

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
February 25, 2015 4:30 pm - Burns Hall 3<sup>rd</sup> 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"> <li>• February Student of the Month Golden Eagle Award: <i>Alejandro Cobian</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>• Annual Board Meeting – January 12, 2015</li> <li>• Regular Board Meeting – January 12, 2015</li> </ul>
<input type="checkbox"/> Action	<input checked="" type="checkbox"/> Information	ENDS Monitoring Report <ul style="list-style-type: none"> <li>• None</li> </ul>
<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Information	Executive Limitations Monitoring Report <ul style="list-style-type: none"> <li>• EL-200 Executive Constraint: <i>Dr. Evelyn E. Jorgenson</i></li> </ul>
<input type="checkbox"/> Action	<input checked="" type="checkbox"/> Information	Committee Reports <ul style="list-style-type: none"> <li>• Foundation Board: <i>Amy Benincosa</i></li> <li>• Sanctioned Sports Committee: <i>Todd Schwartz</i></li> <li>• Honorary Associate Degree Committee: <i>Geovanny Sarmiento</i></li> <li>• Finance Committee: <i>Scott Grigsby</i> <ul style="list-style-type: none"> <li>▪ Approval to Revisions to EL-206 Asset Protection</li> </ul> </li> </ul>
<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Information	
<input type="checkbox"/> Action	<input checked="" type="checkbox"/> Information	President's Report
<input type="checkbox"/> Action	<input checked="" type="checkbox"/> Information	Chairman's Report <ul style="list-style-type: none"> <li>• ACCT Legislative Summit Report</li> </ul>
<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Information	Other Board Action Items and Considerations <ul style="list-style-type: none"> <li>• Approval of Provisional Positions</li> </ul>
Adjourn		

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
BOARD OF TRUSTEE ANNUAL MEETING  
Monday, January 12, 2015**

**MINUTES**

Chair Ric Clifford called the Board of Trustees of NorthWest Arkansas Community College Annual meeting to order on Monday, January 12, at 3:59 p.m. in the Burns Hall 3<sup>rd</sup> Floor Board Room.

**Members Present:** Ric Clifford (Chair), Mauricio Herrera, Scott Grigsby, Todd Schwartz, Mike Shupe

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

**APPROVAL OF OFFICIAL MEETING DATES FOR 2014**

Mr. Clifford set the official meeting dates as follows: February 16, March 9, April 13, May 11, June 8, August 10, September 14, October 19, and November 9.

**Approval of Official Meeting Dates for 2014**

Mr. Shupe moved and Mr. Grigsby seconded the motion to name February 16, March 9, April 13, May 11, June 8, August 10, September 14, October 19, and November 9 as the official Board meeting dates. The motion passed unanimously.

**ADJOURNMENT**

The meeting adjourned at 5:03 p.m.

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Mr. Ric Clifford, Chairperson

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Mr. Mauricio Herrera, Secretary

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
BOARD OF TRUSTEE MEETING  
Monday, January 12, 2015**

**MINUTES**

Chair Ric Clifford called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, January 12, at 4:00 p.m. in the Burns Hall 3<sup>rd</sup> Floor Board Room.

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

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

**MINUTES**

**November 10, 2014 Regular Board Meeting & December 4, 2014 Special Board Meet**

Mr. Herrera moved and Mr. Grigsby seconded the motion to approve the minutes of the Regular Board Meeting on November 10, 2014 and the Special Board Meeting on December 4, 2014. The motion passed unanimously.

**RECOGNITION**

**Arkansas Council for Social Studies University Educator of the Year Award: Dr. Jami Forrester**

Mr. Clifford congratulated Dr. Jami Forrester on receiving the Arkansas Council for Social Studies University Education or the Year Award. Dr. Forrester thanked the Board for the recognition. She said the response from the community had been exciting. She explained that History Day grew from 8 to 29 schools participating in the program. She added that close to 500 students, parents, and teachers would be on campus March 14 for the annual History Day Competition. The Board congratulated Dr. Forrester.

**Student Trustee Update**

Ms. Wendy Echeverria told the group that SGA was still working to implement the Syllabus Bank. She said SGA also planned to attend the upcoming Legislative Forums.

**ENDS MONITORING REPORT**

**Business Community Update**

Mr. Tim Cornelius presented information to the Board regarding the Excelling in the Workplace Program offered by Corporate Learning. He explained the program was a direct response from industries asking for softskills training. He said the program was open enrollment and could lead to additional courses for the participants.

Mr. Cornelius presented information to the Board regarding the Certified Retail Analyst Program. He told the group the program would be celebrating their 20<sup>th</sup> anniversary later in the week. He added that the program had a 87% placement rate for graduates and the curriculum was about to change to reflect the new Retail Link 2.0.

Mr. Grigsby asked how the price of training NWACC compared to others. Mr. Cornelius said companies come to NWACC for their training needs because it is very inexpensive and training can be completed at their location. Mr. Herrera asked if the College had a relationship with the Department of Workforce Services. Mr. Keith Peterson said the College works directly with the Department of Workforce Education and Unemployment Office when large layoffs occur in the area. Mr. Clifford asked for Mr. Cornelius to provide the Board with a Corporate Learning Fact Sheet.

### **Approval of Business Community Update Report**

Mr. Grigsby moved and Mr. Schwartz seconded the motion to approve the END-102 Business Community Report. The motion passed unanimously.

## **EXECUTIVE LIMITATIONS MONITORING REPORT**

### **EL-204 Treatment of Staff**

Dr. Jorgenson read the updates to the policy. She highlighted the appreciation events for staff and the Notes from the President update she sends to faculty and staff on a regular basis. Mr. Shupe applauded Dr. Jorgenson for the work she has done to create an approachable and friendly atmosphere. Mr. Clifford noted the Spring Forum took place recently and Dr. Jorgenson had recognized faculty with faculty rank.

### **Approval of EL-204 Treatment of Staff Report**

Mr. Shupe moved and Mr. Grigsby seconded the motion to approve the EL-204 Treatment of Staff Report. The motion passed unanimously.

## **COMMITTEE REPORTS**

### **Land Use Committee**

Mr. Spivey reviewed the minutes from the December 4<sup>th</sup> Land Use Committee. He said the group discussed the Adult Education relocation to the Shewmaker Center for Workforce Technologies and the build out for the third floor of the Center for Health Professions.

### **Advocacy Committee**

Mr. Jim Hall reviewed upcoming Legislative activities with the Board. He highlighted the February 17<sup>th</sup> NWA Night Out event with Legislators in Little Rock. Mr. Hall told the group he would be sending out weekly updated during the General Session.

### **Finance/Audit Committee**

Mr. Grigsby reviewed the minutes from the Finance/Audit Committee. He said that the period ending November 30, revenues were down .3% and expenditures were down 4.5%. Mr. Grigsby told the Board the committee also discussed the application fee waiver for students with limited financial resources.

### **Approval of the Admissions Application Fee Waiver**

Mr. Spivey moved and Mr. Herrera seconded the motion to approve the admissions application fee waiver. The motion passed unanimously.

### **PRESIDENT'S REPORT**

Dr. Jorgenson pointed out the NWACC Fast Fact booklets to the Board. She explained that the booklet was a good resource to have available.

Dr. Jorgenson told the Board of a new Certificate of Proficiency in Workforce Readiness that the College planned to take to the Arkansas Department of Higher Education Coordinating Board (ADHE) Coordinating Board for approval. She said the College was also taking changes to the Environmental and Regulatory Sciences Option, Pre-Health Sciences Option, Funeral Science Option, and Justice Studies Option to the ADHE Coordinating Board for approval.

### **CHAIRMAN'S REPORT**

Mr. Clifford congratulated Mr. Herrera on the feature article about him in the recent Sunday paper. He reviewed the calendar of events, reminding the group of the upcoming retreat. Mr. Clifford also reminded the Board to submit their Statement of Financial Interest.

### **ADJOURNMENT**

The meeting adjourned at 5:03 p.m.

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Mr. Ric Clifford, Chairperson

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Mr. Dan Shewmaker, Secretary

**POLICY TYPE: EXECUTIVE LIMITATIONS****EL-200****POLICY TITLE: GLOBAL EXECUTIVE CONSTRAINT**

**Policy 200:** The President shall not cause or allow any practice, activity, decisions, or organizational circumstance which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics or Board of Trustee policy.

*Definition: Practice or activity refers to events of the college. These events cannot violate law or NWACC's Ends and Executive Limitations.*

*Organizational circumstance refers to any event occurring that involves the college.*

*Unlawful refers to violation of local, federal, and state statutes.*

*Imprudent refers to actions taken without regard to outcome or consequential results to the college.*

*Commonly accepted business and professional ethics refers to truthfulness and avoidance of conflicts of interests.*

*Narrative:* NWACC has chosen to be audited by the Division of Legislative audit. The result of tests performed during the 2013 audit disclosed no instances of noncompliance or other matters that are required to be reported under *Governmental Auditing Standards*. The 2014 audit is still in progress: therefore, no reporting has been presented for the 2014 audit period. Beyond the annual audit, it is our goal to comply with laws and appropriate regulations and no instances of noncompliance have been identified at this time.

I am reporting compliance with Executive Limitations, Policy 200.

Evelyn E. Jorgenson, Ph.D.  
President  
February 25, 2015



Date: February 25, 2015

To: Board of Trustees

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

Subject: Approval of Revisions to EL-206 – Asset Protection

In January 2014, the Board of Trustees approved Executive Limitation 203, Communications and Support to the Board. Upon review, we recommend the following revisions:

**Criteria #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.*

Proposal:

To change the definition from 'more than one comment or more than five findings' to 'more than one finding or more than five comments'.

Explanation:

A finding is more serious than a comment, so it appears as if the definition is backwards. Findings would constitute a material weakness in internal controls, a material misstatement in the financials or some other serious shortcoming. Therefore all findings must be reported to the Board, are public in nature and require a trip by College officials to Little Rock to explain to legislators why the finding occurred and the remediation steps that will be taken.

In contrast a comment is a minor mistake that is brought to management's attention, but does not warrant scrutiny from the Board and legislators, nor is it required to be made public.

Therefore, the proposed change to the definition actually tightens up our standards of reporting by requiring only one finding to be reported on, as opposed to the five as stated.

**Recommendation:** The NorthWest Arkansas Community College Finance/Audit Committee recommends that the NWACC Board of Trustees approve revisions to Executive Limitation 206 – Asset Protection.

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Mr. Ric Clifford, Chairperson

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Mr. Mauricio Herrera, Secretary





Date: February 25, 2015

To: Board of Trustees

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

Subject: Approval of Provisional Positions

In preparation for the expansion of the NWACC Culinary Arts and Hospitality Management program and the Institute for Corporate and Public Safety (ICPS) department, the administration recommends the authorization of the following provisional position of Director of Special Programs and Higher Education Institution Program Coordinator.

**Recommendation:** It is recommendation of the administration that the Board of Trustees approve one (1) Director of Special Programs and one (1) Higher Education Institution Program 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.

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Mr. Ric Clifford, Chairperson

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Mr. Mauricio Herrera, 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 2015 provisional positions to support the ICPS and culinary programs at NWACC as listed below:

1. (1) Higher Education Institution Program Coordinator
2. (1) Director of Special Programs

Dated this 25th day of February, 2015

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Mr. Ric Clifford, Chairperson

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Mr. Mauricio Herrera, Secretary