  
NWACC Staff Council President  
(Lenora Setlar)

  
NWACC Student Government Association  
President



Date: May 13, 2012  
To: Board of Trustees  
From: Ric Clifford, Board of Trustees Chairperson  
Subject: Approval of Addition to Board Policy GP-304

Proposed addition to the Board of Trustees Governance Policy – 304 Board Powers and Duties:

***To grant Emeritus/Emerita titles.***

Recommendation: It is the Chair's recommendation that the Board of Trustees approve the addition to Board Policy GP- 304

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Mr. Ric Clifford, Chairperson

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Mr. Dan Shewmaker, Secretary



Date: May 13, 2012

To: Board of Trustees

From: Ric Clifford, Board of Trustees Chair

Subject: Approval to Award Dr. Becky Paneitz President Emerita Status

In recognition of her 10 years of commitment and outstanding service to NorthWest Arkansas Community College, the Chair recommends the Board of Trustees award Dr. Becky Paneitz President Emerita status at NorthWest Arkansas Community College.

Recommendation: It is the Chair's recommendation that the Board of Trustees award Dr. Becky Paneitz President Emerita status at NorthWest Arkansas Community College.

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Mr. Ric Clifford, Chairperson

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Mr. Dan Shewmaker, Secretary