

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
BOARD OF TRUSTEE MEETING  
Monday, September 12, 2011**

**MINUTES**

Chair Alex Vasquez called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, September 12, at 4:32 p.m. in the Burns Hall 3<sup>rd</sup> Floor Conference Room.

**Members Present:** Alex Vasquez (Chair), Randy Lawson, Mark Lundy, Joan Clifford, Ric Clifford, Johnny Haney, Mike Shupe, Hadley Hindmarsh

**Also in Attendance:** Dr. Becky Paneitz & Brandi Peters

**RECOGNITIONS, AWARDS, AND INFORMATION ITEMS**

**Student of the Month Golden Eagle Award**

Mr. Todd Kitchen introduced Mr. Charles Bell, September Golden Eagle Student of the Month. Mr. Bell has worked for the College as a work study and has been involved with many different clubs and organizations on campus. He thanked the Board. He said that NWACC has a great environment for learning. Mr. Bell plans to attend the University of Arkansas to pursue a degree in sports management. Mr. Vasquez congratulated Mr. Bell.

**Welcome SGA President & Student Trustee**

Ms. Brandi Peters introduced herself to the Board. She said that she is very excited to be the Student Trustee. She said that Student Government Association members plan to regularly attend the Board meetings. She thanked the Board for the opportunity to serve.

**Faculty Senate Update: Bryan Aguiar**

Mr. Bryan Aguiar said he was excited to lead the Faculty Senate this year. He said that some of the major topics the group plans to work on this year are faculty evaluation process, online collaboration, and faculty scale. Mr. Vasquez asked if there were any problems being discussed by faculty. Mr. Aguiar said that communication has been an issue. He said there is a large communication gap when the faculty returns from the summer. He added that this was addressed when the Faculty Senators met in August. They are to help communicate what is happening at the College. Mr. Vasquez appreciated Bryan for his service.

**Program Review Findings**

Dr. Gates told the Board that 18 months ago the Arkansas Department of Higher Education informed the College of changes in the program review process. He said the College is using the opportunity to align the updated processes with the new organization change. Dr. Gates then introduced Dr. Jerry Vervack and Ms. Mary Ross.

Dr. Vervack said that NWACC's Paralegal Program is one of the best in the country. He said that the program is approved through the American Bar Association. He credited Dr. Mary Lowe for the success of the program. Dr. Vervack explained that Dr. Lowe brings contacts and experience that has

propelled the program. He explained the program review documents to the Board. Mr. Vasquez said that the program review document would serve as a template for the other programs.

Dr. Ross said the Fire Science Program accreditation site visit happened while the College was closed due to snow. She said Mr. Jeff Sprott, Fire Science Program Director, had relationships that allowed the group to continue through the accreditation process even with the College closed. Mr. Sprott said that about 40% of the students in the program are current firefighters. He said he is creating relationships with local fire departments to make the certificate a requirement.

### **Introduction**

Dr. Paneitz introduced Ms. Debbie Miller, new Communication Specialist, to the Board. She also told the group that Mr. Chuck Ramseyer had joined the College as VP for Finance.

Dr. Paneitz then explained that Dr. Ricky Tompkins and Mr. Jim Hessler would both be leaving the College for new opportunities. She said that Mr. Hessler accepted a position with Ferris State University in Michigan and Dr. Tompkins will be a VP with the ALPFA organization.

Dr. Tompkins thanked the Board. He said he had been with the College for five years and it's been a blessing. He said he hoped to work with the College in the future. Mr. Vasquez thanked him for his service.

Mr. Hessler said it had been an honor to work with Dr. Paneitz and the Board. He thanked the Board for the opportunity. Mr. Vasquez thanked him for his service.

### **Other**

Dr. Paneitz read a letter from Mr. Don Bacigalupi, Director of the Crystal Bridges Museum regarding the recent job fair hosted at the College. She said College staff went above and beyond to assist the Crystal Bridges staff. She said 742 people came to apply for 40 to 50 positions. Dr. Paneitz said that she has been in talks to be their training provider. Mr. Vasquez thanked those that assisted with the event.

### **MINUTES**

#### **Board Meeting – August 8, 2011**

Mr. Shupe moved and Mr. Lawson seconded the motion to approve the minutes of the Board Meeting on June 13, 2011 with a date revision in the Special Board Minutes Approval. The motion passed unanimously.

### **EXECUTIVE LIMITATIONS MONITORING REPORT**

#### **EL-202 Treatment of Students**

Dr. Paneitz explained that no substantial changes had been made to the EL-202 Treatment of Students report since last year. She highlighted that overall student satisfaction is very good. Dr. Paneitz explained that the Administrative Policy Manual can be provided through a Cabinet member or supervisor. She said that Mr. Parsons and his staff are in the process of updating the document.

### **EL-202 Treatment of Students**

Mr. Shupe moved and Mr. Lawson seconded the motion to approve the EL-202 Treatment of Students report. The motion passed unanimously.

### **COMMITTEE REPORTS**

#### **Advocacy Committee**

Mr. Haney said that Legislative committees would be on campus for meetings later in the month and in October. He said the Retirement Committee will be here in late September and several committees will visit in October. He said there is a lot of work being done on campus regarding the funding issue. Mr. Vasquez thanked Mr. Haney for his leadership. Dr. Paneitz thanked all the faculty and staff members from the College for their hard work on this issue.

### **PRESIDENTS REPORT**

#### **Branding Update**

Mr. Wyley Elliott introduced Mr. Scott Caldwell with the marketing firm Cranford, Johnson, Robinson, Woods. Mr. Caldwell thanked the Board for the opportunity to work with the College. He introduced Ms. Laura McClellan, Account Supervisor. Ms. McClellan said the group will first work to gather insights about the College so they can ensure they are telling the right story. She said this will allow the brand to move forward in the right direction.

Mr. Vasquez asked the group how long their process would take. Mr. McClellan said the process would take around three to four months. After they complete their research they will share the results and look forward to any changes that could move forward. Mr. Vasquez said that he was excited to begin this process.

#### **Organization Structure & Compensation**

Dr. Paneitz introduced Mr. Bruce Johanson. She reminded the Board that the College has worked with Mr. Johanson the past several years on College compensation and organization. She said she had asked him to come and discuss the organization structure and compensation philosophy. Mr. Vasquez said he had encouraged Dr. Paneitz to get this topic on the Board agenda.

Mr. Johanson said that in 2005 his firm looked at the positions and job descriptions at the College to create salary ranges. He told the Board he came back in 2008 to determine what the organization should look like in the coming years. He said the current organization structure moves the College in the direction he presented in 2008. He said they were looking for succession planning and an environment that allowed for a larger infrastructure. He added that the compensation philosophy was created to go along with the new organization structure.

Mr. Vasquez told the Board that they directly involve themselves with Dr. Paneitz. He said it's Dr. Paneitz job to work with the pay structures for all others employees of the College. He added that it is important for the Board to hear the thought processes and to see her work. Mr. Lawson asked Mr.

Johanson if he had analyzed how the College could have more flexibility in paying the employees more money. Mr. Johanson answered that there is not much flexibility with Classified staff. He added that the College should continue to work with the state regarding this issue. Mr. Haney asked what a normal tenure is for key staff. Dr. Paneitz told the Board that the College would benchmark more to see if there is a typical tenure for key positions.

Dr. Paneitz reminded the Board that the new organization structure is the direction they directed the College to move. She said they were looking at compensation for those impacted by the changes made with the new structure. Mrs. Clifford asked how the new structure had been received on campus. Dr. Paneitz said that she thinks it is going well. She added that Dr. Gates and Mr. Parsons are settling into their new roles.

Mr. Vasquez said Mr. Johanson would be looking into the job descriptions of those impacted by the organization changes. Dr. Paneitz said they would work with the Arkansas Department of Higher Education to make sure any changes are agreeable.

### **Review of Strategic Goals for FY 2011-2012**

Dr. Paneitz told the Board there had been a lot of work done with the goals determined by the Board. She said that each goal has been connected with one or more END. She said her Cabinet is currently developing the objectives to connect with each goal. She reminded the Board that most of the goals for the year will carry over into coming years. Mr. Vasquez said that the goals will be integrated into the 5-Year Plan.

### **Update on 5-Year Plan**

Dr. Gates said there had been good progress with the creation of the 5-Year Plan. He said the 5-Year Planning committee would be charged with steering and managing the 5-Year Planning information. He explained the five pillars of the plan with the Board. He added that Ms. Paige Francis will chair the committee.

### **Enrollment Update**

Mr. Kitchen said that 8,647 students had enrolled for the Fall semester. He said this is 1.5% below where they projected. He told the group he was not nervous about the number and that his staff was already planning for the Spring semester. Mr. Vasquez applauded Mr. Kitchen for his work.

### **CHAIRMAN'S REPORT**

Mr. Vasquez said Dr. Paneitz would be recognized at the Lideres de Corazon Celebration with the Higher Education Award. He added that Mr. Ben Aldama, Dean of Adult Education, would be recognized with the Lifetime Achievement Award at the event as well.

Mr. Vasquez asked the Board if they believed the Board is operating as a Policy Board. There we no comments. Mr. Shupe added that the NWACC Board was a good example of a Board.

**ADJOURNMENT**

The meeting adjourned at 6:21 p.m.

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Mr. Alex Vasquez, Chairperson

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Mr. Randy Lawson, Secretary