

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

**There were changes to three degree programs instead of two that were reported: AAS Computer Information Systems, AAS Computer Aided Drafting, and AAS Culinary Arts. The changes reported under the AAS Computer Information Systems should be under the AAS Computer Aided Drafting.