

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 11, 2013 4:30 pm
Walmart Auditorium – Shewmaker Center for Workforce Technologies**

Call to Order

Page #

<p><input type="checkbox"/> Action <input checked="" type="checkbox"/> Information</p>	<p>Recognitions, Awards, and Information Items</p> <ul style="list-style-type: none"> • November Student of the Month Golden Eagle Award: Sandy Bobbitt <i>(Introduced by Dr. Todd Kitchen)</i> • Leaders of the Heart Award Recipients <i>(Introduced by Dr. Todd Kitchen)</i> • Cleveland Clinic Student Presentation <i>(Introduced by Tim Cornelius)</i> • Professor Carry Law, Act 226 annual Board Decision: Representative Charlie Collins <i>(Introduced by Mr. Todd Schwartz)</i> • Introduction of AATYC Executive Director Bill Stovall <i>(Introduced by Mr. Jim Hall)</i> 	
<p><input type="checkbox"/> Action <input checked="" type="checkbox"/> Information</p>	<p>Attendance</p>	
<p><input type="checkbox"/> Action <input checked="" type="checkbox"/> Information</p>	<p>Committee Reports</p> <ul style="list-style-type: none"> • Advocacy Committee <i>(Mr. Daniel Shewmaker)</i> • Land Use Committee <i>(Mr. Joe Spivey)</i> <ul style="list-style-type: none"> ○ Approval to Submit Arkansas& Missouri Railroad Land Purchase 2 • Finance/Audit Committee <i>(Mr. Scott Grigsby)</i> <ul style="list-style-type: none"> ○ Approval of Legislative Audit 3 ○ Approval of Use of Debt Service 4 	
<p><input checked="" type="checkbox"/> Action <input type="checkbox"/> Information</p>	<p>Approval of Minutes</p> <ul style="list-style-type: none"> • Regular Board Meeting – October 14, 2013 5 	
<p><input checked="" type="checkbox"/> Action <input type="checkbox"/> Information</p>	<p>ENDS Monitoring Report</p> <ul style="list-style-type: none"> • ENDS 102 Business Community <i>(Dr. Steve Gates & Mr. Tim Cornelius)</i> 9 	
<p><input checked="" type="checkbox"/> Action <input type="checkbox"/> Information</p>	<p>Executive Limitations Monitoring Report</p> <ul style="list-style-type: none"> • EL-203 – Communication and Support to the Board <i>(Dr. Evelyn Jorgenson)</i> 10 	
<p><input type="checkbox"/> Action <input checked="" type="checkbox"/> Information</p>	<p>President’s Report</p> <ul style="list-style-type: none"> • Review Organizational Structure • Appointment of Dr. Ricky Tompkins 	
<p><input type="checkbox"/> Action <input checked="" type="checkbox"/> Information</p>	<p>Chairman’s Report</p>	
<p><input checked="" type="checkbox"/> Action <input type="checkbox"/> Information</p>	<p>Other Board Action Items and Considerations</p> <ul style="list-style-type: none"> • Nomination of 2014 Board Officers <i>(Mr. Ric Clifford)</i> • Election of 2014 Board Officers <i>(Mr. Ric Clifford)</i> 	
<p>Adjourn</p>		



Date: November 11, 2013

To: Board of Trustees

From: Dr. Evelyn E. Jorgenson, President

Subject: Approval to Submit Arkansas & Missouri Railroad Land Purchase

The Land Use Committee recommends that the NWACC Board of Trustees approve to submit a land purchase to the Arkansas & Missouri Railroad.

Recommendation: It is the recommendation of the Land Use Committee that the Board of Trustees approve to submit a land purchase to the Arkansas & Missouri Railroad.

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker, Secretary



Date: November 11, 2013

To: Board of Trustees

From: Dr. Evelyn E. Jorgenson, President

Subject: Approval of Legislative Audit

The Finance/Audit Committee recommends that the NWACC Board of Trustees approve the Legislative Audit Report and Audited Financial Statements for FY 2012 as published by the Arkansas Division of Legislative Audit.

Recommendation: It is the recommendation of the Finance/Audit Committee that the Board of Trustees approve the Legislative Audit Report and Financial Statements for FY 2012 as published by the Arkansas Division of Legislative Audit.

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker, Secretary



Date: November 11, 2013

To: Board of Trustees

From: Dr. Evelyn E. Jorgenson, President

Subject: Approval of Use of Debt Service as Funding for Purchase of Railroad Property

The Finance/Audit Committee recommends that the NWACC Board of Trustees approve the use of debt service up to \$2,500,000 for funding the purchase of railroad property.

Recommendation: It is the recommendation of the Finance/Audit Committee that the Board of Trustees approve the use of debt service up to \$2,500,000 for funding the purchase of railroad property.

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker, Secretary

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEE MEETING
Monday, October 14, 2013**

MINUTES

Chair Ric Clifford called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, October 14, at 4:30 p.m. in the Burns Hall 3rd Floor Conference Room.

Members Present: Ric Clifford (Chair), Joe Spivey, Amy Forrest, Scott Grigsby, Mauricio Herrera, Geovanny Sarmiento, Todd Schwartz

Also in Attendance: Dr. Evelyn Jorgenson & Cyndi Beltran

RECOGNITIONS, AWARDS, AND INFORMATION ITEMS

October Student of the Month Golden Eagle Award: Bethany Hollis

Ms. Brooke Holt introduced Ms. Bethany Hollis. She said Ms. Hollis is working on an Associate of Arts degree and has a 3.9 GPA. Ms. Hollis thanked the Board for the award. She said she has had a positive experience at the College. She suggested the College look into creating a media lab for students to work on projects.

Mr. Clifford congratulated Ms. Hollis on her award. Mr. Sarmiento told Ms. Hollis to reach out to the Board members if she ever wanted to have a mentor. Ms. Beltran told the group she has a class with Ms. Hollis and the entire class always enjoys hearing her thoughts during discussions.

Faculty Senate Update

Dr. Diana Nagel introduced herself as the current Faculty Senate President. She reviewed the history of the Faculty Senate. Dr. Nagel also briefly reviewed the Senate bylaws and constitution. She highlighted the committees that report to the Faculty Senate. She explained the committees work on issues that are academic in nature.

Dr. Nagel said the group is currently working on four issues. Senate is primarily looking at Adjunct Faculty pay scale, Faculty rank, student success, and opportunity to evaluate Deans.

Mr. Spivey asked Dr. Nagel if Faculty Senate comes to the Board with issues. Dr. Nagel said when the Faculty votes on an issue, it is brought to the administration. She said they work closely with the President and Dr. Steve Gates. Mr. Clifford thanked Dr. Nagel for the report.

MINUTES

Board Meeting – September 9, 2013

Mr. Spivey moved and Mr. Herrera seconded the motion to approve the minutes of the Board Meeting on September 9, 2013. The motion passed unanimously.

ENDS Report**ENDS 101 – Learner Community**

Ms. Brooke Holt reviewed the report with the Board. She reviewed data regarding student applications and registration as well as the number of financial aid applications process versus the number of applications awarded. Mr. Clifford asked about the increased amount of financial aid applications and lower number of converted applications in 2013. Ms. Holt explained that this is impact of increased regulations.

Ms. Holt also highlighted the improvement in diversity and inclusion in the student body. She explained the Hispanic/Latino enrollment continues to grow every year. Mr. Sarmiento asked if the College could explain why retention of Hispanic students is greater than the total student population. Ms. Holt said there are a lot of opportunities for the Hispanic students to be involved with the College. Ms. Beltran said many of the Hispanic students take advantage of programs created to assist them specifically. She said that it would be good for these programs to be created for all students.

ENDS 101 – Learner Community

Mr. Grigsby moved and Mr. Spivey seconded the motion to approve the ENDS 101 – Learner Community report. The motion passed unanimously.

EXECUTIVE LIMITATIONS MONITORING REPORT**EL 201 – Financial Conditions**

Ms. Rai Starr reviewed the report with the Board. Ms. Starr pointed out to the Board that on September 3, 2013 the College received an IRS Notice 972CG proposing penalties of \$37,500 for missing or incorrect taxpayer identification numbers on Form 1098-T, the information return relating to higher education tuition and related expenses for 2011. She explained that the National Association of College and University Business Officers (NACUBO) reported that many Colleges and Universities have received this notice. NACUBO has said they believe the IRS' use of financial penalties is incorrect and they are working with the IRS to reverse these fines. She said the group is confident that few if any institutions will be levied fines when all is said and done.

Mr. Clifford asked why the College is just receiving notice of a 2011 issue. Ms. Starr said the IRS is behind in their matching program. She said although this has been a requirement since 2004 the IRS has never given penalties on this before. Ms. Starr said there is not a good matching system at the Colleges.

EL 201 – Financial Conditions

Mr. Spivey moved and Ms. Forrest seconded the motion to approve the EL 201 – Financial Conditions report. The motion passed unanimously.

COMMITTEE REPORTS**Finance/Audit Committee**

Mr. Grigsby told the group the College was in good financial shape. He explained that revenues were up 1.2% and expenditures down by 12%. He said the Corporate Learning area had a great start to the year, up 94% from the previous year. Mr. Grigsby added that cash flow was good.

PRESIDENTS REPORT

Dr. Jorgenson informed the Board of two letters of notification sent to Director Shane Broadway and his staff at the Arkansas Department of Higher Education. She said the College has notified the group that the College plans to begin offering an existing degree online, the Associate of Science, General Business Transfer Degree. The College has also notified the group of a new certificate called the Certificate of Proficiency for Workforce Readiness.

Dr. Jorgenson told the Board that the NWACC Public Safety Department has recommended the Board have NWACC email addresses. She explained this would allow the College to assist with the scanning of emails for spam or corrupted documents. Dr. Jorgenson explained that information from within the College and from the community would be delivered to this address.

Dr. Jorgenson said the Governor recently made very specific comments regarding funding related to Federal restrictions. She explained that specifically related to the Student Work Study positions within the College. She said the College moved forward with the furlough of these students. Dr. Jorgenson said after many conversations it looked as though the College may be able to bring back the Work Study Students. She said if the College can ensure the Federal money would be available the College would work very quickly to bring the students back.

CHAIRMAN'S REPORT

Mr. Clifford asked Mr. Schwartz to give a report on the ACCT Conference. Mr. Schwartz said he attended sessions related to underserved populations and retaining students. He said three of the sessions discussed the community colleges meeting with local school districts. He said these colleges looked at trying to reduce remediation rates, reduce the cost to the students, increase graduation rates, and sharing of classroom space.

Mr. Schwartz also discussed a session that discussed occupational and life skills. He said this was conducted at Bellevue College and was created for students with cognitive disabilities. He said once students graduated this program they were averaging an 85% employment rate. Mr. Schwartz added the course pays for itself and grant money is available.

Community college athletics was another session Mr. Schwartz attended. He said the session explained each College needed to understand if the community wanted to support sports. He said if the school decides to participate in sports to start small with less costly sports.

Mr. Clifford told the group that Mr. Alex Vasquez, former Board Chair, has agreed to update the Board Manual. He said it had not been updated since 2006 and it is a good idea to move forward these changes. Mr. Clifford said Dr. Jorgenson will look into the ENDS and measures for changes and updates. He explained the updated Board Manual would be on the agenda for the January Board Retreat.

Mr. Clifford told the Board that in December 2012, the Board made a change the manual regarding the election of officers. He explained the election of officers would need to be completed at the November 11, 2013 Board Meeting. He said he had reviewed the manual and there were no specific guidelines as to how the Nominating Committee was formed. Mr. Clifford read from Board Policy GP-304 stating that

the Board is to select its own Chairman and such other officers as it may be desirable among its own membership. He also read from Board Policy GP-307 stating that the election of officers should be held at the final regular Board meeting of the year.

Mr. Clifford said the policy currently states that the term of office is one year. He reminded the group that the Board is still in a period of transition that would continue into 2014. Mr. Clifford told the Board he wanted to bring two things forward to the group for consideration. He made the recommendation that during the transition the current officers stay in place for 2014. The second recommendation is for the Board to conduct nominations and have discussion on nomination of officers at the November 11, 2013 Board meeting.

Mr. Grigsby said he thought the recommendation to transition the current officers into the 2014 officers was a very good idea. Mr. Clifford said his situation has changed since he retired and feels that he has the time to commit as Board Chair for another year. He said the election of officers would be added to the November agenda.

Mr. Clifford reviewed the calendar of events. He also noted the organizational chart and vacant position report included in the Board material.

ADJOURNMENT

The meeting adjourned at 5:51 p.m.

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker, Secretary

FY 2014 Goals and Objectives
ENDS 102 – Business Community

FY 2014 Strategic Goals:

Goal 4: Cultivate an atmosphere of diversity and inclusion throughout the college community

Objective 3: Increase diversity connection to the community through concerted community development efforts and participation. (E-102: Business Community)

Update:

- The Northwest Arkansas Council with NWACC as a major partner has developed an on-line Diversity Resource Guide (DRG), a tool to aid area employers in their recruitment and retention efforts of under-represented populations. The DRG is currently maintained by NWACC students through a paid internship funded by the Northwest Arkansas Council. The DRG can be found at <http://www.diversitynwa.org/>.
- The Office for Diversity and Inclusion continues to work with area diversity leaders and groups to promote the concepts of diversity and inclusion throughout Northwest Arkansas.

Goal 5: Diversify the College's resource base

Objective 3: Corporate Learning will deliver courses and programs that meet the needs of corporate clients and the Northwest Arkansas workforce and to increase revenues over expenses while controlling, monitoring, and adjusting costs, as necessary. (E-102 Business Community)

Update:

- Corporate Learning experienced a 144% increase in revenue October 2013 YTD vs. October 2012 YTD. With cost containment being one of Corporate Learning's priorities, the division is operating in the black through the first four months of FY14 compared to the same time period in FY13.
- NWACC and Corporate Learning is continue work with the ARK Grant, a 4 year, one million dollar Department of Labor grant, in partnership with the University of Arkansas and the WinRock Foundation to develop skilled workers in emerging information technology. The service area is NW Arkansas, McDonald County, MO, Madison County, AR, and Adair and Delaware Counties in OK. To date, over 250 participants have completed training, with more than 60 persons receiving industry recognized certification credentials.

POLICY TYPE: EXECUTIVE LIMITATIONS

EL-203

POLICY TITLE: COMMUNICATIONS AND SUPPORT TO THE BOARD**Policy 203: The President shall not permit the Board to be uninformed or unsupported in its work.**

Definition: The President will supply to the Board information needed for dialogue and decision making on college related topics.

Narrative: One of the President's highest priorities is keeping the Board informed on issues that are pertinent to Board decisions and college wide activities. Email updates, individual conferences and telephone communication have been used.

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

1. Neglect to submit monitoring data required by the Board (see Policy on Monitoring Presidential Performance) in a timely, accurate, and understandable fashion, directly addressing provisions of Board policies being monitored.

Definition: Monitoring reports on Ends will be submitted annually. Monitoring reports on Executive Limitations will be submitted as scheduled. Date and narrative comments will be specific and focused.

Narrative: All reports have been submitted according to the Board's predetermined schedule.

2. Let the Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.

Definition: Relevant trends refer to such things as enrollments, funding, organizations, relationships with other agencies, media coverage including Freedom of Information Act (FOIA) issues, and relationships with media personnel.

Narrative: The President has kept the Board informed on all matters, which are relevant to this policy. Regular communication from the President's Office has addressed material internal changes, legislative issues, campus programs/ activities, calendar events and facility and construction issues.

3. Fail to inform the Board of property acquisitions, material loss of property, life or limb, and any changes in administration at the executive level (deans and above).

Definition: Real property refers to land and real estate. Material loss of personal property refers to loss due to theft over \$2,500, one half of the deductible threshold. Loss of limb refers to physical injury on college property to a student, employee, or citizen that requires hospitalization. Executive level administration includes deans, executive directors, associate vice presidents and vice presidents.

Narrative: The President has kept the Board informed on all matters, which are relevant to this policy. Regular communication from the President's Office has addressed material internal changes, legislative issues, campus programs/ activities, calendar events and other relevant issues. Executive level positions changes, organization charge updates and position vacancy information is given at each Board meeting.

4. Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-President Linkage, particularly in the case of Board behavior which is detrimental to the work relationship between the Board and the President.

Definition: The Board will communicate with the President on College related matters rather than any other employee. The Board members will communicate with the President on any need for improvements.

Narrative: There has been nothing of this nature to report since the last monitoring report.

5. Fail to marshal for the Board as many staff and external points of view, issues and options as needed for fully informed Board choices.

Definition: Staff and external points of view refer to customers affected by Board decisions. Fully informed Board choices are decisions based on significant facts, or information about any decision that is likely to affect users or customers.

Narrative: The President has kept the Board informed on external or internal points of view that are likely to be impacted by a Board decision. The President generally communicates this information to the Board through the Board Chair, at monthly Board meetings or through other forms of individual communication.

6. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.

Definition: Generally speaking, reports should be under three pages. Colored paper will be used to distinguish between the three types of reports. Blue colored paper will be used for monitoring reports, green colored paper will be used for Board minutes, executive limitation reports, resolutions, motions, and actions. White paper will be used for the agenda and committee reports

Narrative: The President has continued to use the color code which was established in this policy. Every attempt has been made to ensure that each report is succinct, accurate and to the point.

7. Fail to provide a mechanism for official Board, officer, or committee communications.

Definition: A mechanism is an avenue or means of communication for the entire Board, a Board officer assigned by the Board to do something specific, or a Board appointed committee.

Narrative: When the situation has dictated, the President has provided a mechanism to facilitate optimal Board communications.

8. Fail to deal with the Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Board.

Definition: Generally, the President will communicate with the entire Board on College matters. This policy does not prevent the President from contacting a Board member wherein that person has expertise or particular input on a college related issue.

Narrative: The President has communicated with the entire Board except when the situation dictated the need for individual contact or when working directly with the Board Chair on official college related business.

9. Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the Board.

Definition: If an Executive Limitation or Ends report will be altered from the scheduled monitoring report time, the President will inform the Board in advance as to the reason for the change.

Narrative: The College has adhered to the approved reporting calendar.

10. Fail to inform the Board of Trustees on all items delegated to the President yet required by law or contract to be Board-approved, along with the monitoring assurance pertaining thereto.

Definition: Budgets, tuition, construction contracts and real estate documents are a few examples of items delegated to the President but still require Board approval.

Narrative: All items requiring Board approval have been placed on the appropriate Board agenda.

I am reporting compliance with Executive Limitation #203.

Evelyn E. Jorgenson, Ph.D.

President

Recommendation: *It is the recommendation of the College Administration that the Board of Trustees approve Dr. Jorgenson's compliance report for EL-203 Communications and Support to the Board.*

MONITORING:

Methods: Written report with verbal explanation of variances

Frequency: Annually—November

Date Monitoring Method Approved: January 10, 2011