

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
May 8, 2017 4:30 p.m. – 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>• April Student of the Month Golden Eagle Award: Kimberly Kay (<i>Dr. Todd Kitchen</i>)</li> <li>• Recognition of Student Trustee: Ms. Veronica Garcia-Carvajal (<i>Mr. Mauricio Herrera</i>)</li> <li>• Recognition of SAAB and SGA (<i>Ms. Becky Hudson</i>)</li> </ul>
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	
	<b>Attendance</b>
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	<b>2</b>
	<b>Approval of Minutes</b>
	<ul style="list-style-type: none"> <li>• Regular Board Meeting – April 10, 2017</li> </ul>
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	
	<b>ENDS Monitoring Report</b>
	<ul style="list-style-type: none"> <li>• E-105: Enrollment Support Center (<i>Dr. Todd Kitchen</i>)</li> </ul>
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	<b>5</b>
	<b>Executive Limitations Monitoring Report</b>
	<ul style="list-style-type: none"> <li>• EL-201 Financial Conditions</li> </ul>
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	
	<b>Committee Reports</b>
	<ul style="list-style-type: none"> <li>• Finance Committee (<i>Mr. Ron Branscum</i>) <ul style="list-style-type: none"> <li>• Approval of FY 2018 Budget</li> </ul> </li> <li>• Land Use Committee (<i>Mr. Joe Spivey</i>) <ul style="list-style-type: none"> <li>• Approval for Support of a Traffic Signal at Eagle Way</li> <li>• Approval of Architect for Integrated Design Lab</li> </ul> </li> </ul>
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	
	<b>President's Report</b>
	<ul style="list-style-type: none"> <li>• NWACC "Plant A Seed" Event</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>Ms. Debi Buckley</i>)</li> <li>• Approval of New Mission and Vision Statement (<i>Dr. Bryan Aguiar</i>)</li> </ul>
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	
	<b>Executive Session: President's Employment Review</b>
	<ul style="list-style-type: none"> <li>• Approval of Resolution Adopting Use of Act 1404 of 2001 Authorizing President's Salary</li> </ul>
<b>Adjourn</b>	

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
BOARD OF TRUSTEE MEETING  
Monday, April 10, 2017**

**MINUTES**

Chair Mauricio Herrera called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, April 10, at 4:32 p.m. in the Burns Hall 3<sup>rd</sup> Floor Board Room.

**Members Present:** Mauricio Herrera (Chair), Ron Branscum (Secretary), DeAnne Witherspoon, Mike Shupe, Todd Schwartz, Mark Scott, & Debra Hobbs.

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

**MINUTES**

**March 13 Regular Board Meeting**

Mr. Shupe moved and Mrs. Hobbs seconded the motion to approve the minutes of the Annual Board Meeting on March 13, 2017. The motion passed unanimously.

**RECOGNITION**

**Comments from Veronica Garcia-Carvajal**

Veronica Garcia-Carvajal shared some thoughts on what she has observed from the Board over the last year as the student trustee. She told the Board that they are a key factor in helping thousands of students achieve their dreams. She thanked them for their service to the College and said she is grateful for the impact that NWACC has had on her life. She also thanked them for advocating for the College and students. Mr. Herrera thanked Ms. Garcia-Carvajal for her service and wished her well as she moves forward with her education. Mr. Branscum also expressed his thanks and said she has a bright future ahead of her.

**ENDS MONITORING REPORT**

**None**

**EXECUTIVE LIMITATIONS MONITORING REPORT**

**EL-207: Compensation and Benefits**

Dr. Jorgenson reviewed EL-207 with the Board, stating that in keeping with standard practices of College University Professional Association (CUPA), the College continues to abide by all of the requirements and expectations to ensure that we are operating in compliance.

**Approval of EL-207 Report**

Mrs. Hobbs moved and Dr. Witherspoon seconded the motion to approve the EL-207 Report. The motion passed unanimously.

## **COMMITTEE REPORTS**

### **Finance/Audit Committee**

Mr. Branscum told the Board that the committee recently met to discuss the budget. He reported on the year-to-date comparison of February 2016 to February 2017, stating that revenues are up 2% and credit hours are over budget. He also reported that year-to-date expenditures are down 5.8%.

### **Honorary Associate Degree Committee**

Dr. Witherspoon reported that the committee met to review several nominations. She said that the committee hopes to get more nominations next year. She told the Board that the committee voted unanimously to recommend Mr. Ramsay Ball as this year's honorary degree recipient in the field of Entrepreneurial Leadership. Mr. Ball has worked on the Foundation Board and was one of the starters of the President's Circle. Dr. Jorgenson added that Mr. Ball is very supportive of the College and is passionate about the President's Circle and supporting the students. Mr. Scott asked about the criteria that was used to select the recipient and Dr. Witherspoon outlined the seven criteria used.

### **Approval of the Honorary Associate Degree Nomination**

The Board voted unanimously to approve Mr. Ramsay Ball as the 2017 Honorary Associate Degree recipient in the area of Entrepreneurial Leadership.

## **PRESIDENT'S REPORT**

Dr. Jorgenson told the Board that the strategic planning committee has been working on updating the College's vision statement. She introduced Bryan Aguiar who spoke to the Board about the vision statement. Mr. Aguiar stated that the strategic planning process began over a year ago with a survey which revealed the need to revisit the vision statement. He said that several meetings were held with stakeholder groups. Mr. Aguiar presented the draft of the new vision statement which reads "positively changing the lives of those we serve". He told the Board that this statement requires the College to have evidence, and that programs, courses, and needs would be evaluated. He invited the Board to provide feedback on the new vision statement. None was given during the meeting, but Dr. Jorgenson encouraged the Board to let her know if they had any feedback.

Dr. Jorgenson told the Board about the ACCT Leadership Congress that will be held on September 25-28 in Las Vegas. She said it provides a national perspective of things that are happening at community colleges in other states. The deadline for the early bird hotel registration is April 15. She requested Board members to let her know if they are interested in attending.

Dr. Jorgenson reminded the Board of the NWACC "Plant a Seed" event that will be held on April 28 at Brightwater. She encouraged Board members to participate if possible. This is the annual fundraiser for scholarships.

Dr. Jorgenson stated that the Spring Arts & Culture Festival will be held on April 19 & 20 on the NWACC campus. She invited Board members to come and participate in the events, which include speakers, visiting artists, film projects, class projects, pottery demonstrations, Native American project, and Veteran's project.

**CHAIRMAN'S REPORT**

Mr. Herrera asked Board members to sign up for Commencement ceremonies if they have not done so already. He also reminded the Board of the Nursing Pinning Ceremony, Paramedics Graduation, and Adult Education Graduation.

**OTHER ACTION ITEMS****Approval of Resolution Disallowing the Carrying of a Concealed Handgun**

Mr. Herrera told the Board that Act 562 passed, but it will not go into effect until September 1, 2017, therefore the Board must vote on the resolution disallowing the carrying of a concealed handgun. Dr. Jorgenson added that this resolution would be in effect from June 30 until September 1. She said faculty and staff believe that the College needs the timeframe to write policies and prepare for situations such as field trips where concealed handguns might not be allowed. There was discussion on who would be able to carry if the resolution did not pass, if new policies would be implemented by June 30, and whether or not carriers are required to notify the College. Dr. Jorgenson told the Board about the Concealed Carry Task Force that has been formed to discuss impacts of the new law, build policies, and troubleshoot.

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

Mr. Shupe moved and Dr. Witherspoon seconded the motion to approve the resolution disallowing the carrying of concealed weapons on campus. Mr. Herrera, Mr. Shupe, Dr. Witherspoon, and Mrs. Hobbs voted yea. Mr. Branscum, Mr. Schwartz, and Mr. Scott voted nay. The motion passed unanimously.

**ADJOURNMENT**

The meeting adjourned at 5:04 p.m.

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Mr. Mauricio Herrera, Chairperson

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Mr. Ronald Branscum, 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 FY2017 is 7.6% of educational and general revenues of \$35,447,624, or \$2,812,749.
- Available unrestricted cash reserves exclusive of designated, auxiliary and restricted funds as of March 31, 2017 were \$9,950,283 or 31.55% of actual March 31, 2017 revenues of \$31,541,273.
- Therefore, the President maintained adequate cash reserves and did not materially deviate from the priorities in the Board of Trustees approved FY2017 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.**

**POLICY TITLE: FINANCIAL CONDITION (Continued)****EL-201**

*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 FY2017 is 7.6% of educational and general revenues of \$35,477,624 or \$2,812,749 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 2017 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.

**POLICY TITLE: FINANCIAL CONDITION (Continued)****EL-201****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 8, 2017**