



**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
BOARD OF TRUSTEE MEETING  
Monday, November 12, 2012  
Wal-Mart Auditorium – Shewmaker Center for Workforce Technologies**

**MINUTES**

Chair Alex Vasquez called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, November 12, at 3:33 p.m. in Wal-Mart Auditorium at the Shewmaker Center for Workforce Technologies.

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

**Also in Attendance:** Dr. Becky Paneitz

**MOVED TO EXECUTIVE SESSION AT 3:34 PM**

**RETURNED FROM EXECUTIVE SESSION AT 4:53 PM**

Mr. Vasquez introduced his wife and children in the audience. He also recognized the newly elected Board members in the audience.

Mr. Vasquez recognized Mr. Haney for his service on the Board. He said Mr. Haney had been an active member of the Board and took an active role on the Advocacy Committee. Mr. Vasquez and Dr. Paneitz presented Mr. Haney with a sculpture. Mr. Haney said the College is part of what is good in this part of the state. He appreciated the Board. He said it had been a pleasure working with Dr. Paneitz during her tenure.

**MOVED TO EXECUTIVE SESSION AT 4:58 PM**

**RETURNED FROM EXECUTIVE SESSION AT 5:42 PM**

Mr. Vasquez apologized for the length of the executive sessions.

Mr. Vasquez thanked Dr. Paneitz for her gift to the College, Board and the community for giving the College a year to search for the next President. He thanked her for her graciousness and kindness through the process. He emphasized that Dr. Paneitz is still the president through the month of June. He congratulated her on her continued leadership. He also appreciated the service of the College leadership.

Mr. Vasquez thanked Mr. Wyley Elliott for serving as the Administrator-in-Charge during the search process. He thanked Mrs. Miranda Smith, Mrs. Cheryl Wagner, and other members of the staff who made the search a successful process. He said the Board received positive

comments from the candidates regarding the search process. He also thanked Mr. Lawson for chairing the Search Committee, the Search Committee Members, the NWACC Foundation, ACCT, and the Board for their service.

### **Approval to Enter into Contract Negotiations with Dr. Evelyn Jorgenson**

Mr. Shupe moved and Mr. Lawson seconded the motion to enter into contract negotiations with Dr. Evelyn Jorgenson to be the next President of NorthWest Arkansas Community College. The motion passed unanimously.

## **RECOGNITIONS, AWARDS, AND INFORMATION ITEMS**

### **Recognition of Outgoing Trustees**

Dr. Paneitz presented Ms. Clifford with a piece of student artwork and thanked her for her service to the Board. Ms. Clifford said she has had a very rewarding 12 years on the Board. She thanked Dr. Paneitz.

Dr. Paneitz presented Mr. Lundy with a piece of student artwork and thanked him for his service to the Board. Mr. Lundy said serving on the Board was a fulfilling experience. He thanked the group.

Dr. Paneitz presented Mr. Lawson with a piece of staff artwork and thanked him for his service to the Board. Mr. Lawson said he has a passion for education and has been honored to serve the Community College.

Dr. Paneitz presented Mr. Vasquez with a piece of local artwork and thanked him for his service to the Board. Mr. Vasquez said it had been a pleasure working with a terrific Board. He said the Board has collectively done what they feel is best for the College. He thanked his family and employer, Wal-Mart.

### **Recognition of New Trustees**

Mr. Vasquez said new Board members were recently elected. He asked Mr. Todd Schwartz and Ms. Amy Forrest to stand.

### **Recognition of Board Liaison**

Mr. Vasquez thanked Mrs. Miranda Smith for her service in helping the Board make sure everything runs smoothly. He presented her with a gift certificate from the Board. She thanked the group.

### **Recognition of Dr. Paneitz**

Mr. Vasquez recognized Dr. Paneitz on being named a NCPTC Embracing Hope Gala Honoree. Dr. Paneitz said the experience was wonderful. She said there were four nominees, all instrumental in working with the NCPTC toward child abuse eradication. She said Mrs. Melba Shewmaker was also recognized during the event for her generous donation.

Mr. Vasquez said the Board wanted to thank Dr. Paneitz for her service. He said the group decided to plant a tree on campus in her honor. He added that subject to Land Use approval, the tree would be planted soon. Mr. Vasquez said Mr. John Hendricks with The Grey Barn offered to donate a tree for this purpose. Dr. Paneitz thanked the Board.

## **MINUTES**

### **Regular Board Meeting – October 8, 2012**

Mr. Spivey moved and Ms. Clifford seconded the motion to approve the minutes of the Regular Board Meeting on October 8, 2012. The motion passed unanimously.

### **Special Board Meeting – October 19, 2012**

Mr. Spivey moved and Ms. Clifford seconded the motion to approve the minutes of the Special Board Meeting on October 19, 2012. The motion passed unanimously.

### **Special Board Meeting – November 5 & 6, 2012**

Mr. Spivey moved and Mr. Clifford seconded the motion to approve the minutes of the Special Board Meeting on November 5 & 6, 2012. The motion passed unanimously.

## **ENDS MONITORING REPORT**

### **ENDS 102 Business Community**

Dr. Ricky Tompkins went through the ENDS 102 report with the Board. He highlighted diversity events sponsored by the College. He also reminded the Board the College was recently reaccredited for seven additional years. Dr. Tompkins told the Board a celebration would be held to celebrate the reaccreditation.

### **ENDS 102 Business Community**

Mr. Shupe moved and Mr. Spivey seconded the motion to approve the ENDS 102 Business Community report. The motion passed unanimously.

## **EXECUTIVE LIMITATIONS MONITORING REPORT**

### **EL- 203 Communication and Support to the Board**

Dr. Paneitz briefly went through the EL-203 report with the Board. She appreciated Mr. Wyley Elliott and Mr. Jim Hall for their work at the College.

### **EL- 203 Communication and Support to the Board**

Mr. Spivey moved and Mr. Lawson seconded the motion to approve the EL – 203 Communication and Support to the Board report. The motion passed unanimously.

## **COMMITTEE REPORTS**

### **Nominating Committee**

Ms. Clifford told the Board that the Nominating Committee had met and nominated Mr. Ric Clifford as Board Chair, Mr. Joe Spivey as Vice-Chair, and Mr. Dan Shewmaker as Secretary.

Mr. Vasquez explained that the nominations come from the committee to the Board. He said normally the election of officers occurs at the January Annual Meeting but they felt strongly that they should move forward with finalizing the election of officers in 2012. He said this will involve a change in the Policy Manual which would take place at the Special December Board meeting.

### **Land Use Committee**

Mr. Spivey told the Board to feel free to read through the minutes of the last Land Use meeting. He read through the action item pertaining to the NCPTC remodel and construction.

### **Approval for NWACC to Begin Remodel-Construction for NCPTC**

Approval for NWACC to begin remodel-construction for the National Child Protection Training Center (NCPTC) was approved by the Board with no objection.

## **OTHER BOARD ACTION ITEMS AND CONSIDERATIONS**

### **Recognition of Board Vacancies**

Mr. Vasquez told the Board the Board Manual states that if the College has Board vacancies, they must notify the Governor as well as have the vacancies noted in the Board meeting minutes. He said the Governor had already been notified. He also formally recognized the vacancies in District 5 and District 8.

### **Approval to Recognize the Board Vacancies in District 5 and District 8**

Mr. Vasquez moved and Mr. Clifford seconded the motion to recognize the Board vacancies in District 5 and District 8. The motion passed unanimously.

### **NWACC License Plate Approval**

Dr. Paneitz presented the proposed model of the NWACC license plate to the Board. She told the group the College would put \$5,000 down and be reimbursed funds with the purchase of each license plate.

### **Approval to Move Forward with NWACC College License Plate**

Mr. Spivey moved and Mr. Clifford seconded the motion to approve moving forward with the NWACC College License Plate. The motion passed unanimously.

**Vision Statement Approval**

Mr. Vasquez reminded the Board they discussed changes to the Vision Statement earlier in the year. He read the revisions and asked the Board for approval.

**Approval of the Revised Vision Statement**

Mr. Spivey moved and Mr. Shupe seconded the motion to approve the revised Vision Statement. The motion passed unanimously.

**Naming Rights Approval**

Dr. Paneitz read the approval document requesting the Board to award naming rights for the National Child Protection Training Center facility: The Melba Shewmaker Southern Region National Child Protection Training Center.

**Approval to Award Naming Rights**

Mr. Lawson moved and Mr. Shupe seconded the motion to approve awarding naming rights for the National Child Protection Training Center facility: The Melba Shewmaker Southern Region National Child Protection Training Center. The motion passed unanimously.

**PRESIDENT'S REPORT**

Dr. Paneitz asked the Board to look through their Calendar of Events. She noted several upcoming events. She highlighted the upcoming Board Mini-Retreat on December 6<sup>th</sup>.

**CHAIRMAN'S REPORT**

Mr. Vasquez thanked the Board for their service. He added there would likely be a Special Board meeting scheduled for December.

**ADJOURNMENT**

The meeting adjourned at 6:31 p.m.

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Mr. Alex Vasquez, Chairperson

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Mr. Randy Lawson, Secretary

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
SPECIAL BOARD OF TRUSTEE MEETING  
Thursday, December 6, 2012  
Sister's Dining Room – Center for Non Profits, Rogers, AR**

**MINUTES**

Chair Alex Vasquez called the Special Board of Trustees of NorthWest Arkansas Community College meeting to order on Thursday, December 6, at 3:08 p.m. in the Sister's Dining Room at the Center for Non Profits in Rogers.

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

**Also in Attendance:** Dr. Becky Paneitz

**MOVED TO EXECUTIVE SESSION AT 3:09 PM**

**RETURNED FROM EXECUTIVE SESSION AT 3:43 PM**

**Approval of Contract with Dr. Evelyn Jorgenson**

Mr. Vasquez told the audience the Board agreed to enter into the employment contract with Dr. Evelyn Jorgenson to become the next President. He thanked everyone that assisted the Board with the search.

Dr. Jorgenson told the Board she is excited. She said she knew she had big shoes to fill. Dr. Jorgenson added that she was honored and humbled to be selected.

**Approval of Contract with Dr. Evelyn Jorgenson**

Mr. Lawson moved and Ms. Clifford seconded the motion to approve the contract with Dr. Evelyn Jorgenson. The motion passed unanimously.

**Approval of Amendments to Policy and Bylaws**

Mr. Vasquez reminded the Board they were provided with the policy changes brought forward for approval in a timely manner. He read through the changes of the policy and bylaws.

**Approval of Amendments to Policy and Bylaws**

Mr. Shupe moved and Mr. Lawson seconded the motion to approve the amendments to the Policy and Bylaws. The motion passed unanimously.

**Election of Officers**

Mr. Vasquez reminded the Board that the Nomination Committee had brought forward nominations for Mr. Ric Clifford as Board Chair, Mr. Joe Spivey as Vice-Chair, and Mr. Dan Shewmaker as Secretary. He told the Board since Mr. Shewmaker would not be an official Board member until January; they would approve only the Chair and Vice Chair positions at the current meeting.

**Election of Board Officers for 2013**

On Behalf of the Nominating Committee, Ms. Joan Clifford put forth the following for approval: Mr. Ric Clifford as Board Chair and Mr. Joe Spivey as Vice-Chair. Mr. Clifford moved and Mr. Lundy seconded the motion to approve electing Mr. Ric Clifford as Board Chair and Mr. Joe Spivey as Vice-Chair. The motion passed unanimously.

**ADJOURNMENT**

The meeting adjourned at 3:55 p.m.

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Mr. Alex Vasquez, Chairperson

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Mr. Randy Lawson, Secretary



POLICY TYPE: EXECUTIVE LIMITATIONS

EL-204

## POLICY TITLE: TREATMENT OF STAFF

**Policy 204:** With respect to the treatment of paid and volunteer staff, the President shall not cause or allow conditions, which are unfair, undignified, and unclear or present a conflict of interest.

*Definition: Conditions are defined as official actions, policies, and procedures. Unfair refers to legally defined discriminatory acts, policies, or procedures. Undignified refers to disrespectful treatment or language. Unclear refers to ambiguously written or oral presentation. A conflict of interest is defined where a party shall receive direct personal monetary gain, or an advantage in the workplace as a result of official college decisions they are in a position to make.*

**Narrative:** NWACC administration encourages the development of a campus culture that exemplifies a spirit of mutual support and respect of all employees. This collaborative spirit is projected throughout the college in meetings, Expanded Cabinet, Deans Council, Faculty Senate, and Staff Council.

Employee recognition occurs often and is celebrated both formally and informally as a means of acknowledging individual and team accomplishments. Examples include: the Annual Faculty and Staff Appreciation Luncheon, biannual New Employee Luncheons, Celebrate Learning Days, Administrative Professionals Day, National Nurses Week, annual recognition of outstanding faculty and staff at the Arkansas Association of Two Year Colleges and National Institute for Staff and Organizational Development Conferences, annual Service Recognition Luncheon, Summer Employee picnic, and departmental Holiday gatherings. Events focusing on faculty and staff are also highlighted in the Insight electronic newsletter as well as monthly informal gatherings of faculty, staff, and administrators such as First Friday events which are managed by the Office of the President.

In order to promote lifelong learning, all full-time college employees or their dependents are eligible to receive up to twelve hours per semester of tuition assistance. Part-time employees are eligible for three hours of tuition assistance per semester. Full-time and part-time employees are eligible to receive 15% tuition discount for all undergraduate courses and 10% tuition discount for all graduate courses at Franklin University.

Classified and non-faculty academic employees with ten or more years of service as a state employee receive a “career service bonus” annually in recognition of continuous service; faculty receive additional compensation based upon higher level academic achievement, and the College actively pursues obtaining additional compensation approval from the state for newly hired classified employees meeting the criteria for “exceptionally well qualified” status. Administrative employee positions are to be annually reviewed with local, regional and national market data to ensure a competitive environment.

A safety training/seminar is scheduled annually and conducted by a member of Public Employees Commission (Worker’s Compensation) to raise employee awareness of safety in the workplace. A training module emphasizing workplace safety and emergency response procedures is required for all full time employees and is conveniently located online.

To help create awareness and promote ethical accountability, the College strives to maintain an atmosphere of acceptance for employees to openly express concerns and issues regarding the College without fear of retaliation. The College does not condone any unfair or illegal discriminatory personnel actions or the existence of a conflict of interest within any college department. The Administrative Services Division has included a feedback mechanism on the division home web page that invites comments; those comments are directed only to the Senior Vice President for Administrative Services/Chief Financial Officer for consideration. The Human Resources Office has an employee relations’ manager who is available for all faculty and staff to express concerns regarding College-related issues. To ensure a healthy conducive work environment, this person has the autonomy to address any issue that may arise. The College is also continuing with a means to report ethics concerns in a way to preserve the confidentiality of the reporter while providing the College with a means for effectively investigating and responding to reported concerns of an ethical nature.

The College also promotes ongoing professional development training and continued review and updates of College policies and procedures in order to foster a values-based culture.

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

**1. Operate without written personnel policies, which clarify personnel rules for staff, provide for the effective handling of grievances, and protect against wrongful conditions.**

*Definition: Personnel policies, which address these provisions, are included in the College's Administrative Policies and Procedures Manual.*

Narrative: The Administrative Policies Manual contains college-wide policies affecting employees and students; it outlines the operations framework for the College. Included in this manual are policies related to the management of grievances, identification of processes and regulations, and protection for employees from wrongful conditions. College administrators are expected to operate within the parameters of these policies and procedures. To ensure that each policy is clearly defined and legally sound, this manual is periodically reviewed and updated by College departments, committees, and divisions.

**2. Fail to make available to staff in a timely manner all personnel rules that affect them.**

*Definition: Making available to staff in a timely manner refers to making the Administrative Policies and Procedures Manual accessible to College employees in an efficient and effective manner.*

Narrative: At present, the Administrative Policy Manual is being updated and reformatted and is accessible to all College employees and the general public. However, to support the ongoing work of all stakeholders at the College, during this process sections of the Policy Manual are posted on the College web site with qualifiers noting the revision process and whom to contact for immediate clarity. As policies and procedures are updated, they are reviewed by Cabinet, expanded Cabinet and then by employees in conjunction with a survey. Instructions for locating the manual and other key informational resources are included in new employee orientation. Employees may access any policy at their convenience. In addition, printed copies of any policy are available by contacting the Human Resources Office.

A comprehensive benefit package is available to employees, which includes a wide range of health and wellness benefits, voluntary products, and paid leave. A wellness initiative to promote the physical and mental health of employees includes the Employee Assistance Program and fitness reimbursement plan with the YMCA. Employees can also utilize a free on-site fitness center.

Benefits are explained to eligible employees in both verbally and written formats. An annual college-wide benefits fair is held to allow employees the opportunity to meet with the health care vendors and professionals to obtain information so that they can make informed choices.

In order to enhance employee's understanding of their total compensation package and to assist them during their initial employment period, employees attend new hire orientation.

### **3. Continue in employment or employ any person serving on the Board.**

*Definition: Employees who are elected to the Board will be asked to resign immediately upon election. The college may not employ any current Board members or enter into a contractual agreement resulting in a financial interest while serving as a current Board member.*

Narrative: The College does not employ any current members of the Board of Trustees.

**I am reporting compliance with Executive Limitation #204.**

Becky Paneitz, Ph.D.

President

**Recommendation:** *It is the recommendation of the College Administration that the Board of Trustees approve Dr. Paneitz's compliance report for EL-204 Treatment of Staff.*

#### **MONITORING:**

Methods: Written report with verbal explanation of variances

Frequency: Annually—January

Date Monitoring Method Approved: September 11, 2006