

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

**January 9, 2017 Immediately Following the Annual Meeting – Burns Hall 3<sup>rd</sup> Floor Board Room**

<b>Call to Order</b>			<b>Page</b>	
<u>    </u>	Action	<u>    </u> Information	<b>Recognition, Awards, and Information Items</b> • None	
<u>  X  </u>	Action	<u>    </u> Information	<b>Attendance</b>	
<u>  X  </u>	Action	<u>    </u> Information	<b>Approval of Minutes</b> • Regular Board Meeting – November 14, 2016	<b>2</b>
<u>  X  </u>	Action	<u>    </u> Information	<b>ENDS Monitoring Report</b> • E-103: NCPTC Trainings & Activities ( <i>Mr. Tim Cornelius</i> )	
<u>  X  </u>	Action	<u>    </u> Information	<b>Executive Limitations Monitoring Report</b> • EL-204 Treatment of Staff	<b>6</b>
<u>    </u>	Action	<u>    </u> Information	<b>Committee Reports</b> • None	
<u>    </u>	Action	<u>  X  </u> Information	<b>President's Report</b> • Letters of Notification • NWACC Fact Book • Annual Trustees Conference – December 9	
<u>    </u>	Action	<u>  X  </u> Information	<b>Chairman's Report</b> • New Board Member Orientation/Board Retreat – Jan 20 & 21 • ACCT Legislative Summit – February 13-16 • Statement of Financial Interest	
<u>    </u>	Action	<u>  X  </u> Information	<b>Other Board Action Items and Considerations</b> • Committee Chair Appointments	

**Adjourn**

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
BOARD OF TRUSTEE MEETING  
Monday, November 14, 2016**

**MINUTES**

Chair Daniel Shewmaker called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, November 14, at 4:45 p.m. in Peterson Auditorium in the Shewmaker Center for Global Business Development.

**Members Present:** Daniel Shewmaker (Chair), Keven Anderson (Secretary), Ron Branscum, Scott Grigsby, Todd Schwartz, Mark Scott, Mike Shupe, & Joe Spivey.

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

**MINUTES**

**October Regular Board Meeting**

Mr. Anderson moved and Mr. Spivey seconded the motion to approve the minutes of the Regular Board Meeting on October 17, 2016. The motion passed unanimously.

**RECOGNITION**

**November Golden Eagle Award**

Dr. Todd Kitchen introduced Mr. Chris Neeland, faculty advisor of the ENACTUS team, who then introduced the November Golden Eagle Award recipient, Ms. Stephanie Weston-Rothfus. Mr. Neeland told the Board that Ms. Weston-Rothfus is the Vice President of the ENACTUS team and has over 1,000 volunteer hours in the community within the last year. He reported that she has been involved in several STEM projects with Mathias Elementary and also helped the school with a fundraiser, which raised over \$2500. He said she also played an important role in helping start the Oasis Coffee Shop. Ms. Weston-Rothfus thanked NWACC, the Foundation, and the Board for the award. She told the group how much NWACC has helped her, and said that she is now working full-time at the Washington County Center (WCC) and will graduate from NWACC this year. Mr. Scott asked her what she thought about the new WCC and she responded that a central location will be very helpful and she is excited about the new center. Mr. Shewmaker congratulated Ms. Weston-Rothfus and thanked her for giving back to her community.

**Recognition of Outgoing Trustees**

Mr. Shewmaker told the group that he and Mr. Anderson will be finishing their terms at the end of the year. Mr. Anderson stated that he appreciates the opportunity he has been given to serve. He said that he has been very impressed with NWACC and believes it is one of the shining stars of Northwest Arkansas. Mr. Shewmaker said that the College has had a large impact on him and through his involvement, he has been able to see not only how NWACC affects the community, but also how the College conducts its business and the interworking of it. He said he will continue to be an advocate and help promote the College.

### **Recognition of New Trustees**

Mr. Shewmaker recognized Mr. Mark Scott, Ms. Debbie Hobbs, and Ms. DeAnne Witherspoon who will be starting their terms in January.

### **ENDS MONITORING REPORT**

#### **E-101: Student Nurses Association**

Mr. Tim Cornelius congratulated Mr. Ben Aldama, Dean of Adult Education, on being named the 2016 Outstanding Arkansas Adult Education Administrator. He thanked Mr. Aldama for his hard work and passion for student success.

Mr. Cornelius then introduced the Student Nurses Association. Mr. Kevin Rich and Ms. Desa Rae West told the Board about different events that their group has conducted in the community. Mr. Rich and Ms. West explained why the Student Nurses Association was developed, and also how the goals of their association align with the College ENDS statements. Mr. Rich stated that they work with several different area hospitals, which have all commended them for their work ethic and hands-on skills. They also shared how their association meets the goals of the College's Strategic Plan. Ms. West stated that different organizations have asked them to come to their events, even after graduation, to promote healthy lifestyles. Some of the events that they have been involved in include the Walnut Grove Nursing Home and Rehab, Walk for Alzheimer's, Kiss A Pig Gala for Diabetes Awareness, and Habitat for Humanities. Mr. Cornelius thanked Carla Boyd, Nursing Program Director, and all of the nursing staff and faculty for their work in this successful program.

#### **Approval of E-101: Student Nurses Association**

Mr. Grigsby moved and Mr. Schwartz seconded the motion to approve the END 101 Report. The motion passed unanimously.

### **EXECUTIVE LIMITATIONS MONITORING REPORT**

#### **EL-203: Communications and Support to the Board**

Dr. Jorgenson read through each section of the policy, stating that the President should not permit the Board to be uninformed or unsupported in its work. She told the Board that her written response had been added to each section, which was included in the Board packet. After reviewing each item in the policy, Dr. Jorgenson reported compliance with Executive Limitation 203.

#### **Approval of EL-203: Communications and Support to the Board Report**

Mr. Anderson moved and Mr. Branscum seconded the motion to approve the EL-203 Report. The motion passed unanimously.

### **COMMITTEE REPORTS**

None

### **PRESIDENT'S REPORT**

Dr. Jorgenson told the Board about a Letter of Notification that has been submitted to ADHE pertaining to an existing certificate or degree program offered at an off-campus location for the new Brightwater

facility. She reported that the new facility is funded through grant money and will greatly expand culinary and food studies teaching capabilities.

Dr. Jorgenson also told the Board about Letters of Notification for the area of Associates, Technical Certificates, and Certificates of Proficiency in Culinary Arts, Hospitality Management, Baking, and Artisanal Foods. She said that these programs are streamlining the course naming convention, adding more hands-on courses, and standardizing the progressing form certificate of proficiency to technical certificate, and finally to Associate of Applied Science.

Dr. Jorgenson mentioned that there might be a Special Board Meeting in December. Board members will be notified of the meeting as soon as possible.

Dr. Jorgenson introduced Dr. Lisa Anderson, Executive Director of Institutional Effectiveness and Grants, who gave an update on the Benchmarking Project and Key Performance Indicators. Dr. Anderson told the Board about the National Community College Benchmark Project Initiative, adding that NWACC has participated since 2004. The College's data is submitted each summer and the report is generated in the fall, which shows how NWACC matches up against approximately 260 institutions that participate. Dr. Anderson stated that one of the College's biggest strengths is student satisfaction. She added that the College has high success rates in English and Composition. Some other areas that she highlighted as strengths include non-credit headcount, low tuition & fees, and the low service area unemployment rate.

Dr. Anderson also talked about some areas that need improvement including our employee turnover rate and graduation & retention rates, but added that our graduation plus transfer rate is high. Mr. Shupe asked what the employee turnover rate is and Dr. Anderson replied that it is 11.9%. Dr. Jorgenson added that part of this is related to the geography for our area, stating that there are lots of job opportunities in this area.

Dr. Anderson gave an update on the Key Performance Indicators (KPIs). She reminded the Board that the numbers from 2015 serve as the baseline and also said that the 2016 numbers have been added and compared with the proposed target for 2020. Dr. Anderson explained that the KPIs have been matched with the strategic plan goals and AQIP categories. She showed the Board the KPI dashboard and also mentioned the enrollment dashboard. She said the KPI dashboard will provide a good overview of how the College is doing along with the time period that the KPI was measured. The dashboard will be updated every fall. Mr. Shewmaker thanked Dr. Anderson for her report and expressed his appreciation to the staff for gathering this data and making it available on the dashboard. He remarked that knowing what is happening allows inefficiencies to be caught early which can impact results. Mr. Spivey added his appreciation to Dr. Anderson and her staff for their hard work on this project. He also noted that the employee satisfaction is trending upward which is good to see, along with high student satisfaction. He also stated that it is encouraging to see enrollment beginning to trend upward. He said it is important to keep focusing on retention as well. Mr. Anderson said that it is important to disclose the areas in which the College needs to improve. He commended Dr. Jorgenson and her team for taking all of the information and using it to improve and benefit the College.

**CHAIRMAN'S REPORT**

Mr. Shewmaker reminded the Board about the Annual Trustees Conference in Little Rock on December 9 and encouraged all Board members to attend. He also talked about the upcoming January Board Retreat and New Board Member Orientation and invited the Board to submit any topics that they would like to see on the retreat agenda. He said that the New Board Member Orientation is open to all Board members, but new Board members are highly encouraged to attend. He also reminded the group of the 8 hours of continuing education that must be completed each year.

**OTHER ACTION ITEMS****Approval of Provisional Position**

Mr. Cornelius said that the College will be receiving a grant to revamp the Institute for Corporate and Public Safety (ICPS) program and this provisional position will be for a curriculum developer. Mr. Shewmaker asked how long the grant will last and Mr. Cornelius said he will not know until the grant is awarded. Dr. Tompkins added that the grant is for multiple years and the length of the grant is based on the time it takes to complete the work.

**Approval of Provisional Position**

Mr. Grigsby moved and Mr. Shupe seconded the motion to approve the provisional position. The motion passed unanimously.

**Nomination and Election of 2017 Board Officers**

Mr. Shewmaker stated that the Board would hold open nominations of officers. He called nominations for the office of Chairman of the Board. Mr. Branscum nominated Mr. Herrera for the office of Chairman and Mr. Anderson seconded. There being no other nominations, by acclamation Mr. Herrera was elected as Chairman of the Board of Trustees for NorthWest Arkansas Community College.

Mr. Shewmaker opened the nominations for the office of Vice-Chairman of the Board. Mr. Grigsby nominated Mr. Spivey for the office of Vice-Chairman and Mr. Shupe seconded. There being no other nominations, by acclamation Mr. Spivey was elected as Vice-Chairman of the Board of Trustees for NorthWest Arkansas Community College. Mr. Shewmaker opened the nominations for the office of Secretary of the Board. Mr. Schwartz nominated Mr. Branscum and Mr. Spivey seconded. There being no other nominations, by acclamation Mr. Branscum was elected as Secretary of the Board of Trustees for NorthWest Arkansas Community College.

Dr. Jorgenson thanked Mr. Shewmaker for his hard work as Chairman of the Board over the past year and presented him with a gavel. Mr. Shewmaker thanked Dr. Jorgenson and the Board for allowing him to serve as the Chairman.

**ADJOURNMENT**

The meeting adjourned at 5:59 p.m.

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Daniel Shewmaker, Chairperson

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Keven Anderson, Secretary

**POLICY TYPE: EXECUTIVE LIMITATIONS****EL-204****POLICY TITLE: TREATMENT OF STAFF**

***Policy 204: With respect to the treatment of paid and volunteer staff, the President shall not cause or allow conditions, which are unfair, undignified, and unclear or present a conflict of interest.***

*Definition: Conditions are defined as official actions, policies, and procedures. Unfair refers to legally defined discriminatory acts, policies, or procedures. Undignified refers to disrespectful treatment or language. Unclear refers to ambiguously written or oral presentation. A conflict of interest is defined where a party shall receive direct personal monetary gain, or an advantage in the workplace as a result of official college decisions they are in a position to make.*

**Narrative:** NWACC administration encourages the development of a campus culture that exemplifies a spirit of mutual support, respect and civility. This expectation of a collaborative spirit is projected throughout the college in meetings, Expanded Cabinet, Deans Council, Faculty Senate, Staff Council and in “Notes from the President.”

Employee recognition occurs often and is celebrated both formally and informally as a means of acknowledging individual and team accomplishments. Examples include: the Annual Faculty and Staff Appreciation Luncheon, biannual New Employee Luncheons, Celebrate Learning Days, Administrative Professionals Day, National Nurses Week, annual recognition of outstanding faculty and staff at the Arkansas Community Colleges Association and various national conferences, annual Service Recognition Luncheon, Summer Employee picnic, and Holiday gatherings. Faculty and staff are also highlighted in the Insight electronic newsletter as well as the “Notes from the President” newsletter. Additionally, a new “Employee Recognition and Awards Ceremony” to recognize outstanding faculty and staff, as well as new retirees started in 2016 and will continue.

In order to promote lifelong learning, all full-time college employees or their dependents are eligible to receive up to twelve hours per semester of tuition assistance. Part-time employees are eligible for three hours of tuition assistance per semester. Full-time and part-time employees are eligible to receive 15% tuition discount for all undergraduate courses and 10% tuition discount for all graduate courses at Franklin University.

Classified and non-faculty academic employees with ten or more years of service as a state employee receive a “career service bonus” annually in recognition of continuous service; faculty receive additional compensation based upon higher level academic achievement, and the College actively pursues obtaining additional compensation approval from the state for newly hired classified employees meeting the criteria for “exceptionally well qualified” status.

Mandatory, as well as elective training programs are available to all employees through the “We Comply” program to assure that employees receive the needed training on HIPAA, FERPA, Title IX, and other important laws and safety issues.

To help create awareness and promote ethical accountability, the College strives to maintain an atmosphere of acceptance for employees to openly express concerns and issues regarding the College without fear of retaliation. The College does not condone any unfair or illegal discriminatory personnel actions or the existence of a conflict of interest within any college department. The Human Resources Office has an employee relations’ manager who is available for all faculty and staff to express concerns regarding College-related issues. To ensure a healthy conducive work environment, this person has the autonomy to address any issue that may arise.

The College also promotes ongoing professional development training and continued review and updates of College policies and procedures in order to foster a values-based culture.

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

**1. Operate without written personnel policies, which clarify personnel rules for staff, provide for the effective handling of grievances, and protect against wrongful conditions.**

*Definition: Personnel policies, which address these provisions, are included in the online NWACC Policy and Procedures manual available at:*

*[http://www.nwacc.edu/web/policy/policy\\_procedure](http://www.nwacc.edu/web/policy/policy_procedure)*

Narrative: The Administrative Policies Manual contains college-wide policies affecting employees and students; it outlines the operations framework for the College. Included in this manual are policies related to the management of grievances, identification of processes and regulations, and protection for employees from wrongful conditions. College administrators are expected to operate within the parameters of these policies and procedures. To ensure that each policy is clearly defined and legally sound, this manual is reviewed regularly and updated as needed.

**2. Fail to make available to staff in a timely manner all personnel rules that affect them.**

*Definition: Making policy and procedure available to staff in a timely manner refers to having a complete copy of the NWACC Policy and Procedures manual available online for all employees. This electronic format supports access but also ensures that policy and procedure updates are completed regularly and communicated efficiently.*

Narrative: As policies and procedures are updated, they are reviewed by Cabinet, expanded Cabinet, and employees. Information on potential policy changes are provided by email in order to allow employee feedback immediately. Instructions for locating the manual and other key informational resources are included in new employee orientation.

A comprehensive benefit package is available to employees, which includes a wide range of health and wellness benefits, voluntary products, and paid leave. Benefits are explained to eligible employees in both verbally and written formats.

In order to enhance employee's understanding of their total compensation package and to assist them during their initial employment period, employees attend new hire orientation.

**3. Continue in employment or employ any person serving on the Board.**

*Definition: Employees who are elected to the Board will be asked to resign immediately upon election. The college may not employ any current Board members.*

Narrative: The College does not employ any current members of the Board of Trustees.

**I am reporting in compliance with Executive Limitation #204.**

Evelyn E. Jorgenson, Ph.D.  
President

**Recommendation:** It is the recommendation of the College Administration that the Board of Trustees approve Dr. Jorgenson's compliance report for EL-204 Treatment of Staff.