

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 12, 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"> • Recognition of History Day • Recognition of Enactus Team • Recognition of SGA Officers • Recognition of Student Trustee: <i>Cyndi Beltran</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"> • Regular Board Meeting – April 14, 2014 	2
<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 208 – Budgeting (<i>Debi Buckley</i>) 	6
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	Committee Reports <ul style="list-style-type: none"> • Finance Committee (<i>Scott Grigsby</i>) <ul style="list-style-type: none"> ▪ Approval of Lump Sum Payments for Classified Employees in 2014 	8
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	President’s Report <ul style="list-style-type: none"> • Occupational Life Skills Update • Facilities Master Plan Architect Selection Update • Washington County Property Purchase • Collaboration with Other 2-Year & 4-Year Colleges for Benefit of Students 	
<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"> • Approval of Provisional Positions for 2014-2015 <i>(Debi Buckley)</i> • Approval for Use of Provisional Positions <i>(Debi Buckley)</i> • Approval of Promotional and Recruitment Items <i>(Debi Buckley)</i> 	9 12 14

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 14, at 4:30 p.m. in the Burns Hall 3rd 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. Evelyn E. Jorgenson and Cyndi Beltran

MINUTES

March Meeting

Mr. Herrera moved and Mr. Schwartz seconded the motion to approve the minutes of the Board Meeting on March 10, 2014. The motion passed unanimously.

RECOGNITION, AWARDS, AND INFORMATIONAL ITEMS

Student of the Month Golden Eagle Award: Dennis Cameron Jr.

Ms. Juanita Franklin introduced Mr. Dennis Cameron Jr., April Student of the Month. Ms. Franklin said Mr. Cameron participates in the SAAB program and well exceeds his required volunteer hours. She added that Mr. Cameron maintains a high GPA and teaches students a cappella.

Mr. Cameron thanked the Board for the honor. He said he started at the College taking only two classes, but found that he could push himself further than he ever imagined. The Board congratulated Mr. Cameron.

Letter of Appreciation from Senator Boozman

Mr. Clifford read a letter the Board received from Senator Boozman appreciating them for granting in-state tuition to veterans. Mr. Clifford said the letter was a very nice token of appreciation from the Senator.

ENDS MONITORING REPORT

Concurrent Enrollment

Dr. Ricky Tompkins introduced Dr. Diana Johnson, Executive Director for High School Relations. Dr. Johnson reviewed the high school based enrollment and SSCH for the past five years. She also reviewed the secondary career center enrollment for the past five years.

Dr. Johnson told the Board about changes to the Early College Experience program for the Fall 2014 semester. She explained the scholarship increase approved by the Board in March will have a positive impact. She said the New Tech High School and the Pea Ridge Conversion Charter School also created new opportunities for her group.

Dr. Johnson said the Early College Experience team would have two large scale projects soon; the Springdale School of Innovation and reaccreditation with the National Alliance of Concurrent Enrollment Partnerships. Mr. Clifford asked when the College would see an increase in students due to the Springdale School of Innovation. Ms. Johnson said Springdale hopes to have their students ready to take concurrent classes as early as 9th grade.

Dr. Johnson said the college is expanding their programs and services to area high school students online, with advance placement/concurrent blends, through private high schools and with career and technical classes. Dr. Johnson said 9th graders will be required to complete an online class before graduating high school starting in 2015.

Approval of ENDS Monitoring Report: Concurrent Enrollment

Mr. Shupe moved and Mr. Spivey seconded the motion to approve ENDS Five-Year Progress Report on Concurrent Enrollment. The motion passed unanimously.

EXECUTIVE LIMITATIONS MONITORING REPORT

EL 201 – Financial Conditions

Ms. Debi Buckley reviewed the EL-201 report with the Board. She highlighted the Board reserve amount and unrestricted balance. Ms. Buckley also reported the College had no material interest or penalty charges for late or deficient payment or filing during the current period.

Mr. Shupe congratulated Dr. Jorgenson, Ms. Buckley and the Finance Committee for their work.

COMMITTEE REPORTS

Finance/Audit Committee

Mr. Grigsby reported the College was 1.5% down in revenues and 4.1% down in expenditures. He explained that Dr. Jorgenson, Ms. Buckley and the budget team do a wonderful job.

Mr. Grigsby told the Board the Finance/Audit Committee had recently met and approved a recommendation for the Board to approve the FY 2014-2015 operating budget based on recommendation from College administration.

Ms. Debi Buckley reviewed the budget presentation with the group. She presented the budget development objectives and strategies. She discussed the revenue forecast as well as the operating budget revenue and expenditures. Ms. Buckley also presented information on the GIF funds and bond payments along with the FY 2015 budgeted positions.

Mr. Clifford congratulated Dr. Jorgenson and Ms. Buckley on their work. Ms. Buckley said the College Cabinet and Ms. Gulizar Baggson worked hard to make budget cuts. Dr. Jorgenson explained that it was not an easy task to reduce the budget.

Mr. Grigsby told the Board the Finance/Audit Committee had recently met and approved a recommendation for the Board to approve the inducement resolution for Washington County.

Ms. Buckley reviewed the resolution with the group. She explained the resolution will allow the Board Chair, President, CFO and Provost to move forward with things that will need to be completed in conjunction with the purchase of land in Washington County. She noted that the College will come back to the Board for final approval.

Approval of FY 2015 Budget

Mr. Spivey moved and Mr. Shupe seconded the motion to approve the FY 2015 Budget. The motion passed unanimously.

Approval of Inducement Resolution for Washington County

Mr. Grigsby moved and Mr. Spivey seconded the motion to approve the inducement resolution for Washington County. The motion passed unanimously.

PRESIDENT'S REPORT

Dr. Jorgenson reviewed the Commencement itinerary with the Board. She explained the College will have three smaller ceremonies this year at Arend Arts Center. Mr. Clifford said he planned to attend each of the ceremonies.

CHAIRMAN'S REPORT

Mr. Clifford reminded the Board of the July Board Retreat on July 25 and 26 at Peterson Auditorium. Mr. Clifford asked Dr. Meredith Brunen to update the group on the recent Gala. Dr. Brunen told the Board the Foundation raised over \$100,000 and over \$20,000 for the Book Club. She added the students received almost \$2,500 in tips.

OTHER BOARD ACTION ITEMS AND CONSIDERATIONS**Approval of Provisional Positions**

Ms. Buckley reviewed the two provisional positions needing approved with the Board. She reminded the group the provisional positions are grant funded.

Approval of Provisional Positions

Mr. Shupe moved and Mr. Spivey seconded the motion to approve the provisional positions. The motion passed unanimously.

Approval of Resolution Disallowing the Carrying of a Concealed Weapon

Mr. Clifford reminded the Board they had to look at the resolution disallowing the carrying of a concealed weapon every year. He asked the group for discussion. Mr. Mike Shupe said it had been noted in the minutes from the March meeting that there had been discussion surrounding allowing weapons in vehicles. He asked if that had been resolved. Dr. Jorgenson said the College heard from the Attorney General's office that the Board would either have to allow or disallow concealed weapons on campus. Mr. Ethan Beckcom said the College would need to allow weapons on campus then restrictions regarding where concealed weapons could be carried would need to be put into place.

Approval of Resolution Disallowing the Carrying of a Concealed Weapon

Mr. Grigsby moved and Mr. Herrera seconded the motion to approve the resolution disallowing the carrying of concealed weapons on campus. Mr. Spivey, Mr. Shewmaker, Mr. Grigsby, Mr. Herrera, Mr. Sarmiento, and Mr. Shupe voted yea. Mr. Schwartz voted nay. The motion passed.

MOVED TO EXECUTIVE SESSION AT 5:46 PM

RETURNED FROM EXECUTIVE SESSION AT 7:09 PM

OTHER BOARD ACTION ITEMS AND CONSIDERATIONS

Approval of Resolution Adopting Use of Act 1404 of 2001 Authorizing the President's Salary

Mr. Clifford said the Board was pleased to have Dr. Jorgenson as President of the College.

Approval of Resolution Adopting Use of Act 1404 of 2001 Authorizing the President's Salary

Mr. Shupe moved and Mr. Grigsby seconded the motion to approve the resolution adopting use of act 1404 of 2001 authorizing the President's salary. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 7:10 pm

Mr. Ric Clifford, Chairperson

Mr. Daniel Shewmaker, Secretary

POLICY TITLE: BUDGETING

Policy 208: The College budget 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 provide financial guidance for all college units.

Definition: Deviate materially refers to creating a budget that does not follow the Board's Ends priorities in a given planning cycle. Fiscal jeopardy is defined as not having sufficient funds to cover the cost of planned expenditures. Provide financial guidance is defined as producing a comprehensive budget that is transparent and provides a roadmap for annual financial transactions.

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, and disclosure of planning assumption.

Definition: Credible projections is defined (1) a projection based on multi-year college trends in tuition and fee, millage, state, 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). Planning assumptions are specific revenue and expense assumptions based on strategic plans developed by the College.

- NWACC's annual budget development process includes review of historical multi-years' operating revenue and expenditures, trends, and analysis of changes.
- The college regularly monitors the significant revenue and expense categories to analyze the trends and variances for credible, fact-based future financial planning and budgeting assumptions.
- NWACC's budgeting and accounting processes adhere to GASB and GAAP. NWACC also complies with Arkansas Legislative audit requirements of distinguishing and maintaining the separation of capital and operating revenue and expenditures.

2. Fail to ensure that the expenditure budget in any fiscal year is balanced with the revenue budget which is based on conservative projections for the same period.

POLICY TITLE: BUDGETING (Continued)**EL-208**

Definition: A balanced budget has revenues equal to or greater than total expenditures. Annual revenue projections should be based on prior year trends; college annual planning assumptions; enrollment projections; and local, regional, and national economic forecasts.

- The President presented a balanced operating budget for FY2015, and it was approved at the April 2014 BOT Meeting.
- Based on previous years' trends and agreed assumptions, the enrollment revenues were calculated 3% lower than current academic year numbers.
- The regional and national trends and developments such as state, millage, grants revenue, and tuition rates at similar institutions are also reviewed and analyzed when projecting revenue and expenditures.
- The projected expenditures in the college's unrestricted and capital funds operating budgets do not exceed the projected revenue for these funds. The FY2015 Operating Budget for educational & general (E&G), designated, and auxiliary funds totals to \$41,174,585 both in revenue and expenditures.

3. Fail to provide sufficient funds for Board prerogatives in any fiscal year budgets as is set for in the Cost of Governance Policy.

Definition: The annual operating budget should have sufficient funds needed for Board operation under the Policy Governance.

- The FY2015 Budget provides sufficient funds for the Board to carry out its role according to the Cost of Governance Policy.

4. Fail to propose the percent of annual BOT cash reserve to ensure fiscal stability.

Definition: The Board shall annually approve a cash reserve to cover potential operational costs due to natural disasters or other emergencies. The approved cash reserve for the fiscal year (generally 8-10%) should be taken from the projected educational and general revenue or carryover funds before the annual expenditure budget is established.

- The President proposed and set aside \$2,837,781 or 7.6% of E&G fund budget of \$37,339,220 in the FY2015 Operating Budget as the BOT reserve to cover potential operational costs due to natural disasters or other unforeseen emergencies. This reserve was approved by the Board of Trustees along with the FY2015 budget.

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



Date: May 12, 2014

To: NorthWest Arkansas Community College Board of Trustees

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

Subject: Approval of Merit Lump Sum Payments for Classified Employees in FY2014

Recommendation: The NorthWest Arkansas Community College Finance/Audit Committee recommends NWACC Board of Trustees approval of merit lump sum payments for eligible classified employees, payable on June 27, 2014, as approved by Governor Mike Beebe and recommended by NWACC Administration.

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker, Secretary



Date: May 12, 2014

To: Board of Trustees

From: Debi Buckley, SVP of 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 2014-2015 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.

Mr. Ric Clifford, Chairperson

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 2014-2015 Fiscal Year. A total of 41 have been allocated by appropriation with 39 provisional positions remaining for requests. The 41 provisional positions allocated include:

- One (1) Academic Advisor - 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 – ARK
- One (1) Administrative Specialist III – PACE
- One (1) Administrative Specialist III - STEM (Environmental)
- One (1) Career Planning and Placement – Adult Ed
- One (1) Computer Lab Technician - STEM (Cyber)
- One (1) Computer Support Technician – Adult Ed
- One (1) Fiscal Support Analyst - Adult Ed
- Eight (8) Full-time Faculty - Adult Ed
- One (1) Higher Ed Institution Program Coordinator - ARK
- 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
 One (1) Project/Program Manager - Upward Bound
 Three (3) Project/Program Specialist - Title III
 One (1) Project/Program Specialist - PACE
 One (1) Special Instructor – Adult Ed

41 Total Requested Positions

80 Positions Allocated by Appropriation

39 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 2014-2015 academic years to prevent unnecessary delay in the education of students.

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker, Secretary



Date: May 12, 2014

To: Board of Trustees

From: Debi Buckley, SVP of 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 and Adult Education grants awarded to NWACC, the administration recommends the authorization of the following provisional position of PACE – Administrative Specialist III and Adult Education – Career Planning and Placement Coordinator.

Recommendation: It is recommendation of the administration that the Board of Trustees approve one (1) Administrative Specialist III and one (1) Career Planning and Placement Coordinator position to be used based upon the acquisition of external revenue from sources other than general revenue as approved by the college's President.

Mr. Ric Clifford, Chairperson

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 2014 provisional positions to support the PACE and Adult Education programs at NWACC as listed below:

1. (1) Administrative Specialist III – PACE
2. (1) Career Planning and Placement Coordinator – Adult Education

Dated this 12th day of May, 2014

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker, Secretary



Date: May 12, 2014
 To: Board of Trustees
 From: Debi Buckley, SVP of 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 departments within the College are requesting the Board of Trustees approval for the use of funds to purchase student promotional and recruitment items for the Fiscal Year 2015. These purchases are already part of the FY2015 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.

Admissions & Academic Advising	6,819
Alumni Relations	5,150
Career Development	900
Early College Experience	3,000
Global Communities	2,900
President Office	3,000
Student Activities	4,000
Transfer & Transition Services	1,000
Treasury Services	2,200
Washington County Center	1,500
Distance Learning	2,000
Adult Education	2,783
Upward Bound	1,300

Total

36,552

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 2015.

 Mr. Ric Clifford, Chairperson

 Mr. Dan Shewmaker, Secretary