

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 17, 2014 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"> • February Student of the Month Golden Eagle Award: <i>Raul Najera-Bahena</i> • Sabbatical Report: <i>Tim McGinn</i> 	
<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"> • Annual Board Meeting – January 13, 2014 • Regular Board Meeting – January 13, 2014 • Special Board Meeting – January 24, 2014 	2 3 6
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	ENDS Monitoring Report <ul style="list-style-type: none"> • None 	
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	Executive Limitations Monitoring Report <ul style="list-style-type: none"> • EL-206 Asset Protection: <i>Dr. Jorgenson</i> 	8
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Committee Reports <ul style="list-style-type: none"> • Honorary Degree Committee: <i>Geovanny Sarmiento</i> • Foundation Board Meeting: <i>Geovanny Sarmiento</i> • Land Use Committee: <i>Joe Spivey</i> • Finance Committee: <i>Scott Grigsby</i> <ul style="list-style-type: none"> ▪ Early Retirement 	11
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	President’s Report <ul style="list-style-type: none"> • Enrollment Update • New Degree Notification 	
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Chairman’s Report <ul style="list-style-type: none"> • ACCT Legislative Summit Report 	
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	Other Board Action Items and Considerations <ul style="list-style-type: none"> • Approval of Donations Intended for NWACC to be Paid to the NWACC Foundation • Approval of Authorized Signature 	12 14

Adjourn

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEE ANNUAL MEETING
Monday, January 13, 2014**

MINUTES

Chair Ric Clifford called the Board of Trustees of NorthWest Arkansas Community College Annual meeting to order on Monday, January 13, at 4:04 p.m. in the Burns Hall 3rd Floor Board Room.

Members Present: Ric Clifford (Chair), Dan Shewmaker, Amy Forrest, Geovanny Sarmiento, Todd Schwartz, Mike Shupe

Also in Attendance: Dr. Evelyn E. Jorgenson and Cyndi Beltran

CALENDAR YEAR 2014 BOARD OF TRUSTEE ELECTIONS

Mr. Clifford reminded the group that the Board drew straws in January 2013 to determine Board member term lengths. Mr. Clifford noted that he, Mr. Grigsby, and Mr. Herrera drew terms that end on December 31, 2014. He introduced Ms. Tena O'Brien, Benton County Clerk, and Ms. Dana Caler, Benton County Clerk's Office Election Administrator.

Ms. O'Brien reminded the Board of the steps needed to file as a candidate. She said August 15, 2014 would be the deadline for filing for election. Ms. O'Brien reminded the group that the NWACC election would be held on November 4, 2014.

ANNUAL CONSIDERATION OF ACT 226 OF 2013

Mr. Clifford told the Board the annual consideration of Act 226 of 2013 was on the agenda to remind the Board that it is to be considered annually. He said the Board would need to vote on the consideration before May.

APPROVAL OF OFFICIAL MEETING DATES FOR 2014

Mr. Clifford set the official meeting dates as follows: February 17, March 10, April 14, May 12, June 9, August 11, September 8, October 20, and November 10.

Approval of Official Meeting Dates for 2014

Mr. Shupe moved and Ms. Forrest seconded the motion to name February 17, March 10, April 14, May 12, June 9, August 11, September 8, October 20, and November 10th as the official Board meeting dates. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 4:13 p.m.

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker, Secretary

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEE MEETING
Monday, January 13, 2014**

MINUTES

Chair Ric Clifford called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, January 13, at 4:14 p.m. in the Burns Hall 3rd Floor Board Room.

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

Also in Attendance: Dr. Evelyn E. Jorgenson and Cyndi Beltran

MINUTES

November 11, 2013 Regular Board Meeting

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

ENDS MONITORING REPORT

Academic Quality Improvement Program Overview

Dr. Gates told the Board that a group of faculty and staff is currently working on the system portfolio which is due on June 1, 2014. He said the portfolio is part of the Academic Quality Improvement Program (AQIP) accreditation process for the College through the Higher Learning Commission (HLC). He explained that the AQIP process was developed to help higher education institutions examine, analyze, and evaluate the key systems it uses.

Mr. Marcus Williams reviewed the assessment process and the categories included in the portfolio.

Mr. Clifford thanked Mr. Williams for the report. He also thanked Dr. Ricky Tompkins and his team for their work on the portfolio. Dr. Shauna Sterling told the group the College will be completing a portfolio pilot developed by the HLC which will keep the team working on a vigorous schedule. She said she had been in contact with Mr. Schwartz regarding the process and that all documents for the submission can be found in a drop box which can be viewed by anyone.

Approval of Academic Quality Improvement Program Overview

Mr. Schwartz moved and Mr. Shupe seconded the motion to approve the Academic Quality Improvement Program Overview. The motion passed unanimously.

PRESIDENT'S REPORT

Dr. Jorgenson said the current NWACC Fact Book and Fast Facts were available. She explained the books contain a lot of great information about the College.

Dr. Jorgenson notified the Board of discontinuation and program changes which would be on the January 30th agenda for the Arkansas Department of Higher Education Board meeting. She said the College planned to delete the Tax Specialist degree, update the memorandum of understanding with the University of Arkansas Walton College, add a Mobile Applications Development track and an online approval for the AS Business degree.

Dr. Jorgenson explained that the updated memorandum of understanding with the University of Arkansas helps to keep information up to date and allow the College to work seamlessly with the Walton College of Business. Dr. Tompkins added that the College works very closely with the Walton College of Business so NWACC students transfer to the University as a junior.

Dr. Jorgenson said she had been asked to give a recap of her first six-months as President at NWACC. She said the College is a good fit for her. She explained that she has enjoyed working at the College and has a great Board, Faculty and Staff. She said she had truly enjoyed the process of getting to know the College.

Dr. Jorgenson said she and Ms. Debi Buckley were continuing to gather information regarding the railroad and planned to bring a recommendation to the Board Retreat.

Dr. Jorgenson told the Board enrollment for Spring semester would be down. She said the College would continue to do what it could to increase enrollment, but decreased enrollment is an issue most community colleges are facing. Dr. Jorgenson said the employment in the area is high, so fewer people seek additional education.

Dr. Jorgenson discussed a new policy which makes any student who had a 0.0 grade point average during their previous semester sit out for a semester. She said more than 300 students fit into this classification which would affect enrollment. She went on to say that the College is trying to do right by the students, not just trying to go after big enrollment numbers.

Dr. Jorgenson told the Board the first Springdale Instructional Center Focus Group was held the previous week. She said there was a great turnout, including many representatives from business and industry in the Springdale area. She said she was impressed by the questions asked by the participants and their desire to be forthright with their recommendations.

Dr. Jorgenson said the College administration continue to carefully monitor the budget. She went on to say that they have been looking to see where cuts could be made if needed. She gave an example of a recent review of College memberships that resulted in an \$18,000 savings. Dr. Jorgenson acknowledged the Workforce Training group for bringing in \$518,000 revenue from July 1 – December of 2013.

Dr. Jorgenson also explained that she had been working with Dr. Rollins, Springdale Superintendent, on the school of innovation for which they recently received a \$25 million grant. She said the goal of the Springdale School District is to develop a school where everyone has an associate degree before graduating high school.

Mr. Shupe congratulated Dr. Jorgenson for working with the Springdale Schools on this grant. Dr. Jorgenson explained that as many as 800 students may be completing this program when everything is up and running. Mr. Schwartz said he was very excited about the new school.

CHAIRMAN'S REPORT

Mr. Clifford went through the upcoming events listing. He noted the January 24th Board Retreat and the February 6th Grand Opening for the Melba Shewmaker Southern Region National Child Protection Training Center.

ADJOURNMENT

The meeting adjourned at 4:54 p.m.

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker, Secretary

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
SPECIAL BOARD OF TRUSTEE ANNUAL MEETING
Friday, January 24, 2014**

MINUTES

Chair Ric Clifford called the Special Board of Trustees of NorthWest Arkansas Community College meeting to order on Friday, January 24, at 4:01 p.m. in the Shewmaker Center for Global Business Development Peterson Auditorium.

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. Evelyn E. Jorgenson

APPROVAL TO PURCHASE ARKANSAS & MISSOURI RAILROAD

Mr. Clifford read the approval to purchase the Arkansas & Missouri railroad. Mr. Spivey reminded the Board that Ms. Debi Buckley and her team presented information regarding the purchase at the November Land Use Committee meeting. He said the railroad has been an issue discussed for many years in the Master Plan. Mr. Spivey told the group the Land Use Committee discussed at length the safety and aesthetics of the railroad running through campus.

Mr. Shupe said he supported the purchase. Ms. Forrest said with the appraisal and environmental test completed, she supported the purchase. Mr. Grigsby said he was concerned with the environmental tests, but with the test completed he supported the purchase. Dr. Jorgenson told the group Dr. Marvin Galloway, Division Dean for Science and Mathematics, hopes that many plants will return following the removal of the tracks. Mr. Sarmiento commended everyone involved in researching information regarding the railroad.

Ms. Forrest asked if the College had looked at maintenance costs for the property. Dr. Jorgenson answered that it was the intention of the College to sell the property located past the NWACC campus. Mr. Clifford reiterated that the College will have an opportunity to resale the land. Mr. Grigsby asked if the money from any land sold would go back into the capital funds account. Dr. Jorgenson answered yes. Mr. Shewmaker asked how much money was set aside in the capital funds account. Ms. Buckley answered that the College has \$5.7 million over what is needed for retirement in this account. Mr. Schwartz asked if the portion of land not on College property would be taxed. Ms. Buckley responded no.

Mr. Schwartz said he spoke with numerous people and no one had agreed with the purchase of the railroad. Dr. Jorgenson responded that everyone may not be well informed as to the reasons the College was looking at this purchase. Mr. Schwartz said he wanted to be able to address concerns regarding the project with taxpayers. Dr. Jorgenson said hopefully the presentation given at the Board Retreat will give the Board information to help answer questions they may be asked by community members.

Mr. Schwartz asked if the College had a time frame for third parties purchasing the land. Dr. Jorgenson explained that the College is having conversations with third parties, but often purchases have to go through corporate attorneys and a timeframe can't be given.

Mr. Shupe asked if the College had enough money in the capital funds account following the railroad purchase to finish the third floor of the Center for Health Professions. Ms. Buckley responded yes. Dr. Jorgenson said that while the College has the funds to complete the third floor of the Center for Health Professions, there is not currently a need for the space.

APPROVAL TO PURCHASE ARKANSAS & MISSOURI RAILROAD LAND

Ms. Forrest moved to approve the purchase of Arkansas & Missouri Railroad land. Mr. Spivey, Mr. Shewmaker, Ms. Forrest, Mr. Grigsby, Mr. Herrera, Mr. Sarmiento, and Mr. Shupe voted yea. Mr. Schwartz voted nay. The motion passed.

APPROVAL TO ADOPT REVISIONS TO THE BOARD OF TRUSTEES MANUAL

Mr. Grigsby moved and Mr. Sarmiento seconded to the motion to approve revisions to the Board of Trustee Manual. The motion passed unanimously.

APPROVAL TO ADOPT REVISIONS TO THE BOARD OF TRUSTEES BY-LAWS

Mr. Grigsby moved and Mr. Spivey seconded to the motion to approve revisions to the Board of Trustee By-Laws. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 4:26 p.m.

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker, Secretary

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 80% of the replacement cost of buildings and contents owned by the college.

Response:

- Assets are well protected through the use of NWACC Public Safety personnel and surveillance cameras.
- Facilities are adequately maintained through regular cleaning routines by NWACC personnel as well as cleaning services.
- Buildings, contents and all College owned property is adequately insured for full replacement value after the \$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 80% replacement value and against liability losses to Board members, staff and the organization itself in an amount greater than 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.

Response:

- 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.

POLICY TITLE: ASSET PROTECTION (Continued)**EL-206**

- 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.

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

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

Response:

- 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, etc.

Response:

- Risk reduction and management measures are taken to reduce these potential liabilities through policies and procedures, 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.
- The Board members are notified of relevant state and federal laws regarding liability through the Board of Trustee Policy Manual.

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

Definition: Protect refers to adherence to Arkansas legislative audit recommendations and best practices concerning data backup and offsite storage.

Response:

- Electronic information from the College's main computer network and administrative software is backed up daily and stored securely.

POLICY TITLE: ASSET PROTECTION (Continued)**EL-206**

- Access to sensitive areas in Business Services, Information Technology and Enrollment Management is controlled.

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.

Response:

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

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.

Response:

- The President is constantly mindful that neither she nor her spouse do anything that would endanger the College's public image or credibility.

MONITORING:

Methods: Written report with verbal explanation of variances

Date Approved: January 24, 2014

I am reporting compliance with Policy EL-206.

Evelyn E. Jorgenson, Ph.D.

President

February 17, 2014

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



Date: February 17, 2014

To: Board of Trustees

From: Debi Buckley, Senior Vice President of Administrative Services/CFO

Subject: Approval of Early Retirement

The Finance Committee recommends that the NWACC Board of Trustees approve early retirement incentives for budgeted full-time 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 January 1, 2014, and
Plan to retire on or before June 30, 2014.

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

Recommendation: It is the recommendation of the Finance Committee that the Board of Trustees approve an early retirement incentive.

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker, Secretary



Date: February 17, 2014

To: Board of Trustees

From: Dr. Evelyn E. Jorgenson, President

Subject: Approval for all Donations from Private Sources Intended for Northwest Arkansas Community College be Paid to the NorthWest Arkansas Community College Foundation

All donations to the College from private sources, whether solicited or unsolicited, are to be deposited with the Northwest Arkansas Community College Foundation. Where such donations are initially intended for the College, the College shall ensure such donations are paid to the Foundation.

Recommendation: It is recommended that the NWACC Board of Trustees approve that all donations from private sources intended for NorthWest Arkansas Community College be paid to the NorthWest Arkansas Community College Foundation.

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker, Secretary



**RESOLUTION TO ENSURE ALL DONATIONS FROM PRIVATE SOURCES INTENDED FOR
NORTHWEST ARKANSAS COMMUNITY COLLEGE BE PAID TO NORTHWEST ARKANSAS
COMMUNITY COLLEGE FOUNDATION**

WHEREAS, the Board of Trustees desires for donations to the College to be paid to and administered by the Foundation; and

WHEREAS, all donations from private sources, whether solicited or unsolicited, are to be paid to the NorthWest Arkansas Community College Foundation; and

WHEREAS, employees, volunteers, and organizations representing the College are not authorized to accept unsolicited donations, and are to work with the NorthWest Arkansas Community College Foundation for accepting such donations.

BE IT RESOLVED the NorthWest Arkansas Community College Board will ensure that all donations from private sources intended for Northwest Arkansas Community College be paid to the NorthWest Arkansas Community College Foundation.

Dated on this 17th day of February, 2014

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker, Secretary



Date: February 17, 2014

To: Board of Trustees

From: Dr. Evelyn E. Jorgenson, President

Subject: Approval to Grant the President the General Authorized Signature Powers

The President of NorthWest Arkansas Community College or his/her designee has authorization to sign all documents necessary in the normal course of business for the operation of the College.

Recommendation: It is recommended that the NWACC Board of Trustees authorize the College President or his/her designee to sign all documents necessary in the normal course of business for the operation of the College.

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker, Secretary



RESOLUTION TO GRANT THE PRESIDENT THE GENERAL AUTHORIZED SIGNATURE POWERS

WHEREAS, the Board of Trustees desires to ensure the College President is able to conduct business of behalf of the College; and

WHEREAS, signature authority is necessary in the normal course of business;

BE IT RESOLVED the NorthWest Arkansas Community College Board authorizes the College President or his/her designee to sign all documents necessary in the normal course of business for the operation of the College.

Dated on this 17th day of February, 2014

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker, Secretary