

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 9, 2016 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"> • Recognition of History Day (<i>Dr. Jami Forrester</i>) • Recognition of Milkweed Garden (<i>Dr. Chris Huggard</i>) • Recognition of Student Trustee: Ms. Leticia Zark De Campos (<i>Dan Shewmaker</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 – April 11, 2016 	2
<u> X </u>	Action	<u> </u>	Information		ENDS Monitoring Report	
					<ul style="list-style-type: none"> • None 	
<u> X </u>	Action	<u> </u>	Information		Executive Limitations Monitoring Report	
					<ul style="list-style-type: none"> • EL 201- Financial Conditions • EL 208- Budgeting 	8
					Committee Reports	
<u> X </u>	Action	<u> </u>	Information		<ul style="list-style-type: none"> • Finance Committee (<i>Scott Grigsby</i>) <ul style="list-style-type: none"> • Approval of FY 2017 Budget • Approval of Reallocation of Capital Funds 	13
<u> </u>	Action	<u> X </u>	Information		President's Report	
					<ul style="list-style-type: none"> • Revision of Existing Degree & Certificate Programs <ul style="list-style-type: none"> • AAS Computer Information Systems • AAS Culinary Degree Revisions • NWACC Foundation Soiree 	
<u> </u>	Action	<u> X </u>	Information		Chairman's Report	
					<ul style="list-style-type: none"> • Resignation of Board member Ric Clifford 	
<u> X </u>	Action	<u> </u>	Information		Other Board Action Items and Considerations	
					<ul style="list-style-type: none"> • Approval of Provisional Positions 	

Adjourn

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

MINUTES

Chair Daniel Shewmaker called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, April 11, 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, Ric Clifford, Scott Grigsby (via conference call), Todd Schwartz, Mike Shupe, Joe Spivey

Also in Attendance: Dr. Evelyn E. Jorgenson and Leticia Zark De Campos

MINUTES

March 14 Regular Board Meeting

Mr. Shupe moved and Mr. Grigsby seconded the motion to approve the minutes of regular Board Meeting on March 14, 2016. The motion passed unanimously.

RECOGNITION

April Student of the Month Golden Eagle Award

Dr. Todd Kitchen introduced Mr. Eric Vest, who then introduced Jessica Dias-Jayasinghe as the April Golden Eagle Award recipient. Mr. Vest told the Board that Ms. Dias-Jayasinghe has worked in the Student Center since Fall 2014. She is a sophomore at Bentonville High School and has completed 32 hours at NWACC with a 4.0. Ms. Dias-Jayasinghe expressed her appreciation and honor to receive this award.

Mr. Shewmaker responded by stating it is refreshing to have someone so young looking for ways to give back and commended her for her efforts. Mr. Schwartz also congratulated her and found her to be very inspirational. He asked her what we can do to get other students to become concurrent students and she stated that she believes the pathway to success is through education. Mr. Clifford also added his congratulations.

ENDS MONITORING REPORT

E-101 Student Community: FY15 Library Annual Report

Ms. Gwen Dobbs gave an annual report on the NWACC Library. She listed the national demographics followed by an overview of what is included in the library and shared that the biggest demands are the laptops and tablets. Ms. Dobbs then reviewed the usage of the library and stated that Library Instruction Sessions are increasing, along with the number of students participating. She told the group that she has worked with the English department to identify student success through library instruction. She reviewed recommendations for program improvement and invited the Board to remotely access the NWACC Library. Mr. Clifford observed that there is a need for such equipment. Ms. Dobbs and Dr. Ricky

Tompkins confirmed that a funding stream is needed to keep up with the demand for laptops and sourcebooks, as well as furniture.

Mr. Schwartz asked about student instruction and Ms. Dobbs responded that it is faculty driven and there are workshops throughout the year as well. He also asked if library instruction is available during registration. Dr. Kitchen confirmed that students are introduced to the library during their campus tour. Ms. Zark De Campos asked if this same tour is provided at international orientation. Mr. Shewmaker stated that the number of electronic devices available for checkout seems low and that additional equipment may be needed along with remote access to databases. Ms. Dobbs expressed the importance of equipment checkouts campus-wide. Mr. Clifford suggested that the Soiree would be a good time to push to raise money to purchase more laptops. Mr. Schwartz suggested making laptop and tablet training a part of the curriculum in mandatory classes such as English. Dr. Jorgenson stated that she will take this information and discuss it further with faculty and the curriculum committee. Mr. Shewmaker expressed his appreciation for the annual report on the library.

Approval of E-101 Student Community: FY15 Library Annual Report

Mr. Branscum moved and Mr. Spivey seconded the motion to approve the END E-101 Student Community: FY15 Library Annual Report. The motion passed unanimously.

EXECUTIVE LIMITATIONS MONITORING REPORT

EL-207: Compensation and Benefits

Dr. Jorgenson reviewed the EL207 Compensation and Benefits Report and reported in compliance with the limitation.

Approval of EL-207 Report

Mr. Clifford moved and Mr. Spivey seconded the motion to approve the EL-207 Report. The motion passed unanimously.

COMMITTEE REPORTS

Finance/Audit Committee

Mr. Grigsby presented the report from the finance committee. Ms. Debi Buckley stated that the revenues are up by 6.9% and the expenditures are down 2.9%. She also stated that the cash flow is good and that receivables are higher than last year. Ms. Gulizar Baggson reviewed the budget proposals with the Board. A Construction Technology lab fee of \$75 per course was proposed. Mr. Anderson stated that although staff expenses have been reduced, faculty expenses have not been reduced since the decline in enrollment. Enrollment has dropped 15% since the peak, and Mr. Anderson questioned how much faculty and staff have been reduced in the same period. Ms. Buckley reported that staff salaries have decreased by 9.44% and full time faculty salaries have increased by 15.19%. The NWACC Fact Book has been corrected and shows full-time faculty at 142 for 2014 and 144 in 2015. There has been an increase of two faculty members. Part-time faculty expenses decreased \$776,000 from 2012-2016. The increase in full-time faculty salary is the result of a step increase which is 1% plus \$300. There is a step increase planned for faculty in the proposed budget as well.

Dr. Tompkins stated that some of the increase in expense is due to new programs including Culinary, Construction Technology, and Health Information Management. He said programs that are not in high

demand are being assessed. Ms. Buckley stated that it is important to keep students and the obligation to the community in mind. The construction technology fee is for the start of a new program. The health professions differential fees are for three programs that have a high cost for equipment and technology. Dr. Jorgenson stated that it is important to be competitive in salary as to not lose full-time faculty.

Mr. Clifford confirmed that there are nine courses in the Construction Technology core program and five of them require a fee increase of 33% for the lab courses. This raises the price of the courses from \$225 to \$300. Mr. Herrera asked if this is a unique program in Arkansas. This is the only two-year program in the state and it will transfer to the four-year Construction Technology Management program at JBU. Mr. Branscum stated that in future presentations, fees should be included in the original proposal. Mr. Shewmaker commented that this is establishing a fee, not raising a fee already in place.

Approval of the Construction Technology Fee

Mr. Shupe moved and Mr. Spivey seconded the motion to approve the Construction Technology lab fee of \$75. The motion passed unanimously.

Ms. Buckley presented information on the costs of three health professions programs: nursing, respiratory therapist assistant, and physical therapist assistant. Mr. Shupe asked if the \$25 differential tuition rate is based on demand or need, and Ms. Buckley responded that it was based on demand and comparison to other colleges. Mr. Shewmaker asked how much revenue this differential tuition rate would generate, and Mr. Tim Cornelius stated that it would be a \$133,000 increase if the SSCH remains the same.

Approval of the Health Professions Differential Tuition Rate

Mr. Spivey moved and Mr. Herrera seconded the motion to approve the Health Professions Differential Tuition Rate. The motion passed unanimously.

On behalf of the Finance Committee, Ms. Buckley recommended the one-time transfer of \$300,000 from the capital fund to the unrestricted fund to pay for leases and janitorial fees. Mr. Schwartz confirmed that expenses for the Shewmaker Center for Global Business Development (SCGBD) will be \$240,000 for this year. SCGBD will be paid off next year in the amount of \$66,000. Mr. Schwartz asked if the building will be turned over to NWACC or if we will be charged a minimal lease. He also asked about the National Child Protection Training Center (NCPTC) and the possibility of charging a \$10 facility fee. Dr. Cornelius stated that he is unsure if the grant allows for such a charge. We also have a contract with Gunderson for a lease in the amount of \$4,000 a year. The agreement states that they are paying for a few offices and custodial fees when there is training. Mr. Clifford asked about the capital funds that are generated from the millage and whether or not the direction of these funds is being changed. Dr. Jorgenson stated that these funds will be used to pay leases, janitorial, and maintenance fees; all appropriate expenditures for capital funds. The \$300,000 will be used as a supplementation. Mr. Clifford suggested that the amount be increased.

Mr. Spivey supported the committee's recommendation and stated that an increase could be added at a later date if needed. Mr. Schwartz stated that he believes that there are additional funds out there that can be generated to supplement our costs for the SCGBD. Mr. Spivey responded by stating that the

contract might not allow for that type of supplement. Mr. Grigsby asked administration to look at contingency plans.

Approval of the Capital Funds Transfer to Unrestricted Funds

Mr. Grigsby moved and Mr. Spivey seconded the motion to approve the Capital Funds Transfer to Unrestricted Funds. Mr. Herrera, Mr. Anderson, Mr. Branscum, Mr. Clifford, Mr. Grigsby, Mr. Shupe, and Mr. Spivey voted yea. Mr. Schwartz voted nay.

Advocacy Committee

Mr. Anderson presented the Advocacy Committee report. He complimented NWACC for keeping tuition and fees down. He stated that legislators are proposing mergers between colleges and universities throughout the state; however as of now, nothing will be forced on institutions. Instead it will be mutually agreed upon by all institutions involved. He and Dr. Jorgenson confirmed that at this point, we have not been formally approached and should not see it as a high level of concern. Mr. Shupe asked if any specific institutions have been mentioned and also asked what percent of the current budget we are putting into the reserve. Dr. Jorgenson confirmed that the college maintains a reserve of 7.6%. Mr. Anderson stated that it is important for us to tell our story and differentiate ourselves from other institutions. The legislators are moving toward merging more institutions to save money. Mr. Grigsby stated that tuition at NWACC has been the same for the last 4-5 years.

PRESIDENT'S REPORT

Dr. Jorgenson provided an update on the ICPS Manual stating that it had received a national recertification from FEMA. We are the only community college in the United States to offer this program. A Letter of Notification for AAS Paralegal Studies has been submitted to the advisory committee and the Paralegal Alumni Focus group stating that a course has been added to the child advocacy program relating to computers in law.

The U.S. Fab Lab Network Symposium was held on our campus during spring break hosting students from all over the United States and a few foreign countries. Dr. Jorgenson thanked Mr. Cornelius for his work on this matter.

The President's Circle event was held on March 31 at the Two25 Gallery. Dr. Jorgenson reported that it was a special event and thanked all the participants. She also encouraged Board members who are not already President's Circle members to join.

The NWACC Foundation 25th Anniversary Soiree will be held on April 28 on the north lawn of Becky Paneitz Student Center. Dr. Jorgenson encouraged Board members to attend this event.

The Employee Recognition Reception will be held April 29 honoring all 5, 10, 15, 20, and 25 year employees along with outstanding full and part-time faculty and staff. Retirees will also be recognized at this time.

Dr. Jorgenson introduced Lindsey White, the new Executive Assistant to the President and Board of Trustees.

OTHER ACTION ITEMS

Approval of Resolution Disallowing the Carrying of a Concealed Handgun

Mr. Shewmaker reviewed the fact that this resolution must be approved each year. Mr. Ethan Beckcom conducted a campus-wide survey of the Faculty Senate and Staff Council which showed the majority were in favor of disallowing the carrying of concealed handguns. Mr. Anderson asked if there is a provision to allow only full-time faculty and staff who are former military or law enforcement to carry a concealed handgun. Mr. Shewmaker stated that state legislators must make that decision. Mr. Beckcom stated that the SGA also voted to continue the act. Mr. Spivey spoke in favor of the resolution. Mr. Schwartz asked what the percentage was for those in favor of the resolution the first time it was presented and Mr. Beckcom stated it was approximately 75%.

Approval of Resolution Disallowing the Carrying of a Concealed Handgun

Mr. Clifford moved and Mr. Herrera seconded the motion to approve the resolution disallowing the carrying of a concealed weapon. Mr. Herrera, Mr. Clifford, Mr. Grigsby, Mr. Shupe, and Mr. Spivey voted yea. Mr. Anderson, Mr. Branscum, and Mr. Schwartz voted nay.

Approval of Provisional Position

Ms. Buckley proposed a provisional position in adult education for a Budget Specialist that is grant funded.

Approval of Provisional Position

Mr. Spivey moved and Mr. Clifford seconded the motion to approve the positional position in adult education. The motion passed unanimously.

CHAIRMAN'S REPORT

Mr. Shewmaker encouraged Board members to attend the Soiree.

The Board photo will take place on May 9, prior to the meeting.

Board representation at all three commencement ceremonies is well covered and Mr. Shewmaker thanked the Board members for their participation in this special day.

Mr. Shewmaker invited the Board members to place something in the 2040 time capsule no later than April 29.

Mr. Shewmaker invited Mr. Clifford to the center of the Board room and presented him with an engraved gavel in appreciation for his two years of service as the Board chair.

EXECUTIVE SESSION: PRESIDENT'S EMPLOYMENT REVIEW

The Executive Session began at 6:14 p.m. and the regular Board Meeting reconvened at 7:22 p.m.

The Board approved a three-year contract for Dr. Jorgenson.

Mr. Clifford moved and Mr. Spivey seconded the motion to approve the authorization of a three-year contract for Dr. Jorgenson. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 7:23 p.m.

Daniel Shewmaker, Chairperson

Keven Anderson, 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 FY2016 is 7.6% of educational and general revenues of \$35,905,408, or \$2,840,619.
- Available unrestricted cash reserves exclusive of designated, auxiliary and restricted funds as of March 31, 2016 were \$9,419,246 or 30.27% of actual March 31, 2016 revenues of \$31,120,577.
- Therefore, the President maintained adequate cash reserves and did not materially deviate from the priorities in the Board of Trustees approved FY2016 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 FY2016 is 7.6% of educational and general revenues of \$35,905,408 or \$2,840,619 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 2016 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.

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 9, 2016

POLICY TITLE: BUDGETING

Policy 208: The College budget for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Board's Ends priorities, risk fiscal jeopardy, or fail to provide financial guidance for all college units.

Definition: Deviate materially refers to creating a budget that does not follow the Board's Ends priorities in a given planning cycle. Fiscal jeopardy is defined as not having sufficient funds to cover the cost of planned expenditures. Provide financial guidance is defined as producing a comprehensive budget that is transparent and provides a roadmap for annual financial transactions.

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

1. Fail to include credible projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumption.

Definition: Credible projections is defined (1) a projection based on multi-year college trends in tuition and fee, millage, state, and other revenue and (2) a projection based on current and next year forecasts of expenditures related to priorities established by the Cabinet. Separation of capital and operational items refers to adherence to Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB). Planning assumptions are specific revenue and expense assumptions based on strategic plans developed by the College.

Narrative:

- NWACC's annual budget development process includes review of historical multi-years' operating revenue and expenditures, trends, and analysis of changes.
- The college regularly monitors the significant revenue and expense categories to analyze the trends and variances for credible, fact-based future financial planning and budgeting assumptions.
- NWACC's budgeting and accounting processes adhere to GASB and GAAP. NWACC also complies with Arkansas Legislative audit requirements of distinguishing and maintaining the separation of capital and operating revenue and expenditures.

2. Fail to ensure that the expenditure budget in any fiscal year is balanced with the revenue budget which is based on conservative projections for the same period.

Definition: A balanced budget has revenues equal to or greater than total expenditures. Annual revenue projections should be based on prior year trends;

college annual planning assumptions; enrollment projections; and local, regional, and national economic forecasts.

Narrative:

- The President presented a balanced operating budget for FY2017, and to be approved at the May 9, 2016, BOT Meeting.
- Based on previous years' trends and agreed assumptions, the enrollment revenues were calculated 3% lower than current academic year numbers.
- The regional and national trends and developments such as state, millage, grants revenue, and tuition rates at similar institutions are also reviewed and analyzed when projecting revenue and expenditures.
- The projected expenditures in the college's unrestricted and capital funds operating budgets do not exceed the projected revenue for these funds. The FY2017 Operating Budget for educational & general (E&G), designated, and auxiliary funds totals \$40,606,242 both in revenue and expenditures.

3. Fail to provide sufficient funds for Board prerogatives in any fiscal year budgets as is set for in the Cost of Governance Policy.

Definition: The annual operating budget should have sufficient funds needed for Board operation under the Policy Governance.

Narrative:

- The FY2017 Budget provides sufficient funds for the Board to carry out its role according to the Cost of Governance Policy.

4. Fail to propose the percent of annual BOT cash reserve to ensure fiscal stability.

Definition: The Board shall annually approve a cash reserve to cover potential operational costs due to natural disasters or other emergencies. The approved cash reserve for the fiscal year (generally 8-10%) should be taken from the projected educational and general revenue or carryover funds before the annual expenditure budget is established.

Narrative:

- The President proposed and set aside \$2,808,913 or 7.6% of E&G fund budget of \$36,959,387 in the FY2017 Operating Budget as the BOT reserve to cover potential operational costs due to natural disasters or other unforeseen emergencies. This reserve is to be approved by the Board of Trustees along with the FY2017 budget.

I am reporting in compliance with Executive Limitations, Policy 208.

Evelyn E. Jorgenson, Ph.D.
President
May 9, 2016



Date: May 9, 2016

To: NorthWest Arkansas Community College Board of Trustees

From: Debi Buckley, VP of Finance and Administration

Subject: Approval of FY 2017 Budget

The budget process for the FY2017 budget year began in November 2015, with discussions of preliminary budget assumptions and guidelines and the distribution of the budget calendar. During December-April, the Vice President of Finance and Administration and the Exec. Director of Budget and Financial Analysis met with Cabinet members and division administrators to review the divisions' budget priorities and answer questions. The Budget Informational Forums were held on March 7 and March 10 2016, to seek employee input and feedback in developing the FY2017 Budget.

During the development of the FY2017 budget, the college's 5-year Strategic Plan, operating revenue projections, financial stability, and critical needs were emphasized. College Administration decided not to request a general tuition increase. They did request differential tuition increases of \$25 per credit hour for three Health Professions programs: Nursing, Physical Therapy Assistant, and Respiratory Therapy Assistant. In addition, a \$75 course fee was requested for the new Construction Technology Program. Finally, the college administration requested approval of a one-time funds transfer of \$300,000 from the Capital Funds account to the Unrestricted General Funds account to pay for lease, janitorial, and maintenance fees for FY17.

The FY2017 Operating Budget also includes a projected millage revenue increase of \$217, 541. The Board of Trustees approved a Retirement Incentive Program that offered employees \$10,000. The Board of Trustee Reserve remained the same at 7.6% of General revenues.

The college President reviewed the final draft of the FY2017 Operating Budget, consisting of Educational & General, Designated, and Auxiliary Funds. The proposed budget was presented to the Board of Trustees Finance/ Audit Committee on May 4, 2016 and discussed with the College community on May 6, 2016.

The FY2017 proposed operating budget is \$40,606,242.

Recommendation: The NorthWest Arkansas Community College Finance/Audit Committee recommends NWACC Board of Trustees approval of the FY2017 Operating Budget based on the recommendations of NWACC Administration.



Date: May 9, 2016

To: NorthWest Arkansas Community College Board of Trustees

From: Debi Buckley, VP of Finance and Administration

Subject: Approval of Reallocation of Capital Funds

At the May 4, 2016 Finance/Audit Committee meeting, College Administration requested approval to utilize the funds remaining from construction of the 3rd floor, Center for Health Professions as follows:

SCWT Gravel Parking Lot	\$ 58,000
Parking Garage Steps (West)	\$ 16,892
Additional Lighting SCWT/GBDC	\$ 4,667
SCWT Metal Roof	<u>\$257,015</u>
	\$336,574

This allocation would consume the funds remaining from the third-floor expansion.

Recommendation: It is the recommendation of the Finance/Audit Committee that the Board of Trustees approve the reallocation of funds remaining from the third-floor expansion of the CHP as stated above.

Mr. Daniel Shewmaker, Chairperson

Mr. Keven Anderson, Secretary



Date: May 9, 2016

To: Board of Trustees

From: Debi Buckley, VP of Administrative Services/CFO

Subject: Approval of Provisional Positions

As outlined by the General Assembly of the State of Arkansas, 80 provisional positions have been identified in the 2016-2017 biennium for use by NorthWest Arkansas Community College. These positions may be utilized by the preparation of a justification submitted to the Office of Personnel Management with the approval of the NWACC Board of Trustees. All provisional position requests are contingent upon the availability of external funding and based upon additional revenue from sources other than general revenue.

In November of 2009, the Office of Personnel Management recommended that NWACC request a blanket resolution authorizing the College to request provisional positions from the allocated 80. Granting this blanket authority for the request of provisional positions shall prevent unnecessary delay in the education of students.

Recommendation: It is the recommendation of the administration that the Board of Trustees approve all 80 positions to be used based upon the acquisition of external revenue from sources other than general revenue as approved by the college's President.

Mr. Daniel Shewmaker, Chairperson

Mr. Keven Anderson, Secretary

RESOLUTION

BE IT RESOLVED, BY THE BOARD OF TRUSTEES OF NORTHWEST ARKANSAS COMMUNITY COLLEGE that 80 Provisional Positions are hereby approved for use in the 2016-2017 Fiscal Year. A total of 25 have been filled with 55 provisional positions remaining for requests. The 25 provisional positions allocated include:

- One (1) Academic Advisor - Career Pathways
- One (1) Academic Advisor - Upward Bound
- One (1) Academic Advisor - Adult Ed
- Two (2) Administrative Specialist I - Adult Ed
- Two (2) Administrative Specialist III - Adult Ed
- One (1) Budget Specialist – Adult Ed
- One (1) Fiscal Support Analyst - Adult Ed
- Eight (8) Full-time Faculty - Adult Ed
- One (1) Higher Ed. Program Coordinator - ICPS
- One (1) Local Office Administrative Assistant - Career Pathways
- One (1) Project/Program Coordinator – Workforce Development
- One (1) Project/Program Director - Adult Ed
- One (1) Project/Program Director - ICPS
- One (1) Project/Program Director - Career Pathways
- One (1) Project/Program Manager - Upward Bound
- One (1) Special Instructor – Adult Ed

25 Total Requested Positions

80 Positions Allocated by Appropriation

55 Positions Remaining for Requests

BE IT FURTHER RESOLVED THAT the Board’s approval of these Provisional Positions will be subject to the provisions of Arkansas Code 6-63-305(b) and Act 620 of 2007. The number of new additional positions is established for the biennium at salary rates not to exceed the salary rate of comparable positions established in the regular salaries section of the biennial appropriations act for the college operations.

As outlined by the General Assembly of the State of Arkansas these positions may be used based upon additional revenue from sources other than general revenue; that revisions to the number of provisional positions may be necessary to serve the students enrolled for the 2016-2017 academic years to prevent unnecessary delay in the education of students.

Mr. Daniel Shewmaker, Chairperson

Mr. Keven Anderson, Secretary