

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 10, 2015 4:30 pm - Burns Hall 3rd Floor Board Room**

Call to Order				Page	
<u> </u>	Action	<u> X </u>	Information	Recognition, Awards, and Information Items	
				<ul style="list-style-type: none"> • Notification of Board Resignation • Teen Entrepreneurship Boot Camp Winners: <i>Cate Mertins & Ellen Timmerman</i> 	
<u> X </u>	Action	<u> </u>	Information	Attendance	
<u> X </u>	Action	<u> </u>	Information	Approval of Minutes	
				<ul style="list-style-type: none"> • Regular Board Meeting – June 8, 2015 	2
<u> X </u>	Action	<u> </u>	Information	ENDS Monitoring Report	
				<ul style="list-style-type: none"> • LIFE Update (<i>Dr. Todd Kitchen</i>) • IT Update (<i>Debi Buckley</i>) • Study Abroad Update (<i>Dr. Mary Machira</i>) 	5 6 8
<u> X </u>	Action	<u> </u>	Information	Executive Limitations Monitoring Report	
				<ul style="list-style-type: none"> • EL-205 Emergency Presidential Succession 	9
				Committee Reports	
<u> </u>	Action	<u> X </u>	Information	<ul style="list-style-type: none"> • Finance Committee (<i>Scott Grigsby</i>) • Land Use Committee (<i>Joe Spivey</i>) <ul style="list-style-type: none"> ○ Parking Lot Expansion Approval ○ Washington County Master Plan Approval 	10 11
<u> </u>	Action	<u> X </u>	Information	President's Report	
				<ul style="list-style-type: none"> • Notification of Concurrent Enrollment Agreement to Offer Associate's Degree at Shiloh Christian High School 	
<u> </u>	Action	<u> X </u>	Information	Chairman's Report	
<u> X </u>	Action	<u> </u>	Information	Other Board Action Items and Considerations	
				<ul style="list-style-type: none"> • Approval of Amendments to Policy and Bylaws 	12
Adjourn					

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEE MEETING
Monday, June 8, 2015**

MINUTES

Chair Ric Clifford called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, June 8th, at 4:30 p.m. in the Burns Hall 3rd Floor Board Room.

Members Present: Ric Clifford (Chair), Joe Spivey, Scott Grigsby, Daniel Shewmaker, Todd Schwartz, Keven Anderson, Mike Shupe

Also in Attendance: Dr. Evelyn E. Jorgenson

RECOGNITIONS, AWARDS, AND INFORMATION ITEMS

Recognition of Retirement

Mr. Ric Clifford and Dr. Jorgenson congratulated the following faculty and staff on their retirement: Ms. Pam Belcher, Ms. Linda Richardson, Ms. Elaine Olson, Mr. Gary Dennis, Ms. Brenda Pittman, Mr. Larry Suchy, and Mr. Don Pugh. The Board presented each of the retirees in attendance with an hourglass.

Leadership NWACC Presentation

Ms. Debi Buckley introduced Mr. Jason Degn and Ms. Lindsay Robinson, participants in the Leadership NWACC program. Ms. Buckley said the purpose of Leadership NWACC was to identify and develop outstanding employees within the College.

Mr. Degn thanked College leadership for starting the Leadership NWACC program. He explained that the participants broke into two groups. He explained that his group, The A-Team, reached out to NWACC graduates to see where they are following their time at the College. He said The A-Team then created posters with photos of several graduates and how their time at the College touched their lives. He went on to explain that the group also handed out t-shirts to faculty and staff members that had been identified as life changers.

Ms. Robinson told the Board her group was named NWACC Thanks. She explained that the group wanted to highlight faculty and staff making a difference on campus. The group created "NWACC T.H.A.N.K.S", a program allowing faculty and staff to submit a note thanking another faculty or staff member for making a difference. She explained that the note would go to the recipient and Dr. Jorgenson.

MINUTES

Regular Board Meeting – May 11, 2015

Mr. Spivey moved and Mr. Shewmaker seconded the motion to approve the minutes of the Regular Board Meeting on May 11, 2015. The motion passed unanimously.

ENDS Monitoring Report

Mr. Tim Cornelius told the Board of partnerships between different areas of the College. He highlighted a partnership between the Culinary Department and the Math and Science Division to develop a garden to provide items for use in culinary classes. He also noted that the Certified Retail Analyst (CRA) program was working with the Business and Computer Information Systems Division to have all CRA classes in the Shewmaker Global Business Development Building.

Mr. Spivey told Mr. Cornelius the Land Use Committee had previously discussed a garden and asked that the Culinary Department and Math and Science Division keep sustainability in mind.

Mr. Jim Hall reviewed the Workforce Initiative Act of 2015, Act 1131, with the Board. He explained that Act 1131, sponsored by Senator Jane English, creates a grant program through the Department of Higher Education that workforce training programs will be able to apply for to use for equipment and start-up costs. Mr. Hall said the College was in the process of putting together a planning grant for the program.

Mr. Hall reviewed WIA to WIOA Conversation, Act 907, with the Board. He explained that Act 907, sponsored by Senator Jeremy Hutchinson, creates regional boards for the initiative and sets legislative language that will allow the state to maximize opportunities for federal grants.

Mr. Hall reviewed Workforce Development System, Act 892, with the Board. He explained that Act 892, sponsored by Senator Jane English, calls for the creation of the Career Education and Workforce Development Board, to create and administer a comprehensive statewide workforce education program, and the Office of Skills Development within the Department of Career Education, to award grants to workforce training programs. He said that about \$15 million will go to the grant program.

Mr. Clifford thanked Mr. Cornelius and Mr. Hall for the update.

Approval of ENDS Monitoring Report

Mr. Grigsby moved and Mr. Seconded seconded the motion to approve the Workforce Development Update ENDS monitoring report. The motion passed unanimously.

COMMITTEE REPORTS

Finance Committee

Mr. Grigsby told the Board the College's cash flow is positive. He said revenues were down .3% and expenditures were down 2% through April.

Advocacy Committee

Mr. Shewmaker told the Board Senator Boozman would be visiting the National Child Protection Training Center to see the positive work the College is doing for child advocacy. He said more information would be sent to the Board.

PRESIDENTS REPORT

Dr. Jorgenson said the Adult Education move to the Shewmaker Center for Workforce Technologies had been completed. She explained that the move was an opportunity for students to be on the NWACC campus.

Dr. Jorgenson told the group the College was hosting a Lego Robotics Camp and Junior Chef's Camp on campus in June and July.

Dr. Jorgenson pointed out articles regarding enrollment in the Board book.

CHAIRMAN'S REPORT

Mr. Clifford reminded the Board of the July 25 Board Retreat and the June 18 LIFE Award's Ceremony.

OTHER ACTION ITEMS**Promotional and Recruitment Items**

Ms. Buckley told the Board that the College is required to submit Board approval of the promotional items to be purchased for the coming year.

Approval of Promotional and Recruitment Items

Mr. Spivey moved and Mr. Grigsby seconded the motion to approve the promotional and recruitment items. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 5:21 p.m.

Mr. Ric Clifford, Chairperson

Mr. Mauricio Herrera, Secretary

LIFE Update**LIFE (Learning, Improvement, Fun, Empowerment) Program**

- LIFE Program Introduction
 - Mission/Vision
 - Past 4 years synopsis
- Numbers of LIFE
 - How many students we serve
 - Success of the students we serve
- LIFE Success Stories
 - Attendee success/development
 - Parent Night

Relationship to NWACC Strategic Plan/Goals and Objectives:

- Increase Student Success and Increase Diversity and Inclusion

What constituents are we serving (ENDS)?

- Learner community
- PreK-16 community

Information Technology Update

- Arkansas Research and Education Optical Network was brought online in January, 2014.
 - Increased internet capacity from 40mbps to 2000mbps at the same time reducing costs resulting in savings in excess of \$34,000 per year.
- Back-end server storage upgrade was completed in November, 2014 to increase performance and capacity while reduce operating costs and complexities.
 - Server has been significantly “virtualized” to reduce capital and operating costs. Physical server count has decreased by over 50%.
 - Return on investment in 19 months.
- A major, multi-phase upgrade was initiated in fall, 2014 to unify communication methods.
 - Upgraded approximately 250 telephones to IP-based solution in fall, 2014 to standardize on single platform, achieving return on investment in 19 months.
 - Launched Unified Messaging in July, 2015 to create operational efficiencies.
 - Leveraging cloud-based technologies to reduce costs and provide better services.
- PC replacement intervals have been extended by upgrading existing hardware and replacing computers with virtual desktop infrastructure.
 - Reduces capital costs for PC replacements.
 - Reduces administrative and management tasks.
 - Provides better access to resources for students, faculty and staff.
- Partners to develop innovative teaching and learning environments
 - Collaborative classrooms to foster developmental reading and writing.
 - Flexible classroom spaces for corporate learning.
- Initiated proactive management of systems, internal and external vulnerability scans of network systems and bolstered disaster recovery to better secure the technology environment.
 - Created an inexpensive, backup data center at North Arkansas College in Harrison, AR.
 - Significant improvements to legislative audit results and regulatory compliance.
 - Developed third party relationships for 24x7x365 monitoring and management of mission critical systems.
- Extensive work has been completed on the enterprise resources planning system (ERP), named Banner, has been completed.
 - Full technology stack upgrades have included new, supported hardware, supported operating systems and supported database systems.
 - Significant investments have been made in extending Banner with modules and plugins, include AdAstra (campus scheduler), Starfish (proactive retention system), peopleAdmin (HR position and performance management) and Touchnet (online payment system).
 - Have set the stage for next-generation Banner.
- Use of Enterprise System Management continues to allow IT to “do more with less.”
 - Automates the distribution of software and software updates.
 - Allows self-service system for end-users to install applications from a catalog.

- Website refresh
 - Website navigation and design received a complete refresh.
 - Coming: responsive design

Relationship to NWACC Strategic Plan/Goals and Objectives

- Increase Student Success by supporting innovative and ordinary technologies in and out of the classroom and tools to keep students on track.
- Support Financial Stability by being good stewards of resources through creative problem solving.
- Support and Enhance Institutional Operations by building and maintaining systems to continually do more with less resources.
- Improve Land and Facilities by increasing room utilization, having a unified IT platform, enhancing the overall student experience, and allow students to access program specific applications and services remotely.

What Constituents Are We Serving (ENDS)?

- Learner Community
- College Community

Turkey Study Abroad Two-Year Cycle Partnership

Outline & Key Points

- College Commitment to Study Abroad
- Creating Opportunities
- Building Partnerships

Relationship to NWACC Strategic Plan/Goals and Objectives

- Provide quality programming and assessment
- Increase diversity and inclusion

What Constituents Are We Serving (ENDS)?

- Learner Community
- Business community (future opportunity)

POLICY TYPE: EXECUTIVE LIMITATIONS**EL-205****POLICY TITLE: EMERGENCY PRESIDENTIAL SUCCESSION**

Policy 205: In order to protect the Board from sudden loss of Presidential services, the President may have no fewer than two other executives familiar with Board and Presidential issues and processes.

Definition: Presidential succession refers to acting in the stead of the College President in case he/she is unavailable to administer college activities.

Narrative: The President will recommend at least two College Cabinet members to the Board of Trustees who will act in the President's stead in case he/she is unable to administer college activities.

Policy 205A: At the beginning of each new fiscal year, the President will present to the Board for affirmation, the two individuals identified in rank order as the college executives to act in the President's stead in case he/she is unavailable to administer College activities.

Narrative: The President recommends that the following Cabinet members be affirmed as the College executive to act in the President's stead in case he/she is unavailable to administer College Activities:

1. Dr. Ricky Tompkins, VP of Learning/CAO
2. Debi Buckley, VP of Finance and Administration

Policy 205B: Should there be a change in executives identified for succession planning during a fiscal year, new individuals, once identified or hired, will be presented to the Board for affirmation.

Narrative: The President will advise the Board if the need arises to change the executive(s) named for succession during the fiscal year.

Policy 205C: The President is authorized to delegate, or withdraw such delegation, to the executives in presidential succession, the President's authority to contract in the name of the College for business activities in the normal course of operations.

Narrative: The President will delegate her authority to executives in presidential succession to contract in the name of the College for business activities only when she is not available to conduct such operations.

I am reporting in compliance with Executive Limitations, Policy 205



Date: August 10, 2015

To: Board of Trustees

From: Debi Buckley, VP of Finance & Administration

Subject: Approval of Parking Lot Expansion North of the Center for Health Professions

DeWitt & Associates has provided us with an estimate to construct a 123 space parking lot north of the Center for Health Professions. This concrete lot with striping will cost \$476,000, and is being funded with savings from the Center for Health Professions third floor buildout.

Recommendation: The NorthWest Arkansas Community College Facility and Land Use Committee recommends to the NWACC Board of Trustees approve the recommended parking lot expansion north of the Center for Health Professions based on the recommendations of NWACC Administration.

Mr. Ric Clifford, Chairperson

Mr. Mauricio Herrera, Secretary



Date: August 10, 2015

To: Board of Trustees

From: Debi Buckley, VP of Finance & Administration

Subject: Approval of Washington County Center Master Plan

The Washington County Master Plan, as prepared by SCM Architects, illustrates the preparation of 20 acres of land west of Arvest Ballpark for the building of a 50,000 square foot facility to house the following programs: general education, dental assisting, early college experience, workforce training and special events.

Recommendation: The NorthWest Arkansas Community College Facility and Land Use Committee recommends to the NWACC Board of Trustees approve the Washington County Center Master Plan based on the recommendations of NWACC Administration.

Mr. Ric Clifford, Chairperson

Mr. Mauricio Herrera, Secretary



Date: August 10, 2015

To: Board of Trustees

From: Dr. Evelyn E. Jorgenson, President

Subject: Approval of Amendment to Policy and Bylaws

Proposed amendment to the Board of Trustees Governance Policy GP-301-B

The first sentence of the second paragraph that presently reads:

At the time of filing such statement of candidacy, each candidate shall pay a ballot fee, and shall file a petition containing signatures of at least fifty (50) qualified electors of the Zone in which they reside, requesting that the name of such person be placed on the ballot as a candidate for the position of the Board.

Shall be amended to:

At the time of filing such statement of candidacy, each candidate shall pay a ballot fee, and shall file a petition containing signatures of at least twenty-five (25) qualified electors of the Zone in which they reside, requesting that the name of such person be placed on the ballot as a candidate for the position of the Board.

Proposed amendment to the By-Laws of Northwest Arkansas Community College Board of Trustees, Article III, Procedures, A.

The second sentence currently reads:

Voting by Board members shall be done in person only.

Shall be amended to:

Voting by Board members may be done in person or by teleconference, provided every party to the meeting and the public can hear what the other party says.

Recommendation: The NorthWest Arkansas Community College Administration recommends the NWACC Board of Trustees approve the amendments to the policy and bylaws.

Mr. Ric Clifford, Chairperson

Mr. Mauricio Herrera, Secretary