

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 15, 2016, 4:30 p.m. — 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"> • Golden Eagle Award (<i>Dr. Todd Kitchen</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"> • Annual Board Meeting – January 11, 2016 • Regular Board Meeting – January 11, 2016 | 2 3 |
| <u> X </u> | Action | <u> </u> | Information | ENDS Monitoring Report | |
| | | | | <ul style="list-style-type: none"> • Early College Experience Programs (<i>Dr. Diana Johnson</i>) • Gunderson National Child Protection Training Center Update (<i>Tim Cornelius, Rita Farrell, Stephanie Smith</i>) | |
| <u> X </u> | Action | <u> </u> | Information | Executive Limitations Monitoring Report | |
| | | | | <ul style="list-style-type: none"> • EL-200: Global Executive Constraint (<i>Dr. Evelyn E. Jorgenson</i>) | 10 |
| | | | | Committee Reports | |
| <u> </u> | Action | <u> X </u> | Information | <ul style="list-style-type: none"> • Honorary Associate Degree (<i>Mike Shupe</i>) | |
| <u> </u> | Action | <u> X </u> | Information | President's Report | |
| | | | | <ul style="list-style-type: none"> • CHP “Oak Room” • Associate of Fine Arts Program Summary • Faculty/Staff Recognition program | |
| <u> </u> | Action | <u> X </u> | Information | Chairman's Report | |
| | | | | <ul style="list-style-type: none"> • Mid-Year Retreat – Jan. 22 • ACCT Legislative Summit – Feb. 8-11 • Executive Sessions in March and April • Other | |

Adjourn

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEE ANNUAL MEETING
Monday, January 11, 2016**

MINUTES

Chair Daniel Shewmaker called the Board of Trustees of NorthWest Arkansas Community College Annual Meeting to order on Monday, January 11, 2016, at 4:15 p.m. in the Burns Hall 3rd Floor Board Room.

Members Present: Daniel Shewmaker, Mauricio Herrera, Keven Anderson, Ron Branscum, Todd Schwartz, Joe Spivey

Also in Attendance: Dr. Evelyne E. Jorgenson and Tanya Castella (representing SGA on behalf of Leticia Zark De Campos)

APPROVAL OF OFFICIAL MEETING DATES FOR 2016

Mr. Shewmaker set the official meeting dates as follows: February 15, March 14, April 11, May 9, June 13, August 8, September 12, October 17, and November 14. Mr. Shewmaker explained that the February meeting is being held on the third Monday to accommodate attendance at the annual ACCT Legislative Summit in Washington, DC by Mr. Shewmaker, Dr. Jorgenson, Dr. Tompkins, and Jim Hall. The October meeting was changed to accommodate the Arkansas Community College's annual conference in Hot Springs. For the June 13 meeting, Dr. Jorgenson will be in Italy, and Dr. Tompkins will attend this meeting in her place.

Approval of Official Meeting Dates for 2016

Mr. Herrera moved and Mr. Spivey seconded the motion to name February 15, March 14, April 11, May 9, June 13, August 8, September 12, October 17, and November 14 as the official Board meeting dates for 2016. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 4:17 p.m.

Mr. Daniel Shewmaker, Chairman

Mr. Keven Anderson, Secretary

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEE MEETING
Monday, January 11, 2016**

MINUTES

Chair Daniel Shewmaker called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, January 11, at 4:18 p.m. in the Burns Hall 3rd Floor Board Room, and welcomed Mr. Grigsby to the meeting via teleconference.

Members Present: Daniel Shewmaker (Chair), Mauricio Herrera, Keven Anderson, Ron Branscum, Scott Grigsby (via teleconference), Todd Schwartz, Mike Shupe, Joe Spivey

Also in Attendance: Dr. Evelyn E. Jorgenson and Tanya Castella (SGA representative)

MINUTES

November 9, 2015 Regular Board Meeting

Mr. Branscum moved and Mr. Anderson seconded the motion to approve the minutes of the Regular Board Meeting on November 9, 2015. The motion passed unanimously.

RECOGNITION

L.I.F.E.—Models of Excellence Award

Dr. Jorgenson shared with the Board the Models of Excellence plaque NWACC received from University Business in recognition of its L.I.F.E. (Learning, Improvement, Fun and Empowerment) program. Dr. Todd Kitchen then explained that the L.I.F.E. program was recognized as a best practice model in the category of serving and strengthening academic success of underserved populations. This is one of three submissions made last year to bring national attention to the L.I.F.E. program and to show the success of this nationally recognized program as NWACC submits grants to help with continued funding of the program. Dr. Jorgenson had copies of the University Business magazine listing all of the Models of Excellence Award recipients. The other 16 honorees included both community colleges, four-year colleges, and large universities, including Miami-Dade College, Endicott College, Kent State University, and Syracuse University.

Leadership NWACC Award

Ethan Beckcom shared that Leadership NWACC is in its second year and is specifically designed to allow faculty and staff with demonstrated drive and skills to advance in the institution. The program is based on the AACC core competencies for leadership development and is tailored for NWACC and the state of Arkansas. Additionally, the program aligns with several of the College's strategic goals, especially the strategic goal that addresses valuing people as our number one resource. The Leadership NWACC program was selected among the inner circle for the Leadership Excellence Award in tandem with HR.com. There were more than 4,500 applications for the Leadership Excellence Award in various categories. NWACC was selected as a winner in the Custom Content Programing for Continuing Education Program with Emphasis on Leadership. Ethan thanked the Board and the Dr. Jorgenson's leadership team for supporting this leadership program. Ethan thanked Lynda Lloyd, director of policy, who has spearheaded this program for making Leadership NWACC an award-winning program.

ENDS MONITORING REPORT

ENDS 104: Pre-kindergarten through Grade 16 Community

Mr. Tim Cornelius presented information about the partnership with Elmdale Elementary School in Springdale. He and Dr. Chris Huggard revamped the entrepreneurship program that SIFE members created in 2007 that involves the Service Learning students. The curriculum was developed over the summer. The program is based on the Lean Campus model for business plans, which he taught to the Service Learning students and the teachers. Each and every student in the 4th and 5th grades participated. Elmdale students made products that were later sold on campus, and each team was loaned \$100 for start-up expenses. Anything the teams earned over the \$100, they could keep. The 10 teams (five teams from fourth grade and five teams from fifth grade) were invited to campus to sell their products. A lot of the products were sold. Most of the students had never been on the NWACC campus.

It was a great project and the program included six teachers and 39 students, of which only one student had been on the NWACC campus before. The major goals of this project were to teach Elmdale students about entrepreneurship, math skills and critical thinking. For the Service Learning students, they learned about entrepreneurial mindset, how to work in teams, how to work with younger people, and become more creative and innovative. The program was very successful and a lot of fun. Elmdale is composed of 78% minority and 90% of the students receive free and reduced lunches. The students presented this program to the Springdale School Board. Each team made a profit.

Mr. Cornelius explained that this program fits with the College's strategic goals to increase student success and to increase community outreach, support and relations: NWACC students gain critical thinking skills and learn to work together and increase NWACC's community outreach. It also fits with Economics Arkansas for the elementary schools. The program will be offered again this spring at Elmdale. Rogers elementary schools also are interested in participating in a similar program with NWACC.

Mr. Shupe and Mr. Spivey complimented Mr. Cornelius and Dr. Huggard on working with the elementary students. Joe asked about the feedback from the teachers. Tim received some along the way and those comments will be used to refine the program. All of it was positive, especially the shortened program.

Approval of ENDS Monitoring Report 104: Pre-kindergarten Through Grade 16 Community

Mr. Mike Shupe moved and Mr. Joe Spivey seconded the motion to approve the ENDS 104 Report. The motion passed unanimously.

EXECUTIVE LIMITATIONS MONITORING REPORT

EL-204: Treatment of Staff

Dan Shewmaker asked Dr. Jorgenson to give a synopsis of the report and a few highlights, rather than reading the report. In the future, Dan asked the Board to review the information prior to the meeting.

Dr. Jorgenson shared that treatment of staff is a high priority recognizing them for their hard work. Especially during difficult economic times and budget cuts, it is more important to treat our staff well and to make sure they know how much they are appreciated. There are celebrations throughout the year: faculty-staff appreciation luncheons and new employee luncheons and other celebrations. The College is planning a special recognition reception this spring to

recognize retirements, years of service and outstanding faculty and staff awards in a little different way than we have done in the past.

This also speaks to policies and policy development. In the spirit of continuous quality improvement, we are trying to continuously improve personnel policies and to provide more input earlier in the process so that personnel policies concerning the administration of the college, as well as expectations of our faculty and staff. Dr. Jorgenson stated she was pleased to report that the College is abiding by this Executive Limitations and we encourage the board to approve this report.

Approval of EL-204: Treatment of Staff Report

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

COMMITTEE REPORTS

Finance/Audit Committee

Mr. Grigsby asked Ms. Debi Buckley to give the update. The Finance Committee met January 6 and reviewed the Oct. and Nov. financials: revenue was down 3.4%; however, expenses were down 5.9%, due to reduced health insurance, maintenance costs, and salary savings. December cash flows showed that even though revenues were down, expenses were down even more. Monies are coming in for the spring semester and that is making cash flow look promising. Also, cash flows are looking better due to savings from the partially self-insured health plan. Ms. Buckley also reported that receivables are going well. The College is working with a couple of collection agencies. Also, students are setting payment plans through TouchNet and then paying their balances quickly so they can enroll for future classes.

Ms. Buckley reported that Cabinet determined that they would like to offer a retirement incentive of \$10,000 this year. The Finance Committee presented the recommendation of a \$10,000 incentive for early retirement to the Board earlier in the year in hopes it would be more helpful to employees making a decision about retiring. Ms. Buckley pointed out that the age requirement of eligible employees is a state requirement, and the other three items are specifically NWACC eligibility requirements. The Finance Committee approved this recommendation unanimously, and Mr. Grigsby added that this is the same process utilized in the past.

Mr. Anderson asked how many new retirements will this retirement incentive attract, versus giving those already planning to retire what amounts to a bonus? Do 60-70 new retirements qualify versus the 7-10 that take advantage of this incentive? Would we have 7-10 employees retire even if the incentive was not offered? Ms. Buckley responded that anecdotally, possibly half would retire anyway. The College realizes about \$100,000 per year in actual savings. In response to another question by Mr. Anderson, Ms. Buckley said categories of employees who retire each year runs the gamut—classified and professional staff, faculty and deans— and varies year to year. Mr. Anderson then asked if \$10,000 is a difference maker or is it more of an incentive and what are the new savings if the program was not there? Ms. Buckley said employees have not been surveyed in the past, but the College can definitely do that. Mr. Anderson also asked what new savings would there be if the program was not available? Mr. Anderson confirmed that he would like to have a more formal survey on which to make this type of decision. Mr. Anderson asked if the College had considered offering a bonus to employees who the College does not want to retire. Mr. Anderson explained that he is questioning the whole net-net benefit.

Mr. Shewmaker asked about the stated savings of the health insurance cost benefits funding used to offset the bonus of potentially \$70,000-100,000 bonus. If we didn't have this bonus, how would it be applied? Ms. Buckley responded that it would be a one-time savings and that the College would look at special initiatives for the following year. Ms. Buckley confirmed that in the long run, the retirement incentive program has saved the College money. There have always been employees who would not have retired, but for the incentive.

Mr. Anderson asked if we had ever considered a more targeted approach—individuals or departments or divisions or an area where we are overstaffed. Dr. Jorgenson confirmed that this type of conversation has not taken place about targeted, specific retirement incentives for individuals, because employees might wonder why one person was incented to leave and someone else was not. Ms. Buckley echoed that as a public entity we have to be transparent and offer and apply this type of program uniformly throughout the College so that it does not appear that the College is not targeting specific individuals or areas or categories. Mr. Grigsby also stated that we need to be very careful applying targeted incentives. Mr. Shewmaker clarified that Keven was not suggesting that the College target specific individuals, but rather focus on specific areas and departments. Dan further stated that targeted incentives have been used in other government entities, and he has experienced incentives to stay or to go. He asked that we explore the benefits of offering retirement incentives to more targeted areas of the College.

Mr. Grigsby moved and Mr. Herrera seconded the Finance Committee's recommendation that the NWACC Board of Trustees approve early retirement incentive of \$10,000 for budgeted full-time faculty and staff who elect voluntary separation from the institution and meet the stated criteria. The motion passed unanimously.

Land Use Committee

Mr. Joe Spivey thanked Mr. Shupe for attending the committee meeting that was held last week. Eighth Street improvements are going to happen. These improvement discussions have been going on since 2008, and it looks like the State bids are going to be let in June. Then Ms. Buckley shared two key updates: Utility easement and right of way. NWACC is receiving \$10,692 from the City of Bentonville that will go to moving the actively producing NWACC Science Garden. However, it will take a little over \$11,000 to move the organic herb and vegetable garden that will provide produce for the on-campus food pantry. Also, a lump sum offer of \$9,752 from the State of Arkansas has been accepted to relocate equipment yard north towards our property line. The committee received a Foundation report from Ms. Amy Benincosa, who was filling in for Dr. Meredith Brunen, that the quiet phase of the Washington County Capital Campaign has begun and potential donors are being contacted.

Mr. Shewmaker asked if moving the Science Garden and the yard houses storage area are separate from the easement negotiations. Mr. Spivey and Dr. Jorgenson confirmed that they are two separate negotiations and the easement negotiations are ongoing and could potentially include the railroad property that runs through the NWACC campus. In light of that, there is potential for movement. Mr. Shewmaker informed the Board that if something materializes regarding the easement between this meeting and the January 22 Board Retreat, a supplemental Board meeting would be called for at the retreat to take appropriate action. If that does not occur, it may be able to wait until the next Board meeting. But if it ends up being time sensitive and the Board has to act quickly, then a special Board meeting will be called to address this particular item. The State is moving quickly and it sounds favorable for the College to accept the offers being made at this time. We will give full notice to everyone involved, including the public and the media if that situation arises.

Mr. Shupe asked Ms. Buckley, if there is a day when we expect to see a plan. As far as Bentonville is concerned, Ms. Buckley responded that the timing would be sometime soon after the letting of the state contract in June of 2016, but Debi has not received a specific date from the City of Bentonville.

PRESIDENT'S REPORT

Dr. Jorgenson shared with Board members a copy the NWACC 2015-2016 Fact Book that provides the statistics and numbers for five years. Highlights included:

- Page 9 from 2010-11 to 2014-15, the total of two-year degrees awarded increased from 720 to 780. That shows NWACC is increasing the number of degrees awarded at the same time enrollment is decreasing.
- Page 12 shows how NWACC licensure and certifications compare to state and national averages. Highlighted Nursing 2011-2015. There was a slight hiccup in 2014, where the number dropped below 90%; however, all have been at or above state and national averages.
- Page 29 shows enrollment split of in-district, out of district, and out of state. Out of state enrollment has increased, while in-district has remained level and out-of-district dropped some.
- Page 33 highlights one area that enrollment has increased in addition to out-of-state enrollments and that is in Early College Experience (ECE). There were 657 students enrolled in Fall 2012 and in Fall 2015 1,007 students were enrolled in NWACC through ECE. This increase is partially due to new schools pushing concurrent courses and associate degrees for students in high school at the same time as earning their diploma.

Mr. Shupe asked about the Rogers School of the Arts. Dr. Tompkins confirmed that NWACC is working with the Rogers School of the Arts, and also confirmed Shiloh High School is a big partner with the College and it continues to grow. NWACC has formalized an agreement with Shiloh that has gone to ADHE as a site to offer a full two-year degree program on their campus.

Dr. Jorgenson highlighted several ways NWACC has been involved in the community. Activities included a community blood drive – 15 student participants, Senator Boozman visited the Melba Shewmaker National Child Protection Training Center—100 participants, establishment of a food pantry on campus, 11 members of the Student Government Association participated in the Walk to End Alzheimer's, over 200 Home for Dinner gift cards were distributed with the help of Dianna Portillo and the Veterans Resource Center, Phi Theta Kappa C-4 Week—474 participants, and a fundraiser was held and collected \$500 donation to the Northwest Arkansas Women's Shelter. Dr. Jorgenson complemented the faculty, staff, and students for their tremendous efforts in participating and contributing to community needs.

Other community activities included: Community Blood Bank of the Ozarks blood drive—65 student and 10 faculty and staff participants, Walk to Defeat ALS —17 participants, 25 students participated in the Delta Highway clean-up program, SGA raised \$250 for Helpful Hands of Charity, HR collected 130 coats and donated them to Benton County Caring and Sharing, 25 Upward Bound students participated in the yard clean-up for homebound citizens, Gamma Beta Phi collected canned goods to donate to Elmdale Elementary School, 110 students completed nearly 3,000 hours of community service as part of their Service Learning projects, 20 Sigma Kappa Delta members participated with the library and Eureka Springs High School in a reading

event. Dr. Jorgenson again thanked all of the faculty, staff, and students who have stepped forward when they know there is a need in the community.

Dr. Jorgenson also shared that the most recent issue of the Northwest Arkansas Business Journal features Dr. Glenn Mack, Executive Director of NWACC's Culinary Program. Mike Shupe commented that Dr. Mack recently spoke to his Kiwanis Club and that the College is fortunate that we have him on staff.

Mr. Shewmaker thanked Dr. Jorgenson for sharing with the Board the amount of activities NWACC employees and students are involved in on campus and in the community. Mr. Shewmaker said that as he was preparing for this meeting, he was so impressed with the servant leadership efforts of faculty, staff, and students, he asked Dr. Jorgenson to share some of the activities. As Board members, Mr. Shewmaker asked the others to spend more time on campus to see all of the great things happening at the College. Mr. Spivey complimented Dr. Jorgenson for being an active participant in the community, specifically Rotary, and for also encouraging others at the College to be active in the community and to be involved in civic clubs.

CHAIRMAN'S REPORT

Mr. Shewmaker reported on the December 7 the Arkansas State Board of Trustees meeting that took place at Pulaski Tech. Dr. Jorgenson and Mr. Shewmaker attended the meeting. Governor Hutchinson opened the event and spent time sharing his vision for higher education in Arkansas under his leadership. Dr. Brett Powell, Director of Arkansas Department of Higher Education, then talked ethics and fiduciary role of boards. Dr. Powell also addressed ADHE's master plan for higher education in Arkansas called "Closing the Gap 2020". Mr. Shewmaker asked Board members to read and understand how this plan will affect NWACC to help the Board and College be ready to act, rather than react. Mr. Shewmaker acknowledged that Debi Buckley, Dr. Tompkins, and Dr. Kitchen are serving on ADHE committees related to the Closing the Gap 2020 initiative. Dr. Powell will present the plan in more detail at the January 22 Board Retreat.

Mr. Shewmaker received a certificate of completion of eight hours of training for institutional trustees as required by the State of Arkansas for attending the Arkansas State Board of Trustees meeting. Attending the Board Retreat will meet half of the annual requirements. Mr. Shewmaker acknowledged that Mr. Anderson had asked about trustee continuing education requirements when Mr. Anderson joined the Board in 2015. The training can be done by the institution and, the training done at the Board Retreats meet the requirements. It is important that NWACC Trustees comply with this requirement.

The agenda for the Board Retreat is being finalized and will focus on several areas including safety, finance and student enrollment.

As a reminder, the ACCT Legislative Summit will be February 8-11 in Washington, DC. Meetings with Senator Boozman, Senator Cotton, and Congressman Womack have been scheduled. Mr. Shewmaker encouraged all Board members to attend any of the national and state conferences, as their schedules permit.

Statement of Financial Interest for 2015 are due by the end of January. The 2015 form can be filed online the paper copy can be submitted. A paper copy still has to be filed with Benton County.

According to the By-laws, the Board is to conduct a quarterly self-evaluation. Mr. Herrera, Vice President of the Board, agreed to be responsible for this quarterly activity. More information about the self-evaluation process will be discussed at the January 22 Board Retreat. Part of the Board's responsibility is to attend as many College events as schedules allow to show that the Board supports and appreciates all that College does to engage students and the community. Mr. Shewmaker complimented Mr. Shupe for his attendance at so many events. Participation at these events not only helps Board members to better perform their role, it also motivates others in that they know the Board cares and is listening. A good place to find out what is going on at the College is through the online NWACC Daily Announcements.

The Vacancy Report and Organizational Chart are no longer included in the monthly Board packet; however, if you want to see the information, please let the President's Office know. If issues or questions arise, the reports will once again be made available. Also, the organizational chart, which is subject to change, is included in the Fact Book.

Mr. Shewmaker reviewed the new committee chair appointments: Keven Anderson will chair the Advocacy Committee. This is one committee all Board members should be involved in, and Mr. Anderson will be the Board liaison for faculty senate, staff council, and student governments and he will provide any legislative priority messages the Board needs to carry forward. Land Use and Finance Committees chairs have not changed, and Mr. Shewmaker thanked Mr. Spivey and Mr. Grigsby, respectively, for their continued service in these roles. Mr. Herrera will continue as Accreditation chair, and Mr. Shupe has been asked to chair the Honorary Associates Degree. The Board is not required to grant an honorary degree ever year, but when there are worthy candidates, the nominations will be put before the board for review. A full listing of Board Committee assignments is in the Board book.

Even though Mr. Ric Clifford was not at the meeting, Mr. Shewmaker thanked him for his service and for the excellent work he did leading the Board during his three years as Board Chair.

Dr. Jorgenson then welcomed Mr. Shewmaker as the new Board Chair and thanked him for an excellent first meeting. Serving as Board chair does take a significant time commitment, as Mr. Shewmaker previously noted, and that extra effort is very much appreciated.

ADJOURNMENT

The meeting adjourned at 5:27 p.m.

Mr. Daniel Shewmaker, Chairperson

Mr. Keven Anderson, 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 is audited by the Division of Legislative audit. The result of tests performed during the 2014 audit disclosed no instances of noncompliance or other matters that are required to be reported under *Governmental Auditing Standards*. The 2015 audit has not yet begun; therefore, no reporting has been presented for the 2015 audit period. In addition to 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

MONITORING:

Methods: Written report with verbal explanation of variances.

Frequency: Annually

Date Approved: