

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 10, 2013 4:30 pm - Burns Hall 3rd Floor Board Room**

Call to Order		Page
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Recognitions, Awards, and Information Items <ul style="list-style-type: none"> • Buddy Ball & NWACC • Recognition of Enactus Team • Recognition of Retirement • Recognition of Supervisor NWACC Participants • Recognition of Student Trustee: Jesse Pierce • Compensation Study: Bruce Johanson • Distance Learning Presentation 	
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Attendance	
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	Approval of Minutes <ul style="list-style-type: none"> • Regular Board Meeting – May 13, 2013 	2
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	ENDS Monitoring Report <ul style="list-style-type: none"> • None 	
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	Executive Limitations Monitoring Report <ul style="list-style-type: none"> • EL 200 – Global Executive Constraints • EL 205 – Emergency Presidential Succession • EL 207 – Compensation and Benefits 	7 8 10
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Committee Reports <ul style="list-style-type: none"> • None 	
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	President’s Report	
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Chairman’s Report <ul style="list-style-type: none"> • July Retreat – July 19-20 	
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Other Board Action Items and Considerations	
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Board Self-Evaluation <ul style="list-style-type: none"> • Did we operate as a policy Board? • Did we serve our constituents? 	
Adjourn		

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEE MEETING
Monday, May 13, 2013**

MINUTES

Vice Chair Joe Spivey called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, May 13, at 4:33 p.m. in the Burns Hall 3rd Floor Board Room.

Members Present: Joe Spivey, Amy Forrest, Scott Grigsby, Mauricio Herrera, Geovanny Sarmiento, Todd Schwartz, Mike Shupe

Also in Attendance: Dr. Becky Paneitz and Cyndi Beltran

MINUTES

April Regular Meeting

Mr. Grigsby moved and Mr. Herrera seconded the motion to approve the minutes of the Board Meeting on April 8, 2013. The motion passed unanimously.

April Special Meeting

Mr. Grigsby moved and Mr. Schwartz seconded the motion to approve the minutes of the Special Board Meeting on April 24, 2013. The motion passed unanimously.

RECOGNITION, AWARDS, AND INFORMATIONAL ITEMS

Introduction of 2013-2014 Student Trustee

Mr. Spivey introduced Ms. Cyndi Beltran, SGA President and 2013-2014 Student Trustee. Ms. Beltran told the group she was excited to be Student Trustee and thanked the Board for being so welcoming. She said she is a communications major.

Recognition of SGA Officers

Mr. Nathan Turner, SGA Vice President, introduced the current SGA officers and upcoming SGA officers. He thanked Ms. Christy Reynolds, Dr. Natasha Washington and Dr. Todd Kitchen for their work in making SGA successful.

Recognition of AATYC Academic All-Star, Outstanding Alumni, Outstanding Faculty, and Outstanding Staff

Dr. Paneitz introduced Mr. Aaron Jones, AATYC Academic All-Star. She reminded the Board that Mr. Jones was the November 2012 Golden Eagle award winner. Mr. Jones thanked Dr. April Brown and Dr. Chris Huggard for being such positive influences on him while at NWACC. He thanked the Board for the honor.

Dr. Paneitz introduced Ms. Becky Hudson, AATYC Outstanding Alumni. Mr. Hudson told the Board she came to NWACC as a non-traditional student and quickly fell in love with the people at the College. She told the group she worked in the NWACC Foundation for five years before moving to the College's business division where she currently works. She said she has been heavily involved with SIFE, now ENACTUS, since she was a student at NWACC. The Board congratulated Ms. Hudson.

Dr. Paneitz introduced Ms. Denise Nemec, AATYC Outstanding Faculty. Ms. Nemec thanked the Board and said she was thrilled for this honor. She said working at NWACC had been such a wonderful experience for her. The Board congratulated Ms. Nemec.

Dr. Paneitz introduced Ms. Miranda Smith, AATYC Outstanding Staff. Ms. Smith thanked the Board and said she was honored to receive the award. She said working at the College had been a pleasure. She added that working with the Board and President has been a rewarding experience. The Board congratulated Ms. Smith.

Recognition of John & Suanne Roueche Excellence Award

Dr. Paneitz introduced Mr. Ben Aldama, NWACC's first John & Suanne Roueche award winner. Dr. Paneitz presented Mr. Aldama with a certificate and medallion. Mr. Aldama thanked the Board and Dr. Paneitz. He said the Adult Education center is able to achieve great things because of the support of the Board and President. The Board congratulated Mr. Aldama.

EXECUTIVE LIMITATIONS MONITORING REPORTS

EL-201 Financial Conditions

Ms. Debi Buckley reviewed the EL – 201 report with the Board. She highlighted the Board Reserve amount and unrestricted balance. Ms. Buckley also reported the College had no material instances of failure to settle payroll for the 2013 fiscal year.

Approval of EL-201 Financial Conditions

Mr. Shupe moved and Mr. Grigsby seconded the motion to approve the EL-201 Financial Conditions monitoring report. The motion passed unanimously.

EL-208 Budgeting

Ms. Debi Buckley reviewed the EL – 208 report with the Board. She highlighted the correlation of the fiscal plan with the strategic and facilities plan adapted by the Board. Ms. Buckley also reported that the budget for the Board in 2013-2014 provided sufficient funds for the Board to carry out its role.

Approval of EL-208 Budgeting

Mr. Sarmiento moved and Mr. Herrera seconded the motion to approve the EL-208 Budgeting monitoring report. The motion passed unanimously.

COMMITTEE REPORTS

Land Use and Facilities Committee

Mr. Shupe went through the discussion items of the May 2 Land Use Committee meeting. He said the group discussed the termination of the Bella Vista Center lease and heard an update on the NCPTC. He also said the committee heard from Mr. Mike Luttrell, Foundation Board member, regarding fundraising on the Washington County Center project. Mr. Luttrell told the committee that the Foundation was sponsoring a Community Celebration in Springdale facing the location of the future center. Mr. Spivey thanked Mr. Shupe for his report.

Foundation Board

Mr. Sarmiento told the Board the Foundation Board is doing a great job in providing assistance to the College. He said he attended a recent Board meeting and said they discussed the successful Foundation

Scholarship Gala. He also noted the NWACC license plates were available. Mr. Spivey thanked Mr. Sarmiento for his report.

Finance/Audit Committee

Mr. Grigsby told the Board the Finance/Audit Committee had recently met and approved a recommendation for the Board to approve the FY 2013-14 operating budget based on recommendation from the College administration.

Ms. Debi Buckley reviewed the budget presentation with the group. She presented the budget development objectives and strategies. She discussed the revenue forecast as well as the operating budget revenue and expenditures. Ms. Buckley also presented information on the GIF funds and bond payments along with the FY2014 budgeted positions.

Mr. Grigsby praised Ms. Buckley and Ms. Gulizar Baggson for their work with the budget. Mr. Shupe thanked Ms. Buckley and Mr. Grigsby for their leadership.

Approval of FY 2014 Budget

Mr. Grigsby moved and Mr. Shupe seconded the motion to approve the FY 2014 Budget. The motion passed unanimously.

PRESIDENT'S REPORT

Dr. Paneitz reminded the Board of the upcoming Commencement and surrounding activities. She also noted that the four-day work week for summer would soon begin at the College.

Dr. Paneitz told the Board that it needed to be noted in the Board minutes that the College is planning to add a Certificate of Proficiency in Cinematic Studies and adding a concentration in Green Technology under the Environmental and Regulatory Science Technical Certificate. She told the group both of these programs would be on the upcoming Arkansas Department of Higher Education Agenda. She also informed the Board of the deactivation of the Homeland Security/Emergency Management degree programs.

OTHER BOARD ACTION ITEMS AND CONSIDERATIONS

Provisional Positions

Ms. Buckley told the Board that provisional positions are approved every year. She said these positions are contingent upon the availability of external funding and based upon additional revenue from sources other than general revenue. She added that most of the positions listed for approval are grant funded.

Approval of Provisional Positions

Mr. Grigsby moved and Mr. Shupe seconded the motion to approve the provisional positions. The motion passed unanimously.

Provisional Positions: PACE Grant, Weatherization & Adult Education

Ms. Buckley asked the Board to approve authorization to move forward with three provisional programs to support PACE, Weatherization, and Adult Education.

Approval of Provisional Positions: PACE Grant, Weatherization & Adult Education

Mr. Grigsby moved and Mr. Herrera seconded the motion to approve the provisional positions. The motion passed unanimously.

Promotional and Recruitment Items

Ms. Buckley told the Board that the College is required to submit Board approval of the promotional items to be purchased for the coming year. She said that after Board approval, the state will transfer this money into the College account.

Approval of Promotional and Recruitment Items

Mr. Schwartz moved and Ms. Forrest seconded the motion to approve the promotional and recruitment items. The motion passed unanimously.

Resolution Disallowing the Carrying of a Concealed Handgun

Dr. Paneitz and Mr. Spivey both reminded the Board of the steps leading to the vote. They highlighted the reports on security and safety that were made to the Board, the student and faculty forums, and the faculty, staff and student surveys. Mr. Spivey told the Board that each year they would need to vote to allow or disallow the carrying of a concealed handgun on campus.

Mr. Schwartz commended the faculty and students for the forums. He told the Board that he had taken the concealed carry class to determine the full process a person would need to complete in order to receive a concealed carry permit. Mr. Schwartz said the process was very in depth and would need to be taken every five years to continue holding a permit. He told the group the vote for concealed carry is a last line of protection to safeguard the students, faculty and staff.

Mr. Spivey commended the work completed by Dr. Ricky Tompkins and Mr. Ethan Beckcom to ensure the Board had the information needed to make their vote.

Approval of Resolution Disallowing the Carrying of a Concealed Handgun

Mr. Shupe moved and Mr. Sarmiento seconded the motion to approve the resolution to exempt the institution from Act 226 of 2013 and not allow employees (with a permit to carry a concealed weapon) to carry a concealed weapon on the College's Campus or instructional Centers by approving the resolution disallowing the carrying of a concealed weapon. Ms. Forrest, Mr. Grigsby, Mr. Herrera, Mr. Sarmiento, and Mr. Shupe voted yea. Mr. Schwartz voted nay. The motion was approved.

Addition to Board Policy GP-304

Mr. Spivey read the Chair's recommendation that the Board approve to add granting Emeritus/Emerita titles.

Approval of Addition to Board Policy GP-304

Mr. Shupe moved and Mr. Herrera seconded the motion to approve adding the granting of Emeritus/Emerita titles to Board Policy GP-304. The motion passed unanimously.

Award Dr. Becky Paneitz Emerita Status

Mr. Spivey said in recognition of her 10 years of commitment and outstanding service to NorthWest Arkansas Community College, the Chair recommends the Board of Trustees award Dr. Becky Paneitz President Emerita status. The Board congratulated Dr. Becky Paneitz.

Approval to Award Dr. Becky Paneitz Emerita Status

Mr. Shupe moved and Mr. Herrera seconded the motion to award Dr. Becky Paneitz President Emerita status. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 6:19 pm

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker Secretary

POLICY TYPE: EXECUTIVE LIMITATIONS

EL-200

POLICY TITLE: GLOBAL EXECUTIVE CONSTRAINT

Policy 200: The President shall not cause or allow any practice, activity, decisions, or organizational circumstance which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics or Board of Trustee policy.

Definition: Practice or activity refers to events of the college. These events cannot violate law or NWACC's Ends and Executive Limitations.

Organizational circumstance refers to any event occurring that involves the college.

Unlawful refers to violation of local, federal, and state statutes.

Imprudent refers to actions taken without regard to outcome or consequential results to the college.

Commonly accepted business and professional ethics refers to truthfulness and avoidance of conflicts of interests.

Narrative: NWACC has chosen to be audited by the Division of Legislative Audit. The result of tests performed during the 2011 audit disclosed no instances of noncompliance or other matters that are required to be reported under *Governmental Auditing Standards*. The 2012 audit is still in progress; therefore, no reporting has been presented for the 2012 audit period. Beyond the annual audit, it is our goal to comply with all laws and appropriate regulations and no instances of noncompliance have been identified at this time.

I am reporting compliance with Executive Limitations, Policy 200.

Becky Paneitz, Ph.D.
President
June 10, 2013

Recommendation: It is the recommendation of the College Administration that the Board of Trustees approve Dr. Paneitz's compliance report for Executive Limitations, Policy 200 – Global Executive Constraint.

MONITORING:

Methods: Written report with verbal explanation of variances

Frequency: Annually-June

Date Approved: September 11, 2006

POLICY TYPE: EXECUTIVE LIMITATIONS**EL-205****POLICY TITLE: EMERGENCY PRESIDENTIAL SUCCESSION**

Policy 205: In order to protect the Board from sudden loss of Presidential services, the President may have no fewer than two other executives familiar with Board and Presidential issues and processes.

Definition: Presidential succession refers to acting in the stead of the College President in case he/she is unavailable to administer college activities.

Narrative: The President will recommend at least two College Cabinet members to the Board of Trustees for affirmation at the June Board of Trustees meeting who will act in the President's stead in case he/she is unable to administer College activities.

Policy 205A: At the beginning of each new fiscal year, the President will present to the Board for affirmation, the two individuals identified in rank order as the college executives to act in the President's stead in case he/she is unavailable to administer College activities.

Narrative: The President recommends that the following Cabinet members be affirmed as the College executive to act in the President's stead in case he/she is unavailable to administer College Activities:

1. Dr. Steven M. Gates, Senior Vice President for Learning & Provost
2. Ms. Debi Buckley, Senior Vice President for Administrative Services/CFO

Policy 205B: Should there be a change in executives identified for succession planning during a fiscal year, new individuals, once identified or hired, will be presented to the Board for affirmation.

Narrative: The President will advise the Board if the need arises to change the executive(s) named for succession during the fiscal year.

Policy 205C: The President is authorized to delegate, or withdraw such delegation, to the executives in presidential succession, the President's authority to contract in the name of the College for business activities in the normal course of operations.

Narrative: The President will delegate her authority to executives in presidential succession to contract in the name of the College for business activities only when she is not available to conduct such operations.

I am reporting compliance with Executive Limitations, Policy 205.

Becky Paneitz, Ph.D.
President
June 10, 2013

Recommendation: It is the recommendation of the College Administration that the Board of Trustees approve Dr. Paneitz's compliance report for Executive Limitations, Policy 205 - Emergency Presidential Succession.

MONITORING:

Methods: Written report with verbal explanation of variances

Frequency: Annually – June

Date Approved: September 11, 2006

Revised: February 19, 2007

POLICY TYPE: EXECUTIVE LIMITATIONS**POLICY TITLE: COMPENSATION AND BENEFITS**

Policy 207: *With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the President shall not cause or allow jeopardy to fiscal integrity or public image.*

Definition: Cause or allow jeopardy to fiscal integrity refers to the total of all compensation and benefits paid to all employees, consultants, contract workers, etc. exceeding the total budget for these positions in a fiscal year plus 5%, unless specific revenue such as grants, gifts, etc. becomes available and expenditure of these funds is approved by the college President for these purposes.

Narrative: The President requires the Senior Vice President for Administrative Services/CFO to report in a timely manner the possibility of such jeopardy and propose a plan of remedy. This plan may include the reduction of budgeted expenditures or re-allocation of funds. Furthermore, the President requires that an annual carryover of 8%-10% of the total revenue budget, or other amount as approved by the Board of Trustees, be reserved for each fiscal year as a contingency. The President requires periodic documentation of fiscal condition, such as financial statements and budget status reports, to be provided to him or her and the college Cabinet by the Senior Vice President for Administrative Services/CFO as produced by the Budget Office. College funds invested are secured by U.S. Government securities or equivalents. State audits indicate fiscal integrity.

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

1. Change his or her compensation and benefits.

Definition: Changes refers to him or her altering his or her compensation/benefits without official Board action.

Narrative: Salary and fringe benefits received by the President have been approved by the Board of Trustees and have not been altered.

2. Promise or imply permanent or guaranteed employment.

Definition: Promising or implying permanent or guaranteed employment refers to employment of staff/faculty person with or without a Letter of Employment, entering into any other oral or written agreement with a staff/faculty person without the use of a college Letter of Employment, or entering into an employment contract not containing pertinent employment terms, such as starting date and salary.

Narrative: Employee Letters of Employment are issued at the beginning of each fiscal year and they are contingent on adequate funding. Employment documents have defined starting dates and identify salary and conditions of employment. Letters of Employment for newly hired employees are issued as employees are hired throughout the year. Additionally, Letters of Employment are issued when an employee changes position titles or receives compensation related adjustments.

3. Establish compensation and benefits, which deviate materially from the geographic or professional market for the skills employed unless required by law.

Definition: Deviate materially refers to 10% less than and up to 10% more than the average for the same position in compensation and benefits package combined.

Geographic and professional market refers to similar positions in northwest Arkansas (Benton and Washington Counties) and at least two nearby community colleges and similar skilled positions as defined by Arkansas Department of Labor or where job descriptions are comparable.

Narrative: The College secures an outside consultant to conduct an annual compensation study which is presented to the Board of Trustees. The study includes analysis of various regional employers with comparable skilled positions and results in recommended adjustments to the salary ranges used for the college employees according to position level. As outlined in our 2011-12 ENDS, Goals & Action Plans, NWACC is continuing to review the compensation plan that includes addressing existing negative salary variance in classified, administrative, or faculty positions, and a performance evaluation system that addresses merit. Maintaining a faculty salary scale is a further commitment of the College. Benefit offerings are monitored annually to ensure competitive rates and services for comparable regional employers.

NWACC complies with all state and federal laws regarding compensation.

4. Establish or change pension benefits.

Definition: Establish or change refers to benefit change action by other than the College Board of Trustees. Pension benefits refer to the written NWACC Defined Contribution Benefit Retirement Plan only.

Narrative: The Board of Trustees has approved the existing NWACC Defined Contribution Benefit Retirement Plan and will be asked to approve any changes to the plan.

MONITORING:

Methods: Written report with verbal explanation of variances

Frequency: Annually - March

Date Approved: September 11, 2006