



NorthWest Arkansas Community College

THE WEEKLY INSIDER

August 2008

College President names task force to identify ways to address employees' increasing fuel costs

College President Dr. Becky Paneitz has established a special task force to identify ways in which NWACC might respond to the increasing cost of fuel prices and its effect on some College employees, she announced today.

"As you are well aware, the cost of fuel has increased dramatically in the past year," she wrote members of the task force. "In fact, the average price for a gallon of regular unleaded gasoline was approximately \$2.75 in 2007. This summer we saw \$4.00 per gallon in Northwest Arkansas."

She noted that NWACC has a large number of employees who commute to work, some 30 to 45 minutes one way.

"This is putting a strain on many NWACC employees, especially those who are new or whose wage or salary makes it more difficult to support the cost of commuting to work," Paneitz wrote.

In response to this growing challenge, the College Expanded Cabinet and Cabinet have endorsed the creation of the task force, which is charged with the following:

1. Identify and examine the various ways NWACC might respond. What models or practices from other colleges or organizations may be applicable at

TASK FORCE MEMBERS

Members of the task force are:

- Ricky Tompkins (Chair),
- Mike Willard, Staff Council President and Science Department;
- Pat Kelly, Advancement Division;
- Gerry Weatherford, Physical Plant;
- Christi Charles, Accounting;
- Diana Hoke, Payroll;
- Sheila Smith, Corporate Learning;
- Judy Horne, IT Department;
- Barb Gordon, Human Resources;
- Juanita Franklin, Admissions;
- Kevin Rogers, Physical Plant;
- Bryan Aguiar, Business Faculty;
- Greg Kiser, Social Science Faculty,
- Christy Reynolds, Learner Development Center.

NWACC?

2. Provide recommendations to the Expanded Cabinet for further consideration.

She noted a few of the options that will be discussed and have been discussed by the Cabinet already are the use of a flexible schedule, alternate work sites, and perhaps a rotating 4-day work schedule, which should not be confused with the College being open four days.

"There are positives and negatives to these and other options that should be considered when the task force compiles its recommendations," she wrote. "The primary goal of this effort is to find viable alternatives for our work policies and practices that will reach the highest percentage of those employees most impacted by the increasing cost of driving to a designated work site."

While it is possible that all employees could benefit from any new practices or policies, that is not a primary goal, she wrote.

"It will be the task of this group to balance these positive and negatives and provide insight so an informed decision can be made," Paneitz wrote. "The challenges brought on by our dependence on fossil fuels are not likely to diminish in the near future. Therefore, it is important that we take pro-active steps in finding creative alternatives that are not cost prohibitive and do not lead to unfair practices."

The task force recommendations can also play an instrumental role in positioning the College for meeting tomorrow's challenges, she noted.

"This is a highly important subject that truly affects all of us," she wrote.

NWACC looks to alumni for leadership

Welcomes them back Aug. 23

In the 19 years since NWACC has been open almost 44,000 people have taken college credit classes at the college. Some have taken only one class, some took pre-requisites for a four-year degree, and others graduated with an associate degree or certificate.

No matter their reason for attending they are alumni and NWACC administ-

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BB King at iJobs

Turpentine Creek Wildlife Refuge vice president Scott Smith tried to calm a cranky 9-week-old Bengal tiger cub (BB King) in a classroom on Thursday, July 31. Smith was there to talk a group of sixth-through ninth-grade students about careers in veterinary medicine as part of NWACC's IJobs kids program. Daily Record photograph by David Frank Dempsey.

See letter on back page.

AQIP Tackles NWACC's Biggest Source of Complaints - the Infamous K Drive

The AQIP Communication and Leadership Action Project 1 Team, co-chaired by Dr. Steve Gates and Dr. Linda Lovell, created a task force late April 2008 to tackle one of the college's biggest sources of complaint: the chaos of the K Drive.

The team has worked to restructure and reorganize the K Drive. You might just be shocked by the outcome.

The task force surveyed members of the respective departments to learn how and why most employees use the K Drive and to discern specific complaints about ease of use. The task force found that the majority of employees use the K Drive to extract forms and other "universally" shared data, like the general ledger chart of accounts and administrative policies and procedures.

Full-time administrative and professional staff often use the K Drive to share files and folders with colleagues.

For ease of use, the task force decided to remove all universally shared documents and forms and place those on the Intranet. The majority of employees will rarely even need to open the K Drive.

The general purpose and focus of the K Drive from this point forward will be for

departments to store documents, data, and images that need to be shared with others in their department. For that reason, the K Drive will only house department folders, divided into functional categories. See the new K Drive structure chart below for an overview of the new structure.

The goal of the task force was to have a K Drive that displayed the first seven folders on one screen - without scrolling. In order to maintain this structure, the only person who will be allowed to create folders in the first two levels of the K Drive will be the Technology Services Network Administrator.

Files and folders created or saved in the first two levels without express permission from the Network Administrator will be deleted.

Employees may create as many folders and files as they wish in their third level department folder.

As you can imagine, this task involved massive file and folder moves. The task force recommends that you look in your department's folder to make sure you have all of your documents.

If you cannot locate them in your department folder, you should look in the temporary folder on the first level of the K Drive called "Unclaimed Documents - To Be Deleted 9-15-08." If you find files or folders that belong to you in this temporary folder, you will want to move them into your department folder before September 15.

One person from each department has been given the responsibility for maintaining the department's folder. If you still cannot find a file or folder that you need, please contact the person responsible for maintaining your department's K

Kudos to task force members for all of their hard work on this project: former Chairperson Pam Watkins, current Co-Chairs Linda Richardson and Linda Long, Robert Arnold - who undertook the task of moving thousands of files, Barbara Gordon, Dianna Portillo, Gail Neely, Davene Sharp, Jo Davis and Emma Johnson.

The task force is particularly indebted to the K Drive Department Representatives who painstakingly reviewed each file and folder on the K Drive to determine which items belonged to each department. Those reps are: Stacy Reagan, Roxann Maish, Davene Sharp, Jean Anderson, Paul Rehberg, Brenda Green, Leslie Hardaway, Linda Drew, Miranda Smith, Marie Scharfenberg, Carolyn Spellman, Susan Collie, Pat Kelly, Larry Hughes, Steve Pelphrey, Jennifer Burton, Cara Sherwood, Kate Burkes, Jo Ann Schwader, April Brown, Louise Lamb, John Burden, Lou Lo, Tim Cornelius, Anita Jones, Monte Gagliardi, Marvin Galloway, Jerry Vervack, and all division and department secretaries. Finally, the AQIP Leadership Team and Expanded Cabinet deserve a round of applause for expediting the process.

Drive folder.

Your division or department secretary will have the name of the responsible party.

Additional instructions for the use of the new and improved K Drive can be found in the first level of the K Drive. All employees should review and follow these guidelines so that the K Drive will remain a user-friendly, organized tool.

ies until the markets close in October and November.

"We hope to raise enough funds to purchase supplies and new baking equipment for the program," Chef Lou Rice, Director Culinary Arts / Hospitality, said.

Rice can be reached at lrice@nwacc.edu, 479-444-3058 ext.111.

About The Weekly Insider

The Weekly Insider is produced for the internal college community and for those interested in the College by the NWACC Public Relations Department. Email items for publication to jhall@nwacc.edu.

NEWSLETTER ARCHIVES:

www.nwacc.edu/weekly-insider/index.php

NWACC

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NWACC
Learning For Living

Got dough? NWACC Culinary Arts Department has it at Farmers Market

The NWACC Culinary Arts Department will be offering fresh baked goods for sale at the Bentonville, Rogers and Fayetteville farmer markets starting the weekend of September 13.

They plan to sell artisan loaf breads, quick breads, and cookies and bar cook-

ALUMNI

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rators want to bring alumni back to campus to play a role in the future of the college, says Alumni Relations Coordinator Becky Hudson.

She says there are many opportunities at the college for alumni to reconnect and get involved. The NWACC Alumni Association will also be a way for alumni to network and reconnect to old friends.

"We are looking at our alumni mentoring current students, speaking to classes, serving on college committees, and volunteering during peak times at NWACC, just to name a few things," Hudson said. "We are also working on a benefits package for members of the Alumni Association."

Hudson spent the past year researching and visiting other alumni organizations to determine the best way to go forward with the NWACC Alumni Association.

"We began by mailing postcards to all our alumni, announcing the newly formed association and the kick off celebration," she said.

The NWACC Alumni Association will host its kick-off event, an Alumni Association Welcome Back to NWACC Picnic noon to 2 p.m. Saturday, Aug. 23.

Food and drinks will be served and entertainment provided by the Kory Montgomery Band.

The event is open to all NWACC alumni and friends, and family.

"Bring your lawn chair or blanket and come out and join us," Hudson said.

If you are alumni and you did not get a postcard or for more information contact Hudson at rhudson1@nwacc.edu or call 479-619-3103, or visit the website www.nwacc.edu/alumni.



Pirates of Tyvek

Carol Burke and Shannon Muldoon of the Environmental Regulatory Science Degree Program smile in front of their table at Discover NWACC Day on Friday, Aug. 8.

Letter

To NWACC Faculty and Staff:

Thank you all so much for your assistance and patience with the children on campus for our iJobs program! The program was a hit with students and parents!

Please join me in expressing appreciation to the iJobs instructors for this year: April Elsea, Jerry Rose, Gwenna Archer, and Candace Stafford. They did an excellent job with the kids, and I think we all enjoyed the special guests and events they had lined up for the week!

A special thank you to Steve Pelphrey, Jim Hall, Christie Reynolds, Jessica Miller, the Office of Public Safety, Aramark staff, physical plant, and technology services for all of your help, advice, and hard work making this program a successful learning event and lots of fun for the children! Also, thanks to Janet O'Neill and Marsha Woolfolk for your help getting the instructors' applications processed and getting them oriented at times that were convenient for them and helped make their experience with our program a positive one!

A very special thank you to Stacy Reagan—what a lifesaver!—and to all of the Corporate Learning staff who helped out with the program, especially Emily, Ann, and Susan!

Our summer children's program is a huge undertaking each year and requires the teamwork and effort of many of us to create a successful and positive experience for these kids and their parents on campus. As always, the NWACC faculty and staff pulled together to make this happen! We appreciate your help and welcome any suggestions as we begin planning next year's children's programming!

- Thank you!, Sheila Wiley Smith, MBA, CPP, Continuing Education Coordinator

Employee Free Classified Ads

FOR SALE: Michelangelo formal dress. Apple Red. Size 4. Strapless with cinched waist. Matching wrap included. \$100; Nicole Miller formal dress. Ivory. Silky material, halter top with cowl neck. Size 3/4. \$300. Dresses are in excellent condition and were only worn once. These would be great for prom, wedding, or any formal event. If interested, email Jessica at jewel-lace@nwacc.edu

FOR SALE: Beautiful Baby Girl Crib Set & Decor for the Budget Conscious Mom! Includes Blanket, Sheet, Bumper, Dust Ruffle, 3pc Pictures, & (5) Embroidered Shear Drapes. I splurged over \$400, but will sacrifice for \$110. Pictures are on craigslist or email csherrwood@nwacc.edu (x4201).

FOR SALE: 2 Solid Oak Pier cabinets with leaded glass front. Each has light & 2

glass shelves. Can be used together to resemble 1 unit or can be used separately in corners. Photo available. llamb@nwacc.edu x4245

MOVING SALE: Queen size bed (mattress, box, head board); Dresser with a mirror; 3 dressers; Exercise machine (Gazelle); 3 round tables; Two sets of 2 side lamps; Bunk bed; Computer desk; Entertainment center; computer; 15" TV; Folding table; Full size bed (head board, mattress and box); Kids toys; 1 year old Living room (couch & loveseat); 1 year old coffee table (very nice design); 1 year old console with mirror; 1 year old dining set (square table with 6 stool chairs); 1 year old rug (63"x94"); Grill; Kitchen electronics; Toyota Sienna Van; much more. Call Nilly: office (619.4231) or cell (387.8667)

WANTED: Collapsible dog ramp sturdy enough for my

old Labrador to get into a station wagon. Cecelia Hitte 479-936-9964

FOR SALE: Bella Vista Townhouse for sale. 2BR, 2Bath, 2 car GR, lots of new, fantastic view. View at buyersrealty.net. Contact Daveine Burgess 4340.

FOR SALE: 1996 Saturn S-Series & 1992 Chevrolet S10 4x4 Blazer. Blazer has new tires with fewer than 500 miles on them, about 60,000 miles on new motor; asking \$1000. Saturn is 5-speed, all-electric, with rear spoiler and sunroof; silver with tinted windows and gray interior; 112K miles; 35mpg!!!!; excellent condition, runs great; asking \$3200. Call Sheila at 936-5197 or e-mail swiley@nwacc.edu.

FOR SALE: Piano made by Winter, \$400, call LaDonna Lowe-Sauerbry, 619-4293, ladonna@nwacc.edu.

Classified ads are free to College employees. Email your ad copy to jhall@nwacc.edu

Celebrate Learning for Faculty
 August 19, 2008 8:30 a.m.-12:00 Noon
 Student Center – Third Floor

<p>8:30 a.m.-12:00 noon</p>	<p><i>Poster Session & Refreshments</i> Third Floor Atrium</p> <p>Visit the poster session and allow your colleagues to share knowledge they have gained from their conference and seminar experiences.</p>	<p><i>Poster Session & Refreshments</i> Third Floor Atrium</p> <p>Visit the poster session and allow your colleagues to share knowledge they have gained from their conference and seminar experiences.</p>	<p><i>Poster Session & Refreshments</i> Third Floor Atrium</p> <p>Visit the poster session and allow your colleagues to share knowledge they have gained from their conference and seminar experiences.</p>
<p>9:00-9:50 a.m.</p>	<p><i>Coffee with the Cabinet</i> Room 301</p> <p>Dr. Paneitz & Cabinet Members</p> <p>Dr. Paneitz and Cabinet members are available to visit with faculty</p>	<p><i>Learner-Centered Faculty Development Plan</i> Room 319</p> <p>Jo Schwader</p> <p>Learn about and give feedback on what your faculty development committee has developed as professional development funding criteria, and types of fundable professional development activities.</p>	<p><i>College Honors Programs at Community Colleges</i> Room 336</p> <p>Dr. April Brown</p> <p>Learn what typical honors college programs look like at community colleges and what NWACC is working toward for their honors program.</p>
<p>10:00-10:50 a.m.</p>	<p><i>AQIP Systems Portfolio: What Is It?</i> Room 301</p> <p>Dr. Donna Wood & others</p> <p>This is an informational Q & A session for developing our systems portfolio and why it is critical to NWACC's accreditation. We will discuss what will be involved in the process, the time frame, and why it is important for all NWACC employees to have input into the development. Please bring your questions and/or comments to share with the group.</p>	<p><i>The Learning College: Part I</i> Room 319</p> <p>Dr. Conrad Krauft & Dr. Karen Tinker</p> <p>From where does the learning college come and what are the six principles that learning colleges try to follow?</p>	<p><i>Learning-Centered Faculty Evaluation Plans</i> Room 336</p> <p>Angie Albright</p> <p>This session will be in part a discussion of the faculty evaluation system already in place, a presentation of the recommendations for changes from the Faculty Evaluation Committee, and an open forum to discuss the proposed changes. Faculty will have opportunities to provide feedback on current and future evaluations systems.</p>

Celebrate Learning for Faculty
Continued

<p>11:00-11:50 a.m.</p>	<p style="text-align: center;"><i>Program Review & You</i> Room 301</p> <p>Dr. Ricky Tompkins & Dr. Rhonda Crider</p> <p>To understand the strengths, challenges, viability and future of its instructional programs, NWACC will follow a five-year rotational cycle of program review. Information will be given about state requirements, AQIP requirements, and how assessment ties in. A template will be presented and questions will be answered.</p>	<p style="text-align: center;"><i>The Learning College: Part II</i> Room 319</p> <p>Dr. Karen Tinker & Dr. Conrad Krauft</p> <p>To be effective, the learning college needs to come alive in the classroom. Dr. Tinker will talk about student-centeredness and lead discussions about applying it in your own classroom.</p>	<p style="text-align: center;"><i>How To Develop Measureable Course Outcomes</i> Room 336</p> <p>Dr. Diana Nagel & Assessment Coordinators</p> <p>With guidance from the assessment coordinators, participants will work individually and in small groups to write measurable learning outcomes for their courses. Instructions and examples will be provided.</p>
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