

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

November 14, 2016 4:45 pm – Peterson Auditorium- Shewmaker Center for Global Business Development

Call to Order	Page	
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Recognition, Awards, and Information Items <ul style="list-style-type: none"> • November Student of the Month Golden Eagle Award: Stephanie Weston-Rothfus (<i>Dr. Todd Kitchen</i>) • Recognition: Outgoing Trustees • Recognition: New Trustees 	
<input checked="" type="checkbox"/> Action <input 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 – October 17, 2016 	2
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	ENDS Monitoring Report <ul style="list-style-type: none"> • E-101: Student Nurses Association (<i>Tim Cornelius</i>) 	
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	Executive Limitations Monitoring Report <ul style="list-style-type: none"> • EL-203: Communications & Support to the Board (<i>Dr. Evelyn E. Jorgenson</i>) 	7
<input type="checkbox"/> Action <input type="checkbox"/> Information	Committee Reports <ul style="list-style-type: none"> • None 	
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	President's Report <ul style="list-style-type: none"> • Letters of Notification • Benchmarking Project (<i>Dr. Lisa Anderson</i>) 	
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Chairman's Report <ul style="list-style-type: none"> • Annual Trustees Conference – December 9 • January Board Retreat Discussion 	
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	Other Board Action Items and Considerations <ul style="list-style-type: none"> • Approval of Provisional Position • Nomination and Election of 2017 Board Officers (<i>Mr. Dan Shewmaker</i>) 	10

Adjourn

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEE MEETING
Monday, October 17, 2016**

MINUTES

Chair Daniel Shewmaker called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, October 17, at 4:30 p.m. in the Burns Hall 3rd Floor Board Room.

Members Present: Daniel Shewmaker (Chair), Mauricio Herrera (Vice-Chair), Keven Anderson (Secretary), Ron Branscum, Scott Grigsby, Todd Schwartz, Mark Scott, & Joe Spivey.

Also in Attendance: Dr. Evelyn E. Jorgenson and Veronica Garcia-Carvajal

MINUTES

September 12 Regular Board Meeting

Mr. Grigsby moved and Mr. Spivey seconded the motion to approve the minutes of the Regular Board Meeting on September 12, 2016. The motion passed unanimously. Mr. Anderson was not present at the time the minutes were passed.

RECOGNITION

September & October Golden Eagle Awards

Dr. Todd Kitchen introduced Ms. Becky Hudson, Director of Student Life, who then introduced the September Golden Eagle Award recipient, Jesus Carreon. Mr. Carreon is a freshman who graduated from Springdale High School and is involved in multiple organizations on campus. He is a SAAB member and is the Vice-President of DREAMERS. Mr. Carreon shared his story and said it was an honor for him to be chosen as the recipient and get to speak to the Board. Mr. Shewmaker congratulated him, stating that he is a great role model and has strong ambition. Mr. Grigsby added his congratulations.

Ms. Hudson then introduced Abdul Muhammed as the October Golden Eagle Award recipient. Mr. Muhammed is from Nigeria and has been in the United States for almost one year. He is also a member of SAAB. Mr. Muhammed told the Board that it is an honor to receive the award. He also shared two concerns that he has faced since being at NWACC. He said that he feels international students need more opportunities to participate in work study and also said that he feels the healthcare payment process for international students needs revised. Mr. Shewmaker commended him for receiving this award and assured him that his requests would be addressed. He congratulated Mr. Muhammed on being an outstanding student and ambassador.

ENDS MONITORING REPORT

E-102 Procurement Assistance Center

Mr. Tim Cornelius introduced Mr. Max Franks, Program Associate for the Arkansas Procurement Assistance Center (APAC), who spoke to the Board on the organization. He explained that APAC helps

small businesses do federal, state, and local government contracting at no charge. He gave the history of the program and said that the satellite office on the College campus opened up approximately two years ago. It is the only other Procurement Technical Assistance Center (PTAC) office in the state besides the main office in Little Rock. He explained how the PTAC can help local small business owners. Mr. Franks stated that over the last year, APAC has assisted in over \$126 million in contracts and has added or saved 2,525 jobs.

Mr. Franks introduced Ms. Angela Grayson, an intellectual property attorney who owns a local small business that has benefitted from APAC. She stated that APAC and Mr. Franks have been a great resource for her small business and have provided trainings and information for her and the employees in her firm. Mr. Scott asked if APAC is part of the University of Arkansas, Division of Agriculture even though they are housed on our campus and Mr. Franks responded that his office is part of the University of Arkansas Cooperative Extension Service, who holds a grant through the Department of Defense, and the office on NWACC's campus is a sub center of the main office in Little Rock. Mr. Cornelius explained how housing APAC on the College campus meets the ENDS statement pertaining to the business community. He stated that this is a great way for small business owners in the community to interact with our campus. Dr. Jorgenson stated that when she came to Arkansas, she was surprised to learn that the only PTAC in the state was in Little Rock, so the opportunity to house a PTAC on campus that would benefit local business owners in this region was welcomed.

Approval of E-102

Mr. Spivey moved and Mr. Scott seconded the motion to approve the END 102 Report. The motion passed unanimously.

EXECUTIVE LIMITATIONS MONITORING REPORT

EL-202 Treatment of Students

Dr. Jorgenson read through the EL-202 Treatment of Students report. She reported compliance with the limitation. There was no discussion.

Approval of EL-202 Report

Mr. Spivey moved and Mr. Branscum seconded the motion to approve the EL-202 Report. The motion passed unanimously.

COMMITTEE REPORTS

Finance/Audit Committee

Mr. Grigsby stated that the committee met on October 13. He told the Board that revenues for the period ending August 2016 were up 0.7% and expenditures were down 10%. He also stated that accounts receivables have increased. Mr. Grigsby said that the committee discussed the FY2015 Legislative Audit Report and recommended that the Board approve the report along with the Audited Financial Statements as published by the Arkansas Division of Legislative Audit.

Approval of June 30, 2015 Audit Report

Mr. Grigsby called the question. The motion passed unanimously.

Land Use Committee

Mr. Spivey said that the committee met on October 13. He shared pictures of the renderings for the new Washington County Center (WCC). He told the Board that the College had received \$105,000 from Black Hills Energy for the WCC campaign. Mr. Spivey said that it has not been decided which classes will be offered at WCC, but Dr. Jorgenson told the Board that there will be a large presence of career, technical, and entrepreneurship programs, along with all of the classes that are currently offered at the White Road location in Springdale. Mr. Spivey stated that the College will continue to work in meeting the needs of the community with the new WCC.

Mr. Spivey also told the Board that the railroad ties have been taken up and the tracks are gone. He said there has been discussion about building a pedestrian bridge to link the north and south sides of campus. Mr. Branscum asked if there is a projected commitment amount for WCC before the ground breaking will begin. Mr. Spivey stated that the projected date to open the new WCC is 2019 and Dr. Jorgenson added that this is the desired date because it coincides with the lease expiration date at the current WCC on White Road. Mr. Spivey said that the WCC project is a \$15 million campaign. Dr. Jorgenson told the Board that the College would like to hire an architect next summer and start breaking ground by fall or winter 2017. She stated that there are several promising proposals and she reminded the Board that all of the funding has to be philanthropic, as there is no local tax in the Springdale area.

PRESIDENT'S REPORT

Dr. Jorgenson stated that a Letter of Notification has been received for a name change of Associate of Applied Science (AAS) in Culinary Arts to AAS in Food Studies. She said Dr. Mack is proposing the name change to the program as well as its organizational unit. This change will align the programming and emphasis under a broader heading to allow more comprehensive approach to training in food studies within the new culinary center, Brightwater: A Center for the Study of Food.

Dr. Jorgenson reported that the Justice Department Office of Violence against Women has awarded NWACC with a \$279,000 grant through the work of Teresa Taylor & Ethan Beckcom. NWACC was the only college or university in the state to receive this grant, and there were only 45 awarded across the nation. The grant is designed to reduce sexual assault, domestic violence, dating violence, and stalking on campus.

Dr. Jorgenson reminded the Board that the new roof is going on the SCWT and thanked the Shewmaker family for their generosity in making the installation of the new roof possible.

She also reminded the Board of the next meeting on November 14, adding that there will be a joint reception with the Foundation Board at 4:00, followed by the regular monthly Board meeting at 4:45.

Dr. Jorgenson introduced Bryan Aguiar who spoke to the Board on the College Mission Statement. He stated that the Quality Council has been working with faculty & staff to update the mission statement.

He presented the Board with the first draft of the proposed new mission statement for the college: Empower lives, inspire learning, strengthen community through affordable, quality education. He explained that the word 'accessible' might be added to the statement. He invited the Board to give the Quality Council feedback on the statement. Mr. Aguiar said that the next step will be to revisit the College's vision through focus groups comprised of students, faculty and staff. There will be a meeting in February with staff to start working on modifications to the vision. He told the Board that he would like to get their input on the vision at the January Board Retreat, and encouraged them to share their ideas. Mr. Shewmaker said he feels there is merit to adding the word 'accessible' into the mission statement and stated that the process of composing the mission statement is very important. He encouraged Mr. Aguiar to highly involve the Board members in the planning and review of the vision.

CHAIRMAN'S REPORT

Mr. Shewmaker told the Board about the Annual Institutional Trustees Conference on December 9th at Pulaski Tech. He said that all trustees are invited to attend. He stated that this will be an opportunity to learn more about the Governor's Closing the Gap 2020 plan and also to meet other Trustees. He explained how important it is for our Board to be represented at this conference.

Mr. Shewmaker said the 2017 ACCT National Legislative Summit in Washington D.C. will be held February 13-16, 2017 and that it will be a great opportunity to meet with our Senators and Congressmen and get involved on a national level.

Mr. Shewmaker stated that he and Dr. Jorgenson spoke at the Higher Education Realignment Committee Hearing in Little Rock on September 14. He told the Board that he believes their presentation had a positive impact on the Committee. He said that the Committee will make the recommendation at the end of this month, but he feels that they will give colleges the opportunity to join a system if they would like, and give those who are doing well the option to stay independent.

He reminded the Board that nominations and voting for officers will be held at the November meeting. He encouraged all Board members to attend, emphasizing that this is important for the future of both the Board and the College.

OTHER ACTION ITEMS

Provisional Position

Ms. Gulizar Baggson told the Board that the College administration recommends that the Board authorizes one of the 2016 provisional positions be used for a Project/Program Administrator position for the Policy, Risk, & Compliance department. She stated that the need for this position came about as a result of the grant NWACC received from the Justice Department Office of Violence against Women. Mr. Shewmaker asked if this falls under the provisional positions that have already been approved and Ms. Baggson responded that it is one of the 80 positions that the Board approved the College to use as needed. She told the Board that less than 30 of the 80 positions have been used so far. Mr. Shewmaker asked if this position would only exist while the grant was in place and Ms. Baggson confirmed, stating

that this is a 36 month position. Mr. Scott asked Dr. Jorgenson if she was in favor of this position and she stated yes.

Approval of Provisional Position

Mr. Grigsby moved and Mr. Spivey seconded the motion to approve the Provisional Position. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 5:28 p.m.

Daniel Shewmaker, Chairperson

Keven Anderson, Secretary

POLICY TYPE: EXECUTIVE LIMITATIONS

EL-203

POLICY TITLE: COMMUNICATIONS AND SUPPORT TO THE BOARD

Policy 203: **The President shall not permit the Board to be uninformed or unsupported in its work.**
Definition: The President will supply to the Board information needed for dialogue and decision making on college related topics.

Narrative: One of the President's highest priorities is keeping the Board informed on issues that are pertinent to board decisions and college wide activities. Email updates, individual conferences and telephone communication have been used.

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

1. Neglect to submit monitoring data required by the Board (see Policy on Monitoring Presidential Performance) in a timely, accurate, and understandable fashion, directly addressing provisions of Board policies being monitored.

Definition: Monitoring reports on Ends and Executive Limitations will be submitted no less than annually. Date and narrative comments will be specific and focused.

Narrative: Monitoring reports on Ends and Executive Limitations are submitted to the Board on a regular basis and as needed, but with the assurance that each Ends and Executive Limitations is addressed at least once during the year.

2. Let the Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.

Definition: Relevant trends refer to such things as enrollments, funding, organizations, relationships with other agencies, media coverage including Freedom of Information Act (FOIA) issues, and relationship with media personnel.

Narrative: The President has kept the Board informed on all matters which are relevant to this policy. Regular communication from the President's Office has addressed material internal changes, legislative issues, campus programs and activities, calendar events and construction issues. No adverse media coverage has occurred.

3. Fail to inform the Board of property acquisitions, material loss of property, life or limb, and any changes in administration at the executive level (deans and above).

Definition: Real property refers to land and real estate. Material loss of personal property refers to loss due to theft over \$2,500, one half of the deductible threshold.

Loss of limb refers to physical injury on college property to a student, employee, or citizen that requires hospitalization.

Narrative: The President has kept the Board informed on all matters which are relevant to this policy. Regular communication has addressed property, material loss of property, life or limb and any changes in administration at the executive level. Organization updates and position vacancy information is given on a regular basis.

4. Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-President Linkage, particularly in the case of Board behavior which is detrimental to the work relationship between the Board and the President.

Definition: The Board will communicate with the President on College related matters rather than any other employee. The Board members will communicate with the President on any need for improvements.

Narrative: Discussions with the Board Chair are held on a regular basis and the opportunity to discuss Board compliance with its own policies is always available.

5. Fail to marshal for the Board as many staff and external points of view, issues and options as needed for fully informed Board choices.

Definition: Staff and external points of view refer to customers affected by Board decisions. Fully informed Board choices are decisions based on significant facts, or information about any decision that is likely to affect users or customers.

Narrative: The President has kept the Board informed on external and internal points of view that are likely to be impacted by Board decisions. The President generally communicates this information to the Board through the Board Chair at monthly Board meetings or through other forms of individual communication.

6. Present information in unnecessarily complex or lengthy form.

Definition: Generally speaking, reports should be under three pages.

Narrative: Consideration is given by the President to the length and complexity of all information provided to the Board of Trustees so that the information presented is not unnecessarily complex or lengthy.

7. Fail to provide a mechanism for official Board, officer, or committee communications.

Definition: A mechanism is an avenue or means of communication for the entire Board, a Board officer assigned by the Board to do something specific, or a Board appointed committee.

Narrative: The President has not failed to provide a mechanism for official Board, officer, or committee communication. The President's Office facilitates the communication as needed and as requested.

8. Fail to deal with the Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Board.

Definition: Generally, the President will communicate with the entire Board on College matters. This policy does not prevent the President from contacting a Board member wherein that person has expertise or particular input on a college related issue.

Narrative: The President has communicated with the entire Board except when the situation dictated the need for individual contact or when working directly with the Board Chair on official college related business.

9. Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the Board.

Definition: If an Executive Limitation or Ends report will be altered from the scheduled monitoring report time, the President will inform the Board in advance as to the reason for the change.

Narrative: The College has adhered to the approved Board policies and reports regularly on Ends and Executive Limitations.

10. Fail to supply for the agenda all items delegated to the President yet required by law or contract to be Board-approved, along with the monitoring assurance pertaining thereto.

Definition: Budgets, tuition, construction contracts and real estate documents are a few examples of items delegated to the President but still require Board approval.

Narrative: All items requiring Board approval have been placed on the appropriate Board agenda. No material action is taken until Board approval is obtained.

I am reporting compliance with Executive Limitation #203.

Evelyn E. Jorgenson, Ph.D.
President

MONITORING:

Methods: Written report with verbal explanation of variances



Date: November 14, 2016

To: Board of Trustees

From: Wendi Cadle, Human Resources Executive Director

Subject: Approval of Provisional Position

In response to the Institute of Corporate & Public Safety (ICPS) Grant awarded to NWACC, the administration recommends the authorization of the following provisional position of Project/Program Administrator.

Recommendation: It is the recommendation of the administration that the Board of Trustees approve one (1) Project/Program Administrator position for the Institute of Corporate & Public Safety (ICPS) department to be used based upon the acquisition of external revenue from sources other than general revenue as approved by the college's President.

Daniel Shewmaker, Chairperson

Keven Anderson, 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 2016 provisional positions to support the Institute of Corporate & Public Safety (ICPS) department at NWACC as listed below:

1. (1) Project/Program Administrator – Institute of Corporate & Public Safety (ICPS)

Dated this 14th day of November, 2016

Daniel Shewmaker, Chairperson

Keven Anderson, Secretary