

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 9, 2015 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"> • March Student of the Month Golden Eagle Award 	
<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 – February 25, 2015 	2
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	ENDS Monitoring Report <ul style="list-style-type: none"> • Rural Domestic Preparedness Consortium Update: <i>Dr. Ricky Tompkins</i> 	7
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	Executive Limitations Monitoring Report <ul style="list-style-type: none"> • EL-206 Asset Protection 	8
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Committee Reports <ul style="list-style-type: none"> • Land Use Committee: <i>Joe Spivey</i> • Sanctioned Sports Committee: <i>Todd Schwartz</i> • Finance/Audit Committee: <i>Scott Grigsby</i> 	
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	President’s Report <ul style="list-style-type: none"> • AQIP Strategy Forum • Budget Update • Program Change Notification 	
<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 Early Retirement 	11
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Executive Session: President’s Employment Review	
Adjourn		

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEE MEETING
Wednesday, February 25, 2015**

MINUTES

Chair Ric Clifford called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Wednesday, February 25, at 4:31 p.m. in the Burns Hall 3rd Floor Board Room.

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

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

MINUTES

January Annual and Regular Meeting

Mr. Shupe moved and Mr. Schwartz seconded the motion to approve the minutes of the Annual and Regular Meetings on January 12, 2015. The motion passed unanimously.

RECOGNITONS, AWARDS, AND INFORMATION ITEMS

Ric welcomed Mr. Keven Anderson to the meeting. He told the Board Mr. Anderson had been informed that the Governor planned to appoint him to the Board. Mr. Clifford told the group that Mr. Anderson would be sitting in on the meeting, but is not yet a voting Board member.

February Student of the Month Golden Eagle Award: Alejandro Cobian

Dr. Ricky Tompkins introduced Mr. Alejandro Cobian. Dr. Tompkins said Mr. Cobian was a non-traditional student with three young children. He added that Mr. Cobian planned to attend the University of Arkansas following his graduation from NWACC. Mr. Cobian thanked his family and the Board. He said during his time at the College he had seen a change in himself. He said he was doing everything for his children.

The Board congratulated Mr. Cobian. Mr. Clifford told the group that students like Mr. Cobian were the reason he serves on the Board.

EXECUTIVE LIMITATIONS MONITORING REPORT

EL 200 – Executive Constraint

Dr. Jorgenson read through the EL 200-Executive Constraint report. She reported compliance with the limitation. Mr. Shupe told Dr. Jorgenson she was doing an extraordinary job with executive constraint.

Approval of EL 200 – Executive Constraint

Mr. Spivey moved and Mr. Shupe seconded the motion to approve EL 200 – Executive Constraint. The motion passed unanimously.

COMMITTEE REPORTS**Foundation Board**

Ms. Amy Benincosa told the Board the Foundation Board met on February 12. She said they discussed the legislative updates, recap of projects and priorities the Foundation had been involved with and the upcoming Foundation Plant a Seed Soiree among other items. She told the Board the Foundation currently had 20 sponsors for the soiree. Mr. Clifford thanked Ms. Benincosa for the report.

Sanctioned Sports Committee

Mr. Todd Schwartz told the Board the Sanctioned Sports Committee had met twice since the January Board meeting. He said the purpose of the January 21 meeting was to discuss legislative guidelines as it relates to community colleges. He explained there was nothing in the NWACC millage language regarding sanctioned sports. He also said the group discussed state statutes regarding sports.

Mr. Schwartz told the Board the purpose of the February 25 meeting was to discuss the Title IX Club Sport Survey. He reviewed the survey results, explaining that 610 people participated which was a 9.3% response rate.

Mr. Clifford told Mr. Schwartz the number of people indicating interests in participating in sports seemed low. Mr. Schwartz said the number did not reflect the recruiting efforts that would happen prior to creating a team. Mr. Spivey told the group he would have liked to see a better response rate. Mr. Spivey asked about the length of the survey. Dr. Jorgenson answered that many of the questions asked were required for Title IX requirements.

Mr. Shupe asked Mr. Schwartz what the next steps were for the Sanctioned Sports Committee. Mr. Schwartz said the next committee meeting was scheduled for March 6 where the group would review budgets. He said the committee would look at budgets of sports from other institutions and budget 150% of the total. He said the committee would not move forward if they did not have 150% of the budget needed. Mr. Schwartz added that the committee would ask the community to fund the budget.

Mr. Shewmaker said the survey had a weighted average on each side and that would have an impact on the survey numbers. He also said he wanted to be on record as saying the College was receiving a tremendous amount of push back from the legislators regarding sports. He said the legislators were asking why the College was asking for money for sports as opposed to other areas. He told the Board they needed to think about not burning bridges when moving forward.

Mr. Shewmaker said he thought it was important to point out the effects this may have beyond sports. He said Senator Kim Hendren had publicly said he would not support the College if sports were pursued. Mr. Shewmaker added he thought sports had a tremendous value to lifelong health and team participation but the survey results didn't show the Board that sports should move forward.

Mr. Clifford said as Chair of the Board he could form committees. He said he formed the Sanctioned Sports committee so sports could be explored. Mr. Clifford said that after visiting with several people it did not seem there was an appetite for sports. He told Mr. Schwartz the Board was ready to see the budget at the March Board meeting.

Mr. Shewmaker told Mr. Schwartz he had done a tremendous job with the Sanctioned Sports Committee but he had polled his constituents and they were against sports. He added that the fundraising for sports would take away from the work of the Foundation.

Mr. Schwartz said that with \$150,000 the College could have two sports programs costing \$50,000 each and an additional \$50,000. He said the program could bring in an additional 100 students per year and could generate an additional \$250,000. Mr. Shewmaker told Mr. Schwartz his numbers were wrong. Mr. Schwartz asked if the College would turn away 100 students because they were athletes.

Mr. Sarmiento reminded the group that they are a governance board. He said as a Board they were trying to do things that should be done by the College administration. He said he was uncomfortable with the sports discussion. Mr. Sarmiento added that he had heard from people in his district and they all oppose the College having athletics.

Mr. Clifford asked Mr. Schwartz to bring a detailed budget to the next Board meeting.

Honorary Degree Committee

Mr. Sarmiento said the Honorary Associate Degree Committee recently met. He said the group decided to move forward with accepting nominations. He said a press release would be sent out in the coming days.

Finance/Audit Committee

Ms. Debi Buckley said the 2005 bonds had been signed and marketed for the refinancing. She said the old interest rates were 3.62%-5% and the new rates were 2%-4%. She said the refinancing would save the college \$170,622.81 annually. She reminded the group that the savings were not operating dollars, but rather capitol millage dollars.

Ms. Buckley read the approval of revisions to EL-206 – Asset Protection report. She said the report read that a comment was more serious than a finding, when in fact a finding is more

serious than a comment. The Finance Committee voted to recommend the Board approve the revision.

Approval of Revisions to EL-206-Asset Protection

Mr. Shewmaker moved and Mr. Shupe seconded the motion to approve revisions to EL-206 Asset Protection. The motion passed unanimously.

PRESIDENT'S REPORT

Dr. Jorgenson told the Board the College received approval for the Occupational Life Skills and Occupational Therapy Assistant programs. She said the College will begin looking at budget and staffing needs for the programs. She also told the group the Center for Health Professions build out was in the works.

Dr. Jorgenson told the group about an office space being constructed in the Shewmaker Center for Global Business Development for the Arkansas Procurement Assistance Center. She said this will be the first Procurement Office outside of Little Rock. She said a ribbon cutting would be scheduled in the coming weeks.

CHAIRMAN'S REPORT

Mr. Clifford asked Mr. Shewmaker to report on the ACCT Legislative Summit. Mr. Shewmaker said he, Mr. Clifford, Dr. Jorgenson, and Dr. Gates met with Senators Cotton and Boozman as well as Congressman Womack while in Washington D.C. He said the meetings were productive. Mr. Shewmaker added that the College had been working to get a bill in for the National Child Protection Training Center, asking the Department of Justice and Health and Human Services to consult with NWACC regarding their training programs.

Mr. Clifford told the Board the Executive Session for Dr. Jorgenson's self-evaluation would be held in March.

Ms. Echeverria said SGA had released a survey to students regarding the Syllabus Bank. She also told the group the SGA elections would be held on March 13.

OTHER ACTION ITEMS

Approval of Provisional Positions

Ms. Buckley read the provisional approval to the board. She explained the approval was for two positions, Director of Special Programs and Higher Education Institution Program Coordinator.

Approval of Provisional Positions

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

Ms. Echeverria asked to make a comment before the meeting adjourned. She said she had talked to a lot of students and a majority of them are not interested in sports.

ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Mr. Ric Clifford, Chairperson

Mr. Mauricio Herrera, Secretary

ENDS Report: Institution for Corporate and Public Safety

Key Points:

- Established at NWACC in 2005 as a result of the award of a competitive federal training grant.
- Mission is to close the training gap between public safety entities and private sector security professionals.
- Founding Academic Partner of the Rural Domestic Preparedness Consortium; established by Congress to meet the unique preparedness challenges faced by rural communities.
- Has been awarded over \$4.1 million in course development and delivery grant awards.
- Has developed eleven instructor led courses and four on-line courses. All have been certified by the U. S. Dept. of Homeland Security via a rigorous national certification process.
- Has trained over 18,000 first responders in both online and classroom formats.
- Residents of all U.S. states and territories and several foreign military bases have taken ICPS courses.

Relationship to Strategic Plan Goal and Objectives:

- Provide Quality Programming
 - The Institute for Corporate and Public Safety provides quality programming nationwide for rural first responders to better serve their communities. This utilizes partnerships with other higher education institutions, the U.S. Department of Homeland Security, emergency response professionals, and state and local community leaders.
- Increase Community Outreach, Support, and Relations
 - The Institute for Corporate and Public Safety continues to grow relationships across the U.S. Since its inception in 2005 as one of the original grantees from the U.S. Department of Homeland Security, ICPS has grown in its influence and impact on rural first responders nationwide and continues to receive support from external funders.

What Constituents Are We Serving (ENDS)?

- Primary target groups are rural first responders.
- Frontline First Responders including firemen, law enforcement, emergency managers, public health professionals, hazardous materials experts, etc.
- Ancillary homeland security target audience includes public administrators, elected officials, voluntary response groups, businesses, healthcare facilities, schools, etc.
- Courses are free of charge and open to all U.S. citizens.

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 \$30,000 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.

- The College has a directors' and officers' liability insurance policy for \$5,000,000 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:

- Enterprise risk management practices are employed to reduce 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).
- The Office of Policy, Risk Management, and Compliance coordinates with the Compliance Committee to provide a structure that encourages ethical conduct and compliance with the college's legal obligations to prevent unethical practices, violations of the law, or compliance failures; preventing loss or injury to our students, employees, and protecting the College.
- Human Resources provides employee orientation and training based upon regulatory compliance and job/task function.
- The advice of legal counsel is sought prior to the implementation of any reductions in force.
- 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.
- Access to sensitive areas in Business Services, Information Technology and Enrollment Management is controlled.
- A cyber liability policy is retained with the College's insurance portfolio.

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 finding or more than five comments are received from the annual legislative audit in any one year.

Response:

- FY 13 is the last completed audit from legislative audit. We had a very successful audit with no reportable findings. Minor supplemental comments (4) are not reportable and were discussed with college administration prior to the submission of the audit.

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:

- Board members are kept informed about press releases and other news stories, including anticipated negative coverage.

I am reporting compliance with Executive Limitations, Policy 200.

Evelyn E. Jorgenson, Ph.D.
 President
 March 9, 2015



Date: March 9, 2015

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, 2015, and
Plan to retire on or before June 30, 2015.

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. Mauricio Herrera, Secretary