

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
May 11, 2015 4:30 pm - Burns Hall 3<sup>rd</sup> Floor Board Room**

<b>Call to Order</b>	<b>Page</b>
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	<b>Recognition, Awards, and Information Items</b> <ul style="list-style-type: none"> <li>• Recognition of History Day: <i>Dr. Jami Forrester</i></li> <li>• Recognition of Enactus Team: <i>Matthew Voss</i></li> <li>• SGA Update: <i>Wendi Echeverria</i></li> <li>• Recognition of Student Trustee: <i>Wendy Echeverria</i></li> <li>• Recognition of Representative Sue Scott</li> </ul>
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	<b>Attendance</b>
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>• Regular Board Meeting – April 13, 2015</li> </ul>
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	<b>ENDS Monitoring Report</b> <ul style="list-style-type: none"> <li>• None</li> </ul>
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	<b>Executive Limitations Monitoring Report</b> <ul style="list-style-type: none"> <li>• EL 201 – Financial Conditions</li> <li>• EL 208 – Budgeting</li> </ul>
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	<b>Committee Reports</b> <ul style="list-style-type: none"> <li>• Finance/Audit Committee: <i>Scott Grigsby</i> <ul style="list-style-type: none"> <li>• Approval of FY 2016 Budget</li> </ul> </li> <li>• Land Use Committee: <i>Mike Shupe</i></li> <li>• Foundation Board: <i>Ric Clifford</i></li> </ul>
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	<b>President's Report</b> <ul style="list-style-type: none"> <li>• Sports Update</li> <li>• Notification of Reorganization</li> </ul>
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	<b>Chairman's Report</b>
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	<b>Other Board Action Items and Considerations</b> <ul style="list-style-type: none"> <li>• Approval of Provisional Positions (<i>Debi Buckley</i>)</li> </ul>
<b>Adjourn</b>	

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
BOARD OF TRUSTEE MEETING  
Monday, April 13, 2015**

**MINUTES**

Chair Ric Clifford called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, April 13, at 4:30 p.m. in the Burns Hall 3<sup>rd</sup> Floor Board Room.

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

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

**MINUTES**

**March Meeting**

Mr. Shupe moved and Mr. Herrera seconded the motion to approve the minutes of the Board Meeting on March 9, 2015. The motion passed unanimously.

**RECOGNITION, AWARDS, AND INFORMATIONAL ITEMS**

**April Student of the Month Golden Eagle Award**

Mr. Jim Loughton introduced Ms. Veronica Garcia-Carvajal, April Golden Eagle Award recipient. Mr. Loughton told the Board Mr. Garcia-Carvajal was a 14 year old concurrent student and involved in student activities and volunteering. Ms. Garcia-Carvajal thanked the Board for the award. She thanked her parents as well as the faculty and staff at NWACC for providing her opportunities.

**ENDS MONITORING REPORT**

**Culinary Update**

Dr. Meredith Brunen told the group in July 2014, the Board gave approval for College administrators to enter into discussions and negotiations for the expansion of the Culinary Arts and Hospitality Management program. She added that Karp Resources, the food and agricultural consultancy, had remained engaged in the College's efforts.

Dr. Brunen explained that the proposed relocation site for the Culinary Arts and Hospitality Management program was the former Tyson Foods plat at 801 S.E. 8<sup>th</sup> Street in Bentonville. She said NWACC would be the anchor tenant for the facility, an adaptive reuse project that would turn an old factory into a food-focused facility, showcasing and supporting local food artisans.

Dr. Brunen told the group the projected completion date for the new facility was July-August 2016 and classes would begin at the proposed location the 2016 Fall Semester. She added that the lease term discussion and negotiations were anticipated for May 2015 with final execution requested in August 2015, with payments beginning in August 2016.

Mr. Shewmaker asked for Dr. Brunen to give an overview of the funding for the expansion of the Culinary Arts and Hospitality program. Dr. Brunen said the Foundation had pursued private grant

opportunities. She said the grant funding would be used for staffing, onboarding staff and faculty, furniture, fixtures, and equipment. She added that the lease would be paid by the College. Dr. Jorgenson said there was also opportunities for additional grant funding in the future as the College is better able to gauge the true cost.

#### **Approval of ENDS Monitoring Report: Culinary Update**

Mr. Shewmaker moved and Mr. Herrera seconded the motion to approve Culinary Update Report. The motion passed unanimously.

### **EXECUTIVE LIMITATIONS MONITORING REPORT**

#### **EL-207 – Compensation & Benefits**

Dr. Jorgenson read through the EL-207 Compensation and Benefits Report. She reported in compliance with the limitation.

#### **Approval of Executive Limitations Monitoring Report: EL-207 – Compensation & Benefits**

Mr. Shupe moved and Mr. Herrera seconded the motion to approve the EL-207 Compensation and Benefits Report. The motion passed unanimously.

### **COMMITTEE REPORTS**

#### **Honorary Associate Degree Committee**

Mr. Sarmiento told the Board the Committee received several nominations for the Honorary Degree. He said the committee unanimously voted to recommend Mr. Dick Trammel as the Honorary Degree recipient in Servant Leadership and Ms. Joan Clifford the Honorary Degree recipient in Arts and Letters.

#### **Approval to Name Dick Trammel and Joan Clifford as Honorary Degree Recipients**

Mr. Shewmaker moved and Mr. Herrera seconded the motion to approve Dick Trammel and Joan Clifford as Honorary Degree recipients. The motion passed unanimously.

#### **Finance/Audit Committee**

Ms. Debi Buckley reviewed the proposed increases to fees and reduction of out-of-state tuition. She reminded the Board they reviewed the fee and tuition changes at an earlier work session.

Mr. Shewmaker asked if there could ever be a scenario where the College would be able to eliminate some of the fees. Ms. Buckley explained that if need in the area the fee changed or additional state money was received the College could look at reducing or eliminating some of the fees. Mr. Herrera commended Ms. Buckley and her team on their work. Mr. Clifford asked for charts comparing the cost to attend NWACC to other institutions to be shared with the Board.

#### **Approval of Proposed Tuition & Fee Rate Changes and New Fee**

Mr. Shupe moved and Mr. Sarmiento seconded the motion to approve the following:

- 1) Reduce the Out-of-State tuition rate - from \$175.00 to \$125.00 (per SSCH)
- 2) Increase the Technology fee - from \$10.75 to \$12.25 (per SSCH); Learning fee - from \$8.50 to \$10.00 (per SSCH); Security fee - from \$1.50 to \$2.00 (per SSCH); Library Resource fee - from

\$1.50 to \$2.00 (per SSCH); Application fee – from \$10.00 to \$20.00: Payment Plan fee – from \$25.00 to \$30.00.

- 3) Implement a new \$5.00 transcript fee to cover the transcript issuance costs. Each graduating student will receive one free transcript upon graduation. The \$5.00 fee will be applied to the additional copies.

The motion passed unanimously.

### **Foundation Board**

Dr. Meredith Brunen said the Foundation Board had met the previous week. She said the group discussed the upcoming Foundation Plant A Seed Soiree, Washington County, Culinary, the International Festival, and the 25<sup>th</sup> Anniversary. Dr. Brunen also told the group an additional \$3 million had been added to the Foundation's endowment. She said the Foundation was excited to see the legacy gifts and scholarships grow.

### **Advocacy Committee**

Mr. Jim Hall reviewed the workforce training legislation in the 90<sup>th</sup> General Assembly. He reviewed several pieces of legislation including Act 892 by Senator English which creates the foundation for improving the workforce education system in Arkansas. He also reviewed Act 1131, the Workforce Initiative Act, also by Senator English. He said that Act 1131 would overhaul the funding stream for workforce training programs in the state.

Mr. Hall discussed Act 544 by House Speaker Jeremy Gillam which creates a 12-member legislative task force to look at how higher education is aligned in Arkansas. He told the Board it was important that the College submit names to be part of the task force. He asked the group to let him know if they were interested in serving.

### **PRESIDENT'S REPORT**

Dr. Jorgenson told the Board Ms. Myrlinda Huff, a NWACC student, had been selected as a Phi Theta Kappa Coca-Cola New Century Scholar. Dr. Jorgenson said the College had just rejuvenated its Phi Theta Kappa organization and was very excited that Ms. Huff had been selected.

Dr. Jorgenson told the Board the College is partnering with three other institutions for a study abroad experience. She added that NWACC History Professor, Sevin Gallo, would serve as one of the two lead instructors for students from all the partner colleges.

Dr. Jorgenson told the Board the Culinary & Hospitality Program had recently been granted formal accreditation through the American Culinary Federation.

Dr. Jorgenson told the Board the College would be renaming the Associate Science General transfer degree to an Associate Science in Liberal Arts and Sciences. She said the change was being initiated by the ADHE to better align with the new ADHE administration's interpretation of policy on degree definitions. She added that the change would be a better fit with the College's goals for Guided Pathways.

**CHAIRMAN'S REPORT**

Mr. Clifford reminded the Board of the upcoming commencement and related activities. He also said the College's 25<sup>th</sup> Anniversary Celebration would kick-off at the NWACC Foundation Plant A Seed Soiree.

**OTHER BOARD ACTION ITEMS AND CONSIDERATIONS****Approval of Resolution Disallowing the Carrying of a Concealed Weapon**

Mr. Clifford said the Board received a recommendation from Administration continuing the disallowing the carrying of a concealed weapon on campus.

**Approval of Resolution Disallowing the Carrying of a Concealed Weapon**

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

**MOVED TO EXECUTIVE SESSION AT 5:41 PM****RETURNED FROM EXECUTIVE SESSION AT 7:24 PM****OTHER BOARD ACTION ITEMS AND CONSIDERATIONS****Approval of Resolution Adopting Use of Act 1404 of 2001 Authorizing the President's Salary**

Mr. Shewmaker moved and Mr. Shupe 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 7:25 pm

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Mr. Ric Clifford, Chairperson

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Mr. Mauricio Herrera, Secretary

## POLICY TYPE: EXECUTIVE LIMITATIONS

EL-201

## POLICY TITLE: FINANCIAL CONDITION

**Policy 201:** With respect to the actual, ongoing financial condition and activities, the President shall not cause or allow the development of fiscal jeopardy, or a material deviation from the Board approved budget and priorities established in Ends policies.

*Definition: Fiscal jeopardy is defined as exhibiting a pattern of overspending the Board approved annual cash reserve. The Board cash reserve is calculated exclusive of designated, auxiliary, and restricted funds. Material deviation is defined as overspending realized revenues by more than 10% and failing to comply with Board priorities established in the Ends policies.*

- The Board approved cash reserve for FY2015 is 7.6% of educational and general revenues of \$37,339,220, or \$2,837,781.
- Available unrestricted cash reserves exclusive of designated, auxiliary and restricted funds as of March 31, 2015 were \$7,520,887 or 23.20% of actual March 31, 2015 revenues of \$32,415,244.
- Therefore, the President maintained adequate cash reserves and did not materially deviate from the priorities in the Board of Trustees approved FY2015 budget.

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

**1. Fail to monitor the College's revenues and expenses to ensure responsible fiscal stewardship.**

*Definition: Responsible Fiscal stewardship includes monitoring expenditures on a monthly basis making sure that adequate reserves are maintained. Monthly reports of cash flows, accounts receivable, comparisons of actual expenses to budget and actual revenue to expenses will be presented at Finance and Audit Committee meetings or to the committee chair, and reported out at Board meetings.*

- Monthly reports of cash flows, accounts receivable, comparisons of actual expenses to budget and actual revenue to expenses have been presented at Finance and Audit Committee meetings or to the committee chair and reported out at Board meetings.

**2. Fail to ensure that the College is not indebted beyond trade payables in the normal course of business.**

*Definition: Trade payables are unsecured accounts payable debt incurred to purchase maintenance and operating materials and services in the normal course of college activity.*

- The College's only indebtedness at this time is normal trade payables, normal payroll liabilities and Board authorized bond issues.

**3. Fail to maintain adequate Board approved cash reserves.**

*Definition: Adequate cash reserves refer to the Board budgeted annual amount, generally 8-10% reserve. Cash reserves are calculated exclusive of designated, auxiliary, and restricted funds.*

- The Board approved cash reserve for FY2015 is 7.6% of educational and general revenues of \$37,339,220 or \$2,837,781 and has been maintained.
- Therefore, the President maintained adequate cash reserves.

**4. Fail to conduct interfund transfers consistent with the fund accounting principles and Governmental Accounting Standards Board (GASB) standards.**

*Definition: Consistent with fund accounting principles means following GAAP and GASB standards in all accounting procedures and practices.*

- All interfund transfers were consistent with GAAP and GASB standards.

**5. Fail to settle financial obligations in timely manner.**

*Definition: A timely manner in payroll matters is defined as paying each payroll on time and meeting all payroll tax obligations according to applicable federal and state laws. A timely manner in other obligations is defined as paying all payables obligations on or before the due date, unless valid reasons exist for remitting later payments.*

- During the 2015 fiscal year there have been no material instances of failure to settle financial obligations in a timely manner.

**6. Fail to ensure that tax payments or other government-ordered payments or filings are timely and accurately filed.**

*Definition: Government-ordered payment or filing will be made on or before the due date and contain correct and accurate information.*

- The College has experienced no material interest or penalty charges for late or deficient payments or filings during this period; however the College has received Internal Revenue Service (IRS) Notice 972CG proposing penalties for missing or incorrect

Taxpayer identification numbers (TIN) on Form 1098-T, the information return relating to higher education tuition and related expenses for 2012. This is the same issue that was reported for the 2011 tax year. The IRS waived all penalties for tax year 2011. The College has contested this assessment and expects the penalties to be waived for 2012.

**7. Fail to aggressively pursue receivables after a reasonable grace period.**

*Definition: Aggressively pursue refers to using an in-house collection program followed, if necessary, by the use of a professional collection agency. Reasonable grace period refers to immediate contact by in-house collection personnel when the obligation is past due, and, if not successful, referral to professional collection agency within 10 days of the last contact by in-house collection personnel.*

- Current and past-due student billings other than third-party are mailed monthly.
- Past-due student accounts are mailed past-due notices.
- Receivables are routinely turned over to a collection agency after nonpayment following three contacts and within 10 days of the last contact by in-house personnel.

**I am reporting in compliance with Executive Limitations, Policy 201.**

**Evelyn E. Jorgenson, Ph.D.**  
**President**  
**May 11, 2015**

**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.*

*Narrative:*

- 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.**

*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.*

*Narrative:*

- The President presented a balanced operating budget for FY2016, and to be approved at the May 11, 2015, 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 FY2016 Operating Budget for educational & general (E&G), designated, and auxiliary funds totals \$41,217,174 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.*

*Narrative:*

- The FY2016 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.*

*Narrative:*

- The President proposed and set aside \$2,839,529 or 7.6% of E&G fund budget of \$37,362,227 in the FY2016 Operating Budget as the BOT reserve to cover potential operational costs due to natural disasters or other unforeseen emergencies. This reserve is to be approved by the Board of Trustees along with the FY2016 budget.

**I am reporting in compliance with Executive Limitations, Policy 208.**

**Evelyn E. Jorgenson, Ph.D.**

**President**

**May 11, 2015**



Date: May 11, 2015

To: NorthWest Arkansas Community College Board of Trustees

From: Debi Buckley, VP for Finance and Administration

Subject: Approval of FY 2016 Budget

The budget process for the FY2016 budget year began in November 2014, with discussions of preliminary budget assumptions and guidelines and the distribution of the budget calendar. During December-April, the Vice President /CFO and the Exec. Director of Budget and Financial Analysis met with Cabinet members and division administrators to review the division's budget priorities and answer questions. The Budget Informational Forums were held on March 4-5, 2015, to seek employee input and feedback in developing the FY2016 Budget.

During the development of the FY2016 budget, the college's 5-year Strategic Plan, operating revenue projections, financial stability, and critical needs were emphasized. College Administration decided not to request tuition rate increases even though projections for FY2016 included flat state general revenue, and a 3% tuition revenue reduction. The FY2016 Operating Budget also includes a projected millage revenue increase of \$45,000. The Board of Trustees approved a Retirement Incentive Program that offered employees \$10,000. The board also approved a reduced out-of-state tuition rate and increased selected fee rates. The Board of Trustees Reserve remained at 7.6% of Educational & General revenues.

The college President reviewed the final draft of the FY2016 Operating Budget, consisting of Educational & General, Designated, and Auxiliary Funds. The proposed budget was presented and discussed with the College community on April 29-30, 2015.

The FY2016 proposed operating budget is \$41,217,174.

Recommendation: The NorthWest Arkansas Community College Finance/Audit Committee recommends NWACC Board of Trustees approval of the FY2016 Operating Budget based on the recommendations of NWACC Administration.

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Mr. Ric Clifford, Chairperson

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Mr. Mauricio Herrera, Secretary



# **NorthWest Arkansas Community College**

## **Fiscal Year 2016 PROPOSED BUDGET**

**May 11, 2015**

## **FY2016 Budget Development Objectives**

- *Continue to ensure financial stability*
- *No increase in tuition rates*
- *Increase efficiencies and omit redundancies*

## **FY2016 Budget Development Strategies**

- *Target efforts toward increased enrollments, student success and retention*
- *Review existing programs for efficiencies*
- *Fund new programs and priorities through reallocation of existing dollars*
- *Prepare for 3% enrollment reduction*
- *Prepare for no increase in state funding*
- *Expect a small increase in local millage*
- *Offer new Board-approved reduced out-of-state tuition rate*
- *Offer retirement incentives*
- *Propose rate increase in selected fees*

## FY2016 Budget Enrollment Data

***Budgeted SSCH*** **149,081**

### ***Enrollment (SSCH) ratios***

***In District*** **42.9%**  
***Out of District*** **50.2%**  
***Out of State*** **6.9%**

### ***Credit Instruction Tuition Rates (per Credit Hour)***

***In District*** **\$75.00**  
***Out of District*** **\$122.50**  
***Out of State*** **\$125.00**

## Major Revenue Sources & Forecast Amounts

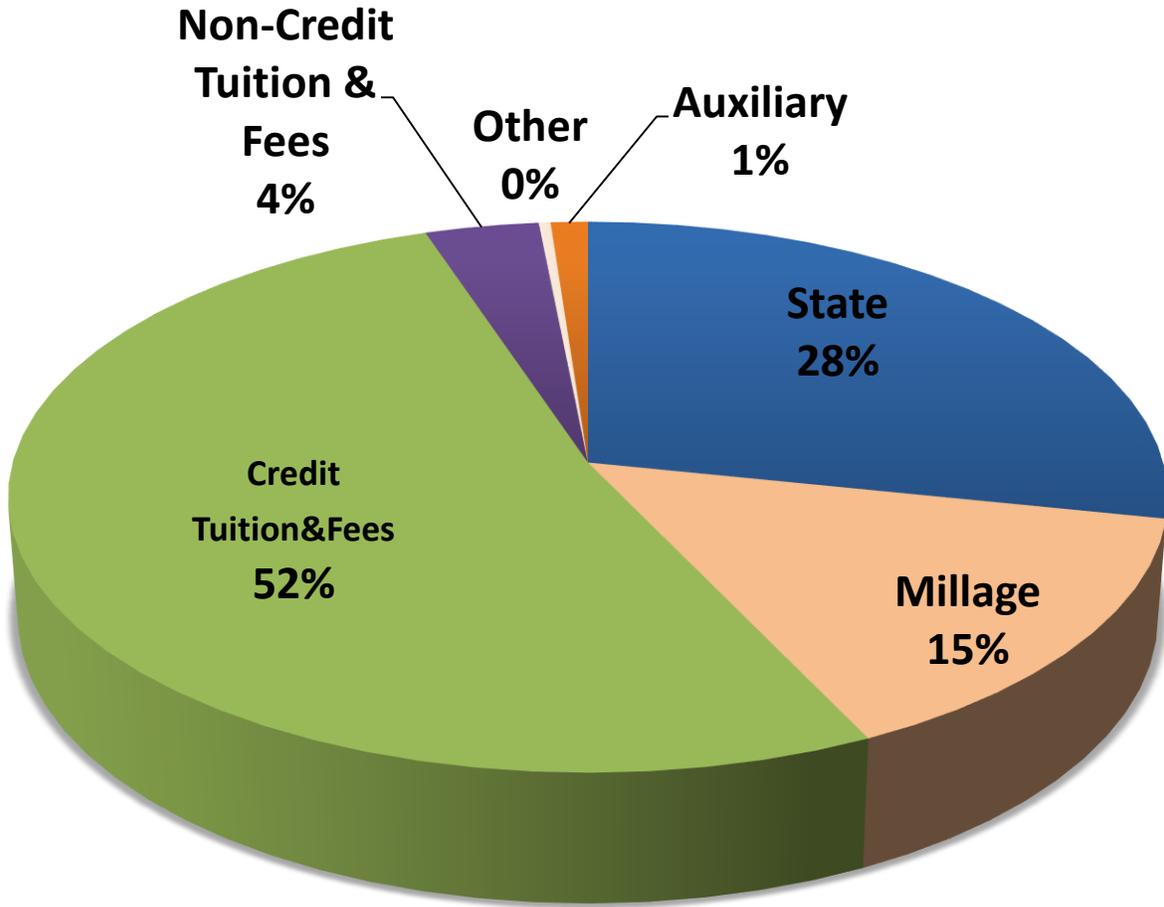
***Revenue Stabilization Act - (A)\**** **\$10,619,202**  
***Educational Excellence Trust\**** **\$1,019,981**  
***Millage\*\**** **\$6,040,000**  
***Tuition Credit*** **\$15,770,017**  
***Tuition & Fees Non-Credit*** **\$1,471,162**  
***Designated Funds*** **\$3,373,775**  
***Auxiliary Funds*** **\$481,172**

***\* Flat to previous year***

***\*\* Increased from FY2015***

# FY2016 Operating Revenue Sources

General & Educational, Designated, and Auxiliary Funds Combined

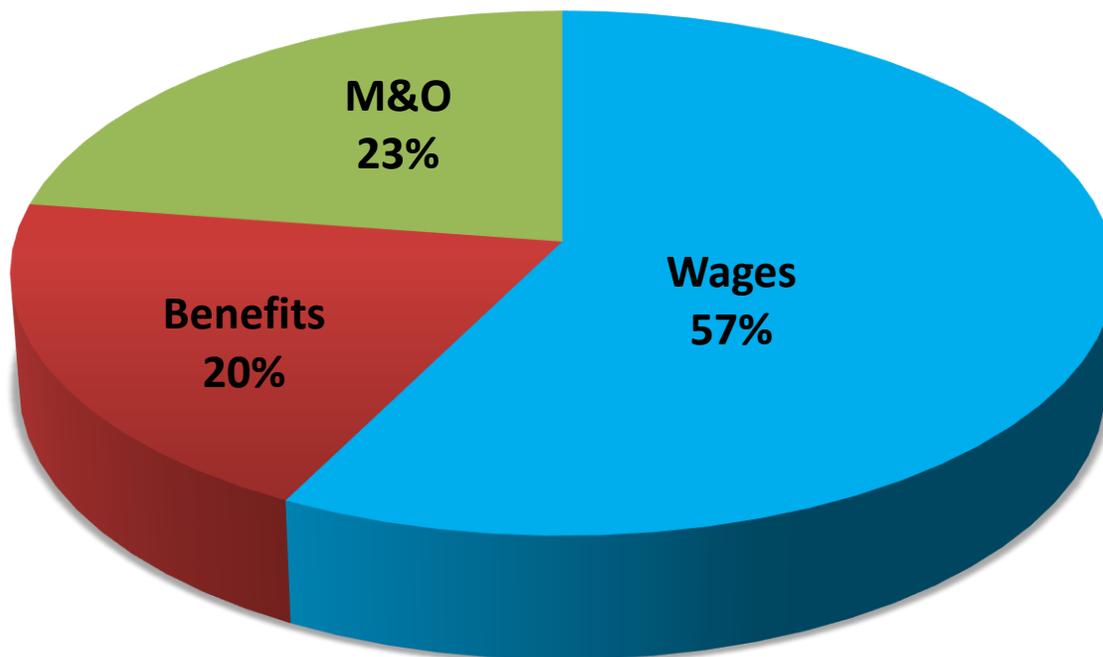


**Total : \$41,217,174**

## FY 2016 Operating Expenditures

General & Educational, Designated, and Auxiliary Funds Combined

<i>Total Salaries and Wages</i>	<b>\$23,334,949</b>
<i>Benefits</i>	<b>\$8,302,137</b>
<i>Maintenance &amp; Operating</i>	<b>\$9,580,088</b>



**Total: \$41,217,174**

## Fiscal Year 2016 PROPOSED BUDGET

<b>REVENUES</b>	<b>FY2016 TOTAL</b>
<i>Credit Tuition &amp; Fees</i>	<b>22,678,440</b>
<i>NWACC Tuition Scholarships-Waivers</i>	<b>(1,251,763)</b>
<i>Non Credit Tuition &amp; Fees</i>	<b>1,477,412</b>
<i>State Appropriation</i>	<b>11,639,183</b>
<i>Millage</i>	<b>6,040,000</b>
<i>Other Revenues</i>	<b>633,902</b>
	<b>41,217,174</b>
<b>EXPENDITURES</b>	<b>FY2016 TOTAL</b>
<i>Salaries</i>	<b>23,334,949</b>
<i>Benefits</i>	<b>8,302,137</b>
<i>Maintenance &amp; Operations</i>	<b>9,580,088</b>
	<b>41,217,174</b>



Date: May 11, 2015

To: Board of Trustees

From: Debi Buckley, VP for Finance and Administration

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.

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Mr. Ric Clifford, Chairperson

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Mr. Mauricio Herrera, 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 2015-2016 Fiscal Year. A total of 33 have been allocated by appropriation with 40 provisional positions remaining for requests. The 40 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
- Two (2) Administrative Specialist III - Adult Ed
- One (1) Administrative Specialist III – PACE
- One (1) Career Planning and Placement – Adult Ed
- 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) Higher Ed Institution Program Coordinator - ICPS
- One (1) Local Office Administrative Assistant - Career Pathways
- One (1) Project/Program Director - Perkins
- 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 - Upward Bound

One (1) Project/Program Specialist - PACE

One (1) Special Instructor – Adult Ed

**33 Total Requested Positions**

**80 Positions Allocated by Appropriation**

**47 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 2015-2016 academic years to prevent unnecessary delay in the education of students.

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Mr. Ric Clifford, Chairperson

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Mr. Mauricio Herrera, Secretary