

NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 13, 2016 4:30 pm - Burns Hall 3rd Floor Board Room

| Call to Order | Page |
|---|--|
| <input type="checkbox"/> Action <input checked="" type="checkbox"/> Information | |
| | Recognition, Awards, and Information Items |
| | <ul style="list-style-type: none"> • Recognition of Student Trustee: Ms. Leticia Zark De Campos (<i>Dan Shewmaker</i>) • Enactus Program (<i>Christine Davis</i>) |
| <input checked="" type="checkbox"/> Action <input type="checkbox"/> Information | |
| | Attendance |
| <input checked="" type="checkbox"/> Action <input type="checkbox"/> Information | 2 |
| | Approval of Minutes |
| | <ul style="list-style-type: none"> • Regular Board Meeting – May 9, 2016 |
| <input checked="" type="checkbox"/> Action <input type="checkbox"/> Information | |
| | ENDS Monitoring Report |
| | <ul style="list-style-type: none"> • E-102 Business Community: Ironworker Apprenticeship |
| <input checked="" type="checkbox"/> Action <input type="checkbox"/> Information | |
| | Committee Reports |
| | <ul style="list-style-type: none"> • Finance Committee: (<i>Scott Grigsby</i>) <ul style="list-style-type: none"> • Funding for Library, Maintenance, & Other Renovations |
| | 6 |
| <input checked="" type="checkbox"/> Action <input type="checkbox"/> Information | |
| | <ul style="list-style-type: none"> • Land Use Committee: (<i>Joe Spivey</i>) <ul style="list-style-type: none"> • Wil-Shar Steel |
| <input type="checkbox"/> Action <input checked="" type="checkbox"/> Information | 7 |
| <input type="checkbox"/> Action <input checked="" type="checkbox"/> Information | |
| | <ul style="list-style-type: none"> • Moves & Utilization of 3rd Floor CHP • Library Maintenance and Other Renovations |
| <input type="checkbox"/> Action <input checked="" type="checkbox"/> Information | |
| | President's Report |
| | <ul style="list-style-type: none"> • Letters of Notification to ADHE • Letters of Intent • Kid's College |
| <input type="checkbox"/> Action <input checked="" type="checkbox"/> Information | |
| | Chairman's Report |
| | <ul style="list-style-type: none"> • Enactus USA National Exposition • July Retreat |
| <input checked="" type="checkbox"/> Action <input type="checkbox"/> Information | |
| | Other Board Action Items and Considerations |
| <input checked="" type="checkbox"/> Action <input type="checkbox"/> Information | 8 |
| | <ul style="list-style-type: none"> • Approval of Promotional Items (<i>Gulizar Baggson</i>) |
| <input checked="" type="checkbox"/> Action <input type="checkbox"/> Information | 10 |
| | <ul style="list-style-type: none"> • Approval of Provisional Position |
| Adjourn | |

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEE MEETING
Monday, May 9, 2016**

MINUTES

Chair Daniel Shewmaker called the Board of Trustees of NorthWest Arkansas Community College (NWACC) meeting to order on Monday, May 9, at 4:28 p.m. in the Burns Hall 3rd Floor Board Room.

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

Also in Attendance: Dr. Evelyn E. Jorgenson and Veronica Garcia-Carvajal, incoming Student Trustee filling in for Leticia Zark de Campos

MINUTES

April 11 Regular Board Meeting

Dr. Jorgenson pointed out one revision to the April 11, 2016 minutes. She said that at the April Board meeting, faculty salary increases were reported at 15.19%, but further research showed that the actual increase is 9.5%. Mr. Grigsby moved and Mr. Shupe seconded the motion to approve the minutes of the Regular Board Meeting on April 11, 2016 as revised. The motion passed unanimously.

RECOGNITION

Leadership NWACC Presentation

Ethan Beckcom introduced two groups who have been working on programs and strategies to enhance the College. The first group presented the Safety Ambassador Project, which focuses on campus safety and awareness. The second group presented the Communications Council Project. Its purpose is to create and coordinate internal messaging for internal NWACC stakeholders. Mr. Shewmaker thanked them for their reports and commented that leadership is a lifelong learning event and projects such as these allow individuals to get out of their comfort zones and see things differently. Mr. Spivey concurred, saying that he likes seeing the initiative that these individuals have put forth.

Recognition of History Day

Dr. Jami Forrester presented an overview of History Day in which 28 schools and over 2,000 students participated. She told the Board that over 50 projects advanced to the State Competition and of those projects, 28 won an award. She said there are 15 projects and 25 students that will be advancing to the National Competition in June which will take place at the University of Maryland in College Park. Dr. Forrester recognized three area teachers who received Outstanding Teacher Awards. She stated that NWACC students in Megan Looney's Composition 2 class were involved in judging the projects and next year, student participation in judging will be expanded to the history honors class and art or performing arts classes. She reported that the Student Government Association and the Student Ambassador and Activities Board also participated in the event. She thanked the Shiloh Museum and Rogers Historical Museum for displaying the projects. Dr. Forrester recognized all of the State Competition winners and those who will be going to the National Competition. Mr. Shewmaker commended Dr. Forrester for her

growth of the program and thanked all of the students coming to the meeting. Mr. Shupe added his congratulations to all of the students for their interest in history. Mr. Grigsby also concurred.

Recognition of Milkweed Garden

Dr. Chris Huggard gave a presentation on the Milkweed and Monarch Butterfly Garden. He stated that this project came from a grant and focuses on sustainability and service learning. Two students spoke on the purpose and background of the garden. Dr. Huggard said that the students are doing a great job. Mr. Shupe asked where the garden will be and Dr. Huggard responded that it will be directly north of the Allied Health parking lot. Mr. Shewmaker thanked them for their presentation.

ENDS MONITORING REPORT

No ENDS Monitoring Report.

EXECUTIVE LIMITATIONS MONITORING REPORT

EL-201 & EL-208 Reports

Dr. Jorgenson reviewed the EL-201 Financial Conditions Report and the EL-208 Budgeting Report and she reported in compliance with both limitations.

Approval of EL-201 & EL 208 Reports

Mr. Anderson moved and Mr. Spivey seconded the motion to approve the EL-201 and EL-208 Reports. The motion passed unanimously.

COMMITTEE REPORTS

Finance/Audit Committee

Mr. Grigsby presented the report from the Finance/Audit Committee and stated that the expenditures were down 5.1% for the month of March and that we are ahead of the budget. He told the Board that the cash flow positions are improving and there has been a substantial increase in the cash flow over the last five years. He also reported that there is improvement on accounts receivable for the month. He said that the committee had reviewed EL-201 and EL-208 during their committee meeting.

Approval of Finance Committee Minutes

Mr. Spivey moved and Mr. Herrera seconded the motion to approve the Finance Committee Report. The motion passed unanimously.

FY2017 Budget

Ms. Debi Buckley presented the FY2017 Budget as recommended by the Finance/Audit Committee. She told the Board that the projected SSCH was 141,933 which is 3% less than this year's SSCH. She also said that the operating budgets for all divisions were reduced by 3.28%. She reported that tuition and fees have increased in some areas, which have been added to the budget. She stated that faculty will receive one step increase this year and the Board of Trustees reserve will remain at 7.6%. Ms. Buckley also told the Board that the College's credit tuition and fees is over \$21 million and scholarships-waivers were estimated at \$1.3 million. She noted that the state appropriations are virtually unchanged from last year and said that the millage is expected to increase some. She stated that the benefits budget is the same as last year's and even though we are seeing a reduction in cost with the partially self-insured health insurance, we do not have enough experience to budget for that reduction this year. She said if

the College does keep seeing reductions, College Administration can possibly build reductions into the budget next year. She informed the Board that the total budget for FY2017 is \$40,606,242, which does include the Board of Trustees reserve of \$2.808 million and said that revenue proportions for this year and FY2017 are very similar, but with the slight increase in millage we see a slight reduction in credit tuition and fees. She said that the M&O expenditures are also proportionately similar to last year's.

Mr. Grigsby, chair of the Finance/Audit Committee presented the FY2017 budget for approval. He noted that there has been no general tuition increase this year. Mr. Grigsby commented that the Board should be appreciative of the work of the staff in putting the budgets together under challenging times and keeping the financial position the way it is. Mr. Shewmaker concurred, adding that he believed the semester hours selected are conservative and he hopes enrollment will grow.

Approval of FY2017 Budget

Mr. Spivey moved and Mr. Branscum seconded the motion to approve the FY 2017 Budget. The motion passed unanimously.

Reallocation of Capital Funds

Mr. Grigsby, on behalf of the Finance/Audit Committee, requested approval for college administration to utilize funds remaining from construction of the 3rd floor, Center for Health Professions, as follows: SCWT gravel parking Lot resurfacing, \$58,000; parking garage steps on the west side, \$16,892; additional Lighting at SWCT, GBDC, \$4,667; and additional funds for SCWT metal roof, \$257,015. The third floor renovations were originally estimated at \$2.9 million but the project did not cost the full amount. Mr. Spivey expressed appreciation to Jim Lay and Debi Buckley for managing this project and keeping costs down. Dr. Jorgenson stated that Melba Shewmaker is providing \$200,000 towards a new metal roof on the Shewmaker Center for Workforce Technologies. Mr. Branscum asked where the funds came from for the 3rd floor buildout in CHP and Mr. Shewmaker responded by saying the funds came from the portion of the millage going into the capital account, so those funds are designated and restricted to capital projects.

Approval of Reallocation of Capital Funds

Mr. Branscum moved and Mr. Anderson seconded the motion to approve the reallocation of capital funds. The motion passed unanimously.

PRESIDENT'S REPORT

Dr. Jorgenson reported revisions to two program areas including AAS Computer Information Systems and AAS Culinary Arts. She stated that in the AAS Computer Information Systems degree program, the previous degree plan included a trigonometry course that was designed to transfer to a four year engineering program which was creating a barrier for some students towards graduation. As a result, the course will be replaced with geometry learning modules and a different trigonometry course. She also stated that the Computer Networking emphasis consists of four courses core courses leading to a national certification, which will now be taught in four or five hour courses. Dr. Jorgenson shared with the Board that in the Culinary degree programs, the course naming convention has been streamlined, adding more hands-on courses and standardizing the progression from certificate of proficiency to technical certificate and then to AAS. She added that the prefixes for these courses will be changed to CULY.

Dr. Jorgenson thanked everyone for their participation in the NWACC Soiree. She said that it was a fabulous event and over \$22,000 was raised for Dr. J's Book Club, and she appreciated the Board for recognizing their interest and obligation to support the college. Mr. Shewmaker concurred, adding that it was nice to have the event on our own campus.

CHAIRMAN'S REPORT

Mr. Shewmaker stated that he received a letter of resignation from Ric Clifford following last month's Board meeting. He said that the Board members received a copy of the letter for their review. He stated that the next step is to provide recommendations to the Governor for his appointment until elections are held. He also reminded the Board that Commencement is Saturday, May 14, and that most Board members have signed up to attend ceremonies. He also noted that the Board Retreat is July 23 and asked the Board members to let him know if they have any topics for discussion that day.

OTHER ACTION ITEMS

Approval of Provisional Positions

Mr. Shewmaker told the Board that the approval of these provisional positions would not necessarily mean that they will be filled, but that these positions will be sent to the State Department of Higher Education so that they will be ready to fill if and when the money becomes available. He said that the Board will be made aware when one of these positions is ready to be filled.

Approval of Provisional Positions

Mr. Spivey moved and Mr. Branscum seconded the motion to approve the provisional positions. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 5:42 p.m.

Daniel Shewmaker, Chairperson

Keven Anderson, Secretary



Date: June 13, 2016
 To: Board of Trustees
 From: Debi Buckley, Vice President of Finance and Administration
 Subject: Approval of Renovation Expenses

At the June 7, 2016 Finance/Audit Committee meeting, College Administration requested approval of the utilization of millage capital set-aside funds for renovations in Burns Hall and the Department of Public Safety Office at the Center for Health Professions as follows:

| | |
|--------------------------------|------------------|
| • Library Renovations | \$ 238,000 |
| • Restroom Renovations | \$ 91,490 |
| • Art Classroom Renovations | \$ 27,241 |
| • Faculty offices' renovations | \$ 7,525 |
| • DPS offices in CHP | \$ <u>25,000</u> |
| | \$ 389,256 |

Recommendation: It is the recommendation of the Finance/Audit Committee that the Board of Trustees approve the use of millage capital set-aside funds for renovations in Burns Hall and the Department of Public Safety Office as stated above.

Mr. Daniel Shewmaker, Chairperson

Mr. Keven Anderson, Secretary



Date: June 13, 2016
To: Board of Trustees
From: Debi Buckley, Vice President of Finance and Administration
Subject: Approval of the installation of Wil-Shar apparatus

At the June 2, 2016 Land Use Committee meeting, College Administration requested approval of the installation of an iron workers training apparatus provided to the College by Wil-Shar Steel Erectors. The apparatus will be installed in what is currently the gravel parking lot south of the Shewmaker Global Center for Workforce Technologies.

Recommendation: It is the recommendation of the Land Use Committee that the Board of Trustees approve the installation of the Wil-Shar apparatus on campus as stated above.

Mr. Daniel Shewmaker, Chairperson

Mr. Keven Anderson, Secretary



Date: 6-13-2016

To: Board of Trustees

From: Debi Buckley, Sr. VP for Administrative Services/CFO

Subject: Approval of Promotional & Recruitment Purchases Request as required by Arkansas Code §6-63-304

As required by Arkansas Code §6-63-304, the following departments within the College are requesting the Board of Trustees approval for the use of funds to purchase student promotional and recruitment items for the Fiscal Year 2017. These purchases are already part of the FY2017 Proposed Operating Budget, but specific approval is required by the referenced state statute.

Upon the approval and signature, the Chief Fiscal Officer of the State, Larry Walter, will be notified to transfer funds within our state budget for this purpose. This action only involves the allocation of funds for this purpose and is not a request for additional funds.

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|-----------------------------|---------------|
| President Office | 2,900 |
| Honors Program | 450 |
| Early College Experience | 3,550 |
| Health Professions | 1,400 |
| Dental Assisting Program | 500 |
| Culinary Arts & Hospitality | 700 |
| Admissions | 5,950 |
| Student Activities | 6,800 |
| Washington County Center | 1,500 |
| Career Development | 500 |
| Public Relations | 5,000 |
| Alumni Relations | 4,150 |
| Total | 33,400 |

Recommendation: The administration recommends that the Board of Trustees approve the use of funds to purchase student promotional and recruitment items for the Fiscal Year 2017.

Mr. Daniel Shewmaker, Chairperson

Mr. Keven Anderson, Secretary



Date: June 13, 2016

To: Board of Trustees

From: Wendi Cadle, Human Resources Executive Director

Subject: Approval of Provisional Position

In response to the Adult Education Grant awarded to NWACC, the administration recommends the authorization of the following provisional position of Adult Education – Project/Program Administrator.

Recommendation: It is the recommendation of the administration that the Board of Trustees approve one (1) Project/Program Administrator position for the Adult Education program 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

WHEREAS, the Board of Trustees desires to act in the best interest of the students of NorthWest Arkansas Community College, and

BE IT RESOLVED, that the Board of Trustees of NorthWest Arkansas Community College hereby authorizes the 2016 provisional positions to support the Adult Education program at NWACC as listed below:

1. (1) Project/Program Administrator – Adult Education

Dated this 13th day of June, 2016

Mr. Daniel Shewmaker, Chairperson

Mr. Keven Anderson, Secretary