

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 10, 2014 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	Recognitions, Awards, and Information Items <ul style="list-style-type: none"> <li>• March Student of the Month Golden Eagle Award: <i>Lakisha Edens</i></li> <li>• Concealed Carry Update: <i>Ethan Beckcom</i></li> </ul>	
<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"> <li>• Regular Board Meeting – February 17, 2014</li> </ul>	2
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	ENDS Monitoring Report <ul style="list-style-type: none"> <li>• Five-Year Plan Progress Report: <i>Tim Cornelius</i> <ul style="list-style-type: none"> <li>▪ Workforce Development</li> </ul> </li> </ul>	6
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Executive Limitations Monitoring Report <ul style="list-style-type: none"> <li>• None</li> </ul>	
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	Committee Reports <ul style="list-style-type: none"> <li>• Honorary Degree Committee: <i>Geovanny Sarmiento</i> <ul style="list-style-type: none"> <li>▪ Approval to Name Honorary Degree Recipients</li> </ul> </li> <li>• Land Use Committee: <i>Joe Spivey</i> <ul style="list-style-type: none"> <li>▪ Washington County Property Negotiations</li> </ul> </li> </ul>	10
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	President's Report	11
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Chairman's Report	
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	Other Board Action Items and Considerations <ul style="list-style-type: none"> <li>• Approval to Increase Tuition Waiver for ECE</li> <li>• Approval to Waive Out-of-State Tuition for Veterans</li> <li>• Approval to Amend Early Retirement Incentive</li> </ul>	12 13 14
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Executive Session: President's Employment Review	
Adjourn		

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
BOARD OF TRUSTEE MEETING  
Monday, February 17, 2014**

**MINUTES**

Chair Ric Clifford called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, February 17, at 4:31 p.m. in the Burns Hall 3<sup>rd</sup> Floor Board Room.

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

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

**MINUTES**

**January Annual, Regular and Special Meeting**

Mr. Spivey moved and Mrs. Forrest seconded the motion to approve the minutes of the Annual, Regular and Special Board Meetings on January 13, 2014 and January 24, 2014. The motion passed unanimously.

**RECOGNITONS, AWARDS, AND INFORMATION ITEMS**

**February Student of the Month Golden Eagle Award: Raul Najera-Bahena**

Dr. Todd Kitchen introduced Mr. Raul Najera-Bahena. Dr. Kitchen said Mr. Najera-Bahena has a 4.0 GPA while working and going to school full time. He also volunteers with the LIFE program and is a part-time mentor. Mr. Najera-Bahena thanked the Board. He suggested the Board continue to fund programs like the LIFE program. He said staying involved is important to students. Mr. Najera-Bahena said he planned to transfer to the University of Arkansas to study International Business following his graduation from NWACC.

Mr. Herrera thanked Mr. Najera-Bahena for all he does for the College. Mr. Sarmiento said that Mr. Najera-Bahena is a leader and a great example to others. Mr. Clifford said the LIFE program is a constant theme that they continue to hear great things about. He said it may be time to make the program larger. Ms. Beltran told the group the LIFE program is currently for minority students but she felt that it should be expanded to all students.

**Sabbatical Report: Tim McGinn**

Mr. Tim McGinn, English Department Faculty member, told the Board he spent his 15 week sabbatical writing, reading and researching science fiction. He said he wrote two one-act plays for a Creative Dynamics Class at the College and wrote three short stories. He added that he had six additional stories in progress.

Mr. McGinn said he read a lot of science fiction, following much of the reading from a course at the University of Kansas entitled “Intensive Institute on the Teaching of Science Fiction.” He also attended the Campbell Conference at the University of Kansas where he was able to hear from science fiction Grandmaster James Gunn and Kevin Anderson in addition to others.

Mr. McGinn said the sabbatical re-awakened his interest in reading, writing and researching science fiction. He said he thought the sabbatical made him a better teacher. The thanked the Board for the opportunity.

Mr. Clifford thanked Mr. McGinn for his report. Ms. Beltran said she enjoyed Mr. McGinn’s report and that she recommends that students take his class. She appreciated Mr. McGinn.

## **EXECUTIVE LIMITATIONS MONITORING REPORT**

### **EL 206 – Asset Protection**

Dr. Jorgenson went through the EL 206-Asset Protection report. She explained the College buildings and contents are adequately insured. She added the College also has a directors’ and officers’ liability insurance policy and ensures the full and part time College employees are bonded. Dr. Jorgenson also reported that the June 30, 2012 audit stated they did not identify any deficiencies in internal control over financial reporting.

Mr. Shupe told Dr. Jorgenson she was doing an extraordinary job with asset protection. Mr. Spivey asked if the College was keeping a look out for potential cyber threats. Mr. Ethan Beckcom answered that his group worked collectively to ensure the College is protected. He added that they work closely with the FBI and other organizations regarding potential threats.

### **Approval of EL 206 – Asset Protection**

Mr. Shupe moved and Ms. Spivey seconded the motion to approve EL 206 – Asset Protection. The motion passed unanimously.

## **COMMITTEE REPORTS**

### **Honorary Degree Committee**

Mr. Sarmiento told the Board the Honorary Degree Committee met on February 13<sup>th</sup>. He said the request for nominations is open until Friday, February 28<sup>th</sup>. He added that the committee will make a recommendation and bring the nominee back to the Board for approval in March.

### **Foundation Board**

Mr. Sarmiento said the Foundation is in good financial condition. He reminded the Board of the upcoming Scholarship Luncheon and Gala.

### **Land Use Committee**

Ms. Debi Buckley said the railroad spur purchase had been discussed at the last Land Use meeting. She explained the College was still in negotiations with the Arkansas/Missouri Railroad. She added that the contract was with the lawyers.

Dr. Gates said the Walton Family Foundation had sent funding to help support the culinary program. He said Bentonville is in the preliminary phase of creating a marketplace which would involve programming with the College's culinary department.

### **Finance/Audit Committee**

Mr. Grigsby reviewed the minutes with the group. He said the College was down 1.6% in revenues and 5.3% on expenditures. He said the committee reviewed the cash flow projections and preliminary budget information. He highlighted the new TouchNet system, a new cashiering systems implemented at the College on January 22<sup>nd</sup>. He said the college had already collected over \$21,000 in collection fees through the system and saved over \$9,000 in mailing and check printing costs.

Mr. Grigsby told the group the 1098 – T penalty of \$38,000 for 2011 had been waived. He said Ms. Lindsay Robinson told the group the College has taken steps to ensure they are in compliance moving forward.

Mr. Grigsby said the committee discussed an early retirement plan which would give a \$10,000 incentive to those employees that meet the criteria and retire on or before June 30<sup>th</sup>. He said the College anticipated saving \$200,000 - \$300,000 this year. Mr. Grigsby told the Board the Finance Committee voted to recommend the Board approve the early retirement incentive.

### **Approval of Early Retirement**

Mr. Shupe moved and Mr. Spivey seconded the motion to approve an early retirement incentive. The motion passed unanimously.

### **PRESIDENT'S REPORT**

Dr. Jorgenson told the Board enrollment was down 6.1% from the previous year. She explained the College was looking at ways to grow the number of students enrolled in coming semesters.

Dr. Jorgenson notified the Board of a new AA Degree in Global/International Studies. She said the degree will be on the Arkansas Department of Higher Education Coordinating Board agenda for approval. Dr. Jorgenson explained the degree was part of an initiative trying to identify the needs of students. She said there was interest from Missouri Southern University to work with the College regarding transfer opportunities with the degree.

### **CHAIRMAN'S REPORT**

Mr. Clifford said he, Dr. Jorgenson, Mr. Shewmaker, and Dr. Gates attended the ACCT National Legislative Conference in Washington, D.C. He said they had a great meeting with Representative Steve Womack and his staff. He said due to poor weather most the group had to leave early, but Dr. Gates had the opportunity to meet with staff members from Senator Pryor's office and with Senator Boozman. Dr. Gates said everyone seems to have great support for the National Child Protection Training Center.

### **OTHER ACTION ITEMS**

#### **Approval of Donations Intended for NWACC to be Paid to the NWACC Foundation and Approval of Authorized Signature**

Dr. Jorgenson said the College and Foundation need to have in writing how funds are moved between the College and Foundation as well as a document stating that the President has signature authority. Dr. Jorgenson read the approval and resolutions for both items.

#### **Approval of Donations Intended for NWACC to be Paid to the NWACC Foundation and Approval of Authorized Signature**

Mr. Sarmiento moved and Mr. Herrera seconded the motion to approve all donations from private sources intended for NorthWest Arkansas Community College be paid to the NorthWest Arkansas Community College Foundation and 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. The motion passed unanimously.

### **ADJOURNMENT**

The meeting adjourned at 5:28 p.m.

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Mr. Ric Clifford, Chairperson

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Mr. Dan Shewmaker, Secretary

## **NorthWest Arkansas Community College Strategic Plan**

### Mission:

The mission of the NorthWest Arkansas Community College 5-Year Strategic Plan is to guide the direction of the institution for the next five years utilizing key data, current initiatives, and leadership vision/support.

### History:

In July 2011, the NorthWest Arkansas Community College Board of Trustees and NWACC administration participated in the annual Board Summer Retreat, which included a work session focused on five-year planning, and a session to develop broad goals for the first year of focus for the five-year plan. The plan was updated in July 2012 to include accreditation and continuous improvement

### Focus Areas:

The NWACC 5-Year Strategic Plan has five (5) focus areas, shown below.

#### I. **Quality**

- a. Improve major institutional processes
  - i. Design and implement a budget process that which aligns strategic priorities of the College's resources.
  - ii. Improve Human Resources operations systems and processes to improve service to the College and stakeholders.
  - iii. Improve the College's systems and processes for evaluation, professional development, recognition, and work-flow efficiencies. (Valuing People)
  - iv. Improve the College's process for measurement in order to improve assessment of student learning
- b. Cultivate an atmosphere of diversity and inclusion throughout the college community through faculty, staff, and administration recruitment and retention
- c. Diversify the College's resource base
- d. Improve the branding of NWACC for both internal and external constituents
- e. Continue continuous quality improvement efforts that are aligned with AQIP and accreditation requirements, ensuring institutional accreditation for a minimum of 7 additional years

#### II. **Programming**

Continued academic excellence, enhancement of our strategic enrollment process, and expanded programs in areas based on market and area need. Possibilities include: 1) Retail Management, 2) Transportation and Distribution, 3) Sustainable Technologies and Business Processes, 4) STEM Related Technologies, 5) Child Advocacy, 6) Computer Information Systems, 7) Human Resources, 8) Cyber security, and 9) Health Care Services

#### III. **Land, Facilities, and Technology**

- a. Monitor and address current/future needs for public parking
- b. Support the completion of the Center for Health Professions
- c. Support 8<sup>th</sup> Street and north campus development
- d. Support the transformation of the former oncology building to the new National Child Protection Training Center
- e. Creation of an Energy Management Team for the conservation of energy and the reduction of associated costs

- f. Upgrade, installation, and maintenance of security and surveillance equipment
  - g. Monitor and complete critical maintenance projects to existing NWACC facilities
  - h. Support the renovation and modernization of Burns Hall
  - i. Identify and formulate private and public partnerships for the development of the Washington County facility and consolidation
  - j. Continued enhancement of technology infrastructure for NWACC students, faculty, staff, and administration
- IV. **Financial Stability: Revenues**
- a. Tuition revenue increase of 0-4% per year
  - b. Fees revenue increase of 0-4% per year
  - c. Millage revenue increase of 0-4% per year
  - d. State appropriation
    - i. Annual appropriation revenue projections based on 0% increase
    - ii. Performance funding revenue projection of 100% based on meeting the performance funding measures
    - iii. General Improvement Funds increase of 0-4% per year
    - iv. Political advocacy and education
  - e. External funding
    - i. NWACC Foundation increase in revenue of 10% per year in the following categories within a margin of 3%:
      - 1. Scholarships (Gala proceeds and privately-named)
      - 2. President's Circle
      - 3. NWACC Faculty/Staff/Student Campaign
      - 4. Unrestricted Funds
    - ii. Grants and Cooperative Agreements revenue increase of 4% annually [*Note: Baseline 2010 numbers*]
- V. **Financial Stability: Expenditures**
- a. Employee costs
    - i. Salary expense increase of 0-3% per year
    - ii. Benefits expense increase of 0-4% per year
  - b. Maintenance
    - i. Utilities expense increase of 4% per year
    - ii. Custodial expense increase of 4% per year
    - iii. Lease expense increase of 2% per year
    - iv. General maintenance expense increase of 5% per year
  - c. Major facility projects

Conclusion:

The NorthWest Arkansas Community College 5-Year Strategic Plan is a living, breathing document compiled to grow with the institution.

## Five Year Plan Report on Progress: Programming in Workforce Development

### Five Year Goal No. II:

*Programming:* Continue academic excellence, enhancement of strategic enrollment processes, student retention and expanded programs in areas of need.

- A. Continue to work with high schools to enhance student opportunities through the career and technical programs for underserved students.
- B. Continue to develop courses that meet the needs of the high demand healthcare needs in the area.
- C. Work with universities to develop strong articulation agreements to ensure seamless transfer of NWACC students.
- D. Work closely with business and industry to develop and refine course offerings to meet the need of that market segment.

**Key Words from Our Goals and Constituents:** *student opportunities, under-served populations, retention, and completion.*

### Key Activities:

- Regional Student Center Career & Technical Leadership Award Ceremony
- Pea Ridge Charter School
- Potential New Program Development/Delivery
  - Occupational Therapy Assistant
  - Construction Management
  - Machine Technologies
  - Retail Link® Training Continuing Education Courses
- Transfer/Articulation
  - Sam M. Walton College of Business at the University of Arkansas at Fayetteville.

### What Constituents (Ends) Are We Serving?

1. *For the learner community we will:*

Provide expanded access to educational opportunities for the population in general, but especially for under-served learners in all age groups who are disconnected from education by choice or circumstance and will actively support student retention and completion.



2. *For the business community we will:*

Enhance partnerships and collaborations with business and industry through innovative approaches to design and deliver training and education.



Date: March 10, 2014

To: Board of Trustees

From: Dr. Evelyn E. Jorgenson, President

Subject: Approval to Name EvaLena Mayo and Bob Crafton as Honorary Degree Recipients

The NWACC Honorary Associate Degree Committee recommends to the NWACC Board of Trustees approval to name EvaLena Mayo as the 2014 NorthWest Arkansas Community College Honorary Degree Recipient in Educational Service and Bob Crafton as the 2014 NorthWest Arkansas Community College Honorary Degree Recipient in Entrepreneurial Leadership.

**Recommendation:** It is the recommendation of the Honorary Associate Degree Committee that the Board of Trustees approve EvaLena Mayo and Bob Crafton as Honorary Degree recipients.

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Mr. Ric Clifford, Chairperson

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Mr. Dan Shewmaker, Secretary



Date: March 10, 2014

To: Board of Trustees

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

Subject: Approval to Start Negotiations for Purchase of Washington County Land

The Land Use Committee recommends that the NWACC Board of Trustees approve negotiations for the purchase of the acreage located at the south east corner of Watkins Ave. & 64<sup>th</sup> Street in Springdale, AR.

**Recommendation:** It is the recommendation of the Land Use Committee that the Board of Trustees approve negotiations for the purchase of the acreage located at the south east corner of Watkins Ave. & 64<sup>th</sup> Street in Springdale, AR.

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Mr. Ric Clifford, Chairperson

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Mr. Dan Shewmaker, Secretary



Date: March 10, 2014

To: Board of Trustees

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

Subject: Approval to Increase Tuition Waiver for Early College Experience Students

College Administration recommends an increase in tuition waivers for students in the Early College Experience (ECE) program from 50% to 60%.

**Recommendation:** It is the recommendation of the Administration that the Board of Trustees approve a 60% tuition waiver to students enrolled in the Early College Experience program.

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Mr. Ric Clifford, Chairperson

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Mr. Dan Shewmaker, Secretary



Date: March 10, 2014

To: Board of Trustees

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

Subject: Approval to Waive Out-of-State Tuition for Veterans

College Administration recommends that out-of-state tuition be waived for any veteran attending the College from outside of Arkansas. The College would charge only in-district or out-of-district for veterans.

**Recommendation:** It is the recommendation of the Administration that the Board of Trustees approve to waive out-of-state tuition for veterans.

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Mr. Ric Clifford, Chairperson

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Mr. Dan Shewmaker, Secretary



Date: March 10, 2014

To: Board of Trustees

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

Subject: Approval to Amend the Early Retirement Incentive

College Administration recommends that the prior-approved retirement incentive be amended to offer \$10,000 plus 10% of the annual salary for full-time employees 55 years of age or older with five years of NWACC experience as of January 1, 2014..

**Recommendation:** It is the recommendation of the Administration that the Board of Trustees approve to amend the prior approved retirement incentive to offer \$10,000 plus 10% of the annual salary.

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Mr. Ric Clifford, Chairperson

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Mr. Dan Shewmaker, Secretary