

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

January 12, 2015 Immediately Following the Annual Meeting – Burns Hall 3rd Floor Board Room

		Page
Call to Order		
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Recognitions, Awards, and Information Items <ul style="list-style-type: none"> • Arkansas Council for Social Studies University Educator of the Year Award: <i>Dr. Jami Forrester</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 – November 10, 2014 • Special Board Meeting – December 4, 2014 	2 6
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	ENDS Monitoring Report <ul style="list-style-type: none"> • Business Community Update (<i>Tim Cornelius</i>) <ul style="list-style-type: none"> ▪ Excelling in the Workplace ▪ Certified Retail Analyst Update 	8 9
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	Executive Limitations Monitoring Report <ul style="list-style-type: none"> • EL-204 Treatment of Staff (<i>Dr. Evelyn E. Jorgenson</i>) 	10
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Committee Reports <ul style="list-style-type: none"> • Land Use Committee (<i>Joe Spivey</i>) • Advocacy Committee (<i>Dan Shewmaker</i>) • Finance/Audit Committee (<i>Scott Grigsby</i>) <ul style="list-style-type: none"> ▪ Approval of Application Fee Waiver for Students with Limited Financial Resources 	13
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	President’s Report <ul style="list-style-type: none"> • NWACC Fact Book • Notification of Program Change/Addition <ul style="list-style-type: none"> ○ Certificate of Proficiency in Workforce Readiness • ACBSP Accreditation for NWACC Business Program 	
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Chairman’s Report <ul style="list-style-type: none"> • Mid-Year Retreat – January 23 • ACCT Legislative Summit • Statement of Financial Interest 	
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Other Board Action Items and Considerations <ul style="list-style-type: none"> • None 	

Adjourn

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEE MEETING
Monday, November 10, 2014
Peterson Auditorium – Shewmaker Center for Global Business Development**

MINUTES

Chair Ric Clifford called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, November 10, at 5:07 p.m. in Peterson Auditorium at the Shewmaker Center for Global Business Development.

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

Also in Attendance: Dr. Evelyn E. Jorgenson and Wendy Echeverria

RECOGNITIONS, AWARDS, AND INFORMATION ITEMS

September Student of the Month Golden Eagle Award

Dr. Todd Kitchen introduced Ms. Leticia Cortez, September Golden Eagle winner. Ms. Cortez told the Board she was a first generation college student and planned to go to UCA to receive a Ph.D. in Physical Therapy. She said she participated in the LIFE program and it was an important part of her college experience. Mr. Sarmiento thanked Ms. Cortez for her work with the LIFE Program. Mr. Spivey congratulated Ms. Cortez on her honor.

November Student of the Month Golden Eagle Award

Dr. Sevin Gallo introduced Mr. Jeffrey Moore, November Golden Eagle winner. Dr. Gallo told the Board Mr. Moore was an excellent student. She said he was a student leader for the Student alliance for the Education of Refugees club on campus. Mr. Moore told the Board his experience at the College had been positive, highlighting the Service Learning Projects available to students. The Board congratulated Mr. Moore.

SGA Update

Ms. Echeverria told the Board the Student Government Association had been working to implement Syllabus Bank at the College. She said it had recently received approval and will begin working with the Academic Standards Committee and Faculty Senate to move forward with the implementation. She added that the group felt Syllabus Bank could help with retention and have the opportunity to help many students. Mr. Clifford told Ms. Echeverria this sounded like to a good idea.

MINUTES

Regular Board Meeting – October 20, 2014

Mr. Herrera moved and Mr. Spivey seconded the motion to approve the minutes of the Regular Board Meeting on October 20, 2014. The motion passed unanimously.

ENDS MONITORING REPORT

Academic Program Review Process and Results

Dr. Steve Gates reviewed the academic program review process with the Board. He said all non-accredited programs are place in a review cycle calendar, with programs in closely related fields being reviewed during the same year. Dr. Gates said the Computer-Aided Design program had been successfully reviewed in 2013-2014.

Mr. Clifford asked how many programs at the College fall into the academic program review. Dr. Ricky Tompkins answered that 12-15 programs fall into the review. Mr. Clifford thanked Dr. Gates for his report.

ENDS Academic Program Review Process and Results Approval

Mr. Spivey moved and Mr. Shupe seconded the motion to approve the Academic Program Review Process and Results report supporting E-101 Student Community and E-102 Business Community. The motion passed unanimously.

EXECUTIVE LIMITATIONS REPORT

EL-202-Treatment of Students

Dr. Jorgenson read from the policy. She told the Board she was reporting in compliance with Executive Limitation 202.

EL-202-Treatment of Students Approval

Mr. Spivey moved and Mr. Shupe seconded the motion to approve the EL-202 Treatment of Students report. The motion passed unanimously.

COMMITTEE REPORTS

Finance Committee

Ms. Debi Buckley said revenues were down 1.2% and expenditures were down 4.7% for September.

Ms. Buckley read the approval documents for the FY 2013 Legislative Audit Report. She noted there were no findings.

Approval of FY 2013 Legislative Audit Report

Mr. Shupe moved and Mr. Schwartz seconded the motion to approve the FY 2013 Legislative Audit Report. The motion passed unanimously.

Ms. Buckley reviewed the approval of the Parameters Resolution for refinancing of 2005 Bonds. She noted the College would have a savings of almost \$2 million by refinancing the Bonds.

Approval of Parameters Resolution for Refinancing of 2005 Bonds

Mr. Sarmiento moved and Mr. Shewmaker seconded the motion to approve the Parameters Resolution for Refinancing of 2005 Bonds. The motion passed unanimously.

Ms. Buckley reviewed the approval of differential tuition for the Associate Degree in Occupational Life Skills. Mr. Clifford reminded the Board that the Occupational and Life Skills had been reviewed in October.

Approval of Differential Tuition for the Associate Degree in Occupational and Life Skills

Mr. Shupe moved and Mr. Shewmaker seconded the motion to approve differential tuition for the Associate Degree in Occupational and Life Skills. The motion passed unanimously.

Land Use Committee

Ms. Buckley told the Board that while reviewing the 8th street expansion with the City of Bentonville it has been a good opportunity for the College to update that Facilities Master Plan. She told the Board two plans were developed, one with the railroad tracks, and one without the railroad tracks. She reviewed the Facilities Master Plan draft with the group.

Mr. Sarmiento asked if the City of Bentonville was aware of the Facilities Master Plan. Ms. Buckley answered that the College had been in touch with the city regarding the plan. Mr. Spivey said the Land Use Committee had met several times regarding the plan and feel that it was good for the city to work with.

Sanctioned Sports Committee

Mr. Schwartz said the Sanctioned Sports Committee postponed moving forward with the Title IX survey and the meeting originally scheduled for November 13th. He said the committee wanted to gather additional information to answer the questions regarding legislation. He said the group was also searching for a Title IX expert to work with them on the discovery process. Mr. Schwartz added that the committee was in the process of seeking budgets from other community colleges with sanctioned sports.

PRESIDENT'S REPORT

Dr. Jorgenson told the Board the College had been busy moving forward with the new degree approvals they had been notified of at the October Board meeting. She said the Adult Education program was in the process of relocating to the Shewmaker Center for Workforce Technologies.

Dr. Jorgenson said she and Mr. Herrera had attended the ACCT Annual Congress. She said the conference was an excellent opportunity to meet with other Presidents and Trustees. Mr. Herrera told the Board the conference was something they should all try to attend. He said it was an opportunity for NWACC to meet with other Trustees and see what has and has not worked at their college.

CHAIRMAN'S REPORT

Mr. Clifford reviewed the upcoming events calendar with the Board, highlighting the December 4th Special Board meeting.

OTHER BOARD ACTION ITEMS AND CONSIDERATIONS**Nomination of 2015 Board Officers**

Mr. Herrera said he, Mr. Clifford, and Mr. Grigsby met on October 29th to review the nomination for the 2015 Board officers. He said they discussed nominating Mr. Ric Clifford as Board Chair, Mr. Dan Shewmaker as Vice Chair, and Mr. Mauricio Herrera as Secretary.

Election of 2014 Board Officers

Mr. Shupe moved and Mr. Spivey seconded the motion to approve electing Mr. Ric Clifford as Board Chair, Mr. Dan Shewmaker as Vice Chair, and Mr. Mauricio Herrera as Secretary. The motion passed unanimously.

Approval of the MCDC Initiative Reporting

Ms. Buckley read the approval of the MCDC Initiative Reporting. Ms. Jill Drewer with Mitchell Williams told the Board the College had a couple years where it failed to file paperwork in a timely manner. She said this was an opportunity to self-report and accept settlement terms under the Securities and Exchange Commission's MCDC. She added that there would be no monetary penalty for the College.

Approval of the MCDC Initiative Reporting

Mr. Shupe moved and Mr. Spivey seconded the motion to approve the MCDC Initiative Reporting. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 6:19 p.m.

Mr. Ric Clifford, Chairperson

Mr. Mauricio Herrera, Secretary

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
SPECIAL BOARD OF TRUSTEE MEETING
Thursday, December 4, 2014
Small Business Conference Room – Shewmaker Center for Workforce Technologies**

MINUTES

Chair Ric Clifford called the Special Board of Trustees of NorthWest Arkansas Community College meeting to order on Thursday, December 4, at 4:30 p.m. in Small Business Conference Room at the Shewmaker Center for Workforce Technologies.

Members Present: Ric Clifford (Chair), Mauricio Herrera, Scott Grigsby, Geovanny Sarmiento, Todd Schwartz, Joe Spivey

Also in Attendance: Dr. Evelyn E. Jorgenson and Wendy Echeverria

Committee Reports

Finance & Audit Committee

Mr. Grigsby said the Finance Committee met earlier in the week and discussed the build-out of the third floor of the Center for Health Professions. He said two new programs would be housed on the third floor were the Occupational Life Skills Program and the Occupational Therapy Assistant Program. He said the build-out would be a great benefit for the College and would cost a maximum of \$2.9 Million.

Approval to Finance the Build-Out of the Center for Health Professions

Mr. Schwartz moved and Mr. Sarmiento seconded the motion to approve to finance the build-out of the Center for Health Professions. The motion passed unanimously.

Action Items & Considerations

Approval of Master Plan

Ms. Debi Buckley reminded the Board that she had presented the Master Plan at the November Board meeting. She introduced the Master Plan Architects from SCM Architects, Mr. Brad Place, Mr. Ryan Biles, and Mr. Paul Heck. Mr. Clifford asked the architects if they spoke with the City of Bentonville on the College's behalf. Mr. Place said they had preliminary meetings with the City.

Mr. Clifford said he expected there could still be changes to the plan, but congratulated the architects for their work. Mr. Schwartz asked about flexibility of the plan to shift around a light rail option if need be. Mr. Place answered that the Master Plan could have changes if needed. Mr. Spivey said the Board had discussed light rail several years ago with no action taken to move forward with the idea. He recommended the Board stay focused on the current Master Plan, knowing changes could be made to the document.

Approval of Master Plan

Mr. Grigsby moved and Mr. Spivey seconded the motion to approve the Master Plan. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 4:48 p.m.

Mr. Ric Clifford, Chairperson

Mr. Mauricio Herrera, Secretary

Excelling in the Workplace

Outline & Key Points

- Direct response to focus group request for softskills training
- Direct response to industry survey training needs
- Modularized instruction (4 independent modules)
- Flexible delivery (Chambers, companies, open enrollment, high schools, adult ed)

Relationship to NWACC Strategic Plan/Goals and Objectives

Relationship to CL Strategic Plans:

- Continually monitor business and industry needs and develop training for these needs.
- Strategic and targeted marketing to specific organizations. (Chambers of Commerce)
- Offer classes in open enrollment matching business and industry needs.
- Create certificate programs to match employer needs ie. Administrative Specialist as an example.
- Increase completion of certificate programs, ie. Microsoft Certifications as an example.

What Constituents Are We Serving (ENDS)

- **For the business community we will:**
Enhance partnerships and collaborations with business and industry through innovative approaches to design and deliver training and education.

Certified Retail Analyst Update

Outline & Key Points

- 15th Anniversary Celebration with featured speakers
- Re-design of curriculum to meet current industry standards
- Expanded instructional capacity (future initiatives)- use of blackboard, online delivery, continuing education opportunities for practicing retail analysts

Relationship to NWACC Strategic Plan/Goals and Objectives

Relationship to CL Strategic Plans:

- Continually monitor business and industry needs and develop training for these needs.
- Strategic and targeted marketing to specific organizations.
- Offer classes in open enrollment matching business and industry needs.

What Constituents Are We Serving (ENDS)

- **For the business community we will:**
Enhance partnerships and collaborations with business and industry through innovative approaches to design and deliver training and education.

POLICY TYPE: EXECUTIVE LIMITATIONS**EL-204****POLICY TITLE: TREATMENT OF STAFF**

Policy 204: With respect to the treatment of paid and volunteer staff, the President shall not cause or allow conditions, which are unfair, undignified, and unclear or present a conflict of interest.

Definition: Conditions are defined as official actions, policies, and procedures. Unfair refers to legally defined discriminatory acts, policies, or procedures. Undignified refers to disrespectful treatment or language. Unclear refers to ambiguously written or oral presentation. A conflict of interest is defined where a party shall receive direct personal monetary gain, or an advantage in the workplace as a result of official college decisions they are in a position to make.

Narrative: NWACC administration encourages the development of a campus culture that exemplifies a spirit of mutual support and respect of all employees. This collaborative spirit is projected throughout the college in meetings, Expanded Cabinet, Deans Council, Faculty Senate, and Staff Council.

Employee recognition occurs often and is celebrated both formally and informally as a means of acknowledging individual and team accomplishments. Examples include: the Annual Faculty and Staff Appreciation Luncheon, biannual New Employee Luncheons, Celebrate Learning Days, Administrative Professionals Day, National Nurses Week, annual recognition of outstanding faculty and staff at the Arkansas Community Colleges Association and various national conferences, annual Service Recognition Luncheon, Summer Employee picnic, and departmental Holiday gatherings. Faculty and staff are also highlighted in the Insight electronic newsletter as well as the "Notes from the President" newsletter.

In order to promote lifelong learning, all full-time college employees or their dependents are eligible to receive up to twelve hours per semester of tuition assistance. Part-time employees are eligible for three hours of tuition assistance per semester. Full-time and part-time employees are eligible to receive 15% tuition discount for all undergraduate courses and 10% tuition discount for all graduate courses at Franklin University.

Classified and non-faculty academic employees with ten or more years of service as a state employee receive a "career service bonus" annually in recognition of continuous service; faculty receive additional compensation based upon higher level academic achievement, and the College actively pursues obtaining additional compensation approval from the state for newly hired classified employees meeting the criteria for "exceptionally well qualified" status.

Mandatory, as well as elective training programs are available to all employees through the “We Comply” program to assure that employees receive the needed training on HIPAA, FERPA, Title IX, and other important laws and safety issues.

To help create awareness and promote ethical accountability, the College strives to maintain an atmosphere of acceptance for employees to openly express concerns and issues regarding the College without fear of retaliation. The College does not condone any unfair or illegal discriminatory personnel actions or the existence of a conflict of interest within any college department. The Human Resources Office has an employee relations’ manager who is available for all faculty and staff to express concerns regarding College-related issues. To ensure a healthy conducive work environment, this person has the autonomy to address any issue that may arise.

The College also promotes ongoing professional development training and continued review and updates of College policies and procedures in order to foster a values-based culture.

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

1. Operate without written personnel policies, which clarify personnel rules for staff, provide for the effective handling of grievances, and protect against wrongful conditions.

Definition: Personnel policies, which address these provisions, are included in the online NWACC Policy and Procedures manual available at:

http://www.nwacc.edu/web/policy/policy_procedure

Narrative: The Administrative Policies Manual contains college-wide policies affecting employees and students; it outlines the operations framework for the College. Included in this manual are policies related to the management of grievances, identification of processes and regulations, and protection for employees from wrongful conditions. College administrators are expected to operate within the parameters of these policies and procedures. To ensure that each policy is clearly defined and legally sound, this manual is reviewed regularly and updated as needed.

2. Fail to make available to staff in a timely manner all personnel rules that affect them.

Definition: Making policy and procedure available to staff in a timely manner refers to having a complete copy of the NWACC Policy and Procedures manual available online for all employees. This electronic format supports access but also ensures that policy and procedure updates are completed regularly and communicated efficiently.

Narrative: As policies and procedures are updated, they are reviewed by Cabinet, expanded Cabinet, and employees. Information on potential policy changes are provided by email and short video in order to allow employee feedback immediately. Instructions for locating the manual and other key informational resources are included in new employee orientation.

A comprehensive benefit package is available to employees, which includes a wide range of health and wellness benefits, voluntary products, and paid leave. Benefits are explained to eligible employees in both verbally and written formats.

In order to enhance employee's understanding of their total compensation package and to assist them during their initial employment period, employees attend new hire orientation.

3. Continue in employment or employ any person serving on the Board.

Definition: Employees who are elected to the Board will be asked to resign immediately upon election. The college may not employ any current Board members.

Narrative: The College does not employ any current members of the Board of Trustees.

I am reporting in compliance with Executive Limitation #204.

Evelyn E. Jorgenson, Ph.D.
President

Recommendation: It is the recommendation of the College Administration that the Board of Trustees approve Dr. Jorgenson's compliance report for EL-204 Treatment of Staff.



Date: January 12, 2015

To: NorthWest Arkansas Community College Board of Trustees

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

Subject: Admissions Application Fee Waiver

Admissions Application Fee Waiver

Recommendation: The NorthWest Arkansas Community College Finance/Audit Committee recommends NWACC Board of Trustees approval to implement an Admissions Application Fee Waiver for students with limited financial resources who meet specific requirements of economic need.

Mr. Ric Clifford, Chairperson

Mr. Mauricio Herrera, Secretary