

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 9, 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">• Welcome Student Trustee	
<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 – August 12, 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-202 Treatment of Students	5
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Committee Reports <ul style="list-style-type: none">• Finance/Audit Committee	
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	President's Report <ul style="list-style-type: none">• Fall Enrollment Report	
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Chairman's Report <ul style="list-style-type: none">• ACCT National Legislative Summit February 10-14, 2014	
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Other Board Action Items and Considerations <ul style="list-style-type: none">• iPad for Board Meeting	

Adjourn

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEE MEETING
Monday, August 12, 2013**

MINUTES

Chair Ric Clifford called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, August 12, at 4:32 p.m. in the Burns Hall 3rd Floor Conference Room.

Members Present: Ric Clifford (Chair), Joe Spivey, Dan Shewmaker, Amy Forrest, Mauricio Herrera, Todd Schwartz, Mike Shupe

Also in Attendance: Dr. Evelyn Jorgenson

RECOGNITIONS, AWARDS, AND INFORMATION ITEMS

Enrollment Update

Dr. Jorgenson asked Dr. Todd Kitchen to give an update on enrollment. Dr. Kitchen said the College had enrolled 7,368 students for a total of 71,551 credit hours. He told the group students were still enrolling and would continue to do so until classes begin. He explained enrollment was down 3% from the same time last year.

Dr. Kitchen said that the fall enrollment includes 1,495 new freshmen. He went on to explain the College had increased the recruitment efforts at local high schools. Mr. Clifford recommended that the College look to identify retention gaps.

History Day Update

Dr. Steve Gates introduced Dr. Jami Forrester, NWACC faculty member and History Day Coordinator. Dr. Forrester told the Board that over 1,300 students from 14 area schools participated in the History Day Arkansas academic program over the past year. She said 401 students participated in the District 10 History Day Arkansas Competition held on the NWACC campus March 2. 87 of these students qualified for the state competition. 14 of the students attended the National Competition at the University of Maryland in College Park.

Dr. Forrester introduced the students, teachers, and school administrators in the audience. Dr. Tamekia Brown, Principal at Central Junior High in Springdale, told the Board the History Day program is the largest academic program at the school. She thanked the Board for their support. Mr. Clifford congratulated the group and said it was wonderful to see the student's enthusiasm.

Recognition of Staff Graduate: Gerry Weatherford

Ms. Debi Buckley introduced staff member Mr. Gerry Weatherford. She said Mr. Weatherford has worked at the College as a skilled tradesman for 19 years. Ms. Buckley explained that Mr. Weatherford graduated from the College in May with AA and AAS degrees. She said Mr. Weatherford's wife

graduated with her Master's degree out of state only days before the NWACC ceremony and due to flight delays they were unable to arrive back in town for his ceremony.

Mr. Weatherford thanked the Board. He explained that he had earned his degrees using the NWACC employee tuition waiver. He said he loves the College and is continuing to take classes in the fall semester. Dr. Gates told the Board Mr. Weatherford had worked on many plays and has helped with the College's sustainability efforts. Mr. Spivey congratulated Mr. Weatherford on his accomplishments.

MINUTES

Board Meeting – June 10, 2013

Mr. Shupe moved and Mr. Shewmaker seconded the motion to approve the minutes of the Board Meeting on June 10, 2013. The motion passed unanimously.

Mr. Clifford welcomed Dr. Jorgenson to her first official Board meeting.

COMMITTEE REPORTS

Foundation Board

Mr. Clifford said the Foundation Board met the previous week. He told the Board the Foundation Board discussed the Board Retreat, Washington County, the Foundation Gala and Dr. Jorgenson's first month at the College. Dr. Meredith Brunen added that the Post Oak Society was also discussed.

Finance/Audit Committee

Dr. Jorgenson said the Finance/Audit committee looked at the approved 2013-14 budget. She said she shared with the committee that she thought it would be important for the College to start looking at a conservative budget. She said she would like the College to have a larger reserve and not dip into the reserve for operations.

Ms. Debi Buckley said the College is still closing the books. She told the group that the revenues and expenditures still looked good. She said the committee discussed the aging reports and collections at the meeting as well. She added that the books will close by September 5 and will have more information to review soon. Mr. Clifford thanked Ms. Buckley and Ms. Gulizar Baggson.

PRESIDENTS REPORT

Dr. Jorgenson told the Board she was very excited to complete her first month as President at the College. She said she had been impressed by the quality of the faculty and staff and was learning from everyone. She explained that she has had an overall excellent month and was excited to have faculty and students back on campus.

CHAIRMAN'S REPORT

Mr. Clifford reviewed the discussion from the July Board Retreat, highlighting transparency and policy governance. He told the group they should possibly consider taking the Board meetings to different locations in the service area. He also reminded the group of the upcoming ACCT Annual Congress in Seattle, WA.

Mr. Schwartz asked why the July Board Retreat was not held at the College. Ms. Miranda Smith explained the campus was closed due to the summer efficiencies program. Mr. Shupe said he thought the retreat was great.

ADJOURNMENT

The meeting adjourned at 5:17 p.m.

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker, Secretary

POLICY TYPE: EXECUTIVE LIMITATIONS**EL-202****POLICY TITLE: TREATMENT OF STUDENTS**

Policy 202: **With respect to interactions with consumers or those applying to be consumers, the President shall not cause or allow conditions, procedures, or decisions, which are undignified or unnecessarily intrusive.**

Definition: Interaction with consumers or those applying to be consumers shall mean official written or oral communication or unofficial written or oral communication where the communicator is acting in an official NWACC capacity. Undignified refers to disrespectful. Unnecessarily intrusive refers to violating the privacy right of the individual. (FERPA regulations must not be violated. Certain personnel records, police investigations, and proprietary business information must be protected.) Unsafe refers to putting the consumer at potential physical or mental risk.

Narrative: The College Cabinet insists upon providing the highest quality of learning and learning support services for consumers. In order to assess consumer satisfaction, students are surveyed each year regarding their satisfaction with their classroom experiences. Students are surveyed each semester regarding their overall satisfaction with the treatment they have received as a consumer of college wide learning support services.

Each year in May, prior to commencement rehearsal, the Graduate Opinion Survey is administered to the graduates in attendance. Students who have met the requirements to receive an Associate of Arts, Associate of Science, Associate of Applied Science degree, or the requirements for a certificate program are asked to complete the questionnaire. The graduate opinion survey was administered in May 6, 2013. Students' response to their academic experience increased by nearly 4% from 84% being "very satisfied" or "satisfied" to 88% being "very satisfied" or "satisfied." When asked about their Overall Educational Experience at NWACC, 88% percent responded they were "very satisfied" or "satisfied."

Additionally, the College Cabinet adamantly supports the promotion of academic and career pathways as a means of increasing student success and retention. The Cabinet ensures adequate resources are allocated in support of new student orientation, academic and career advising, assessment and placement, academic support, and academic intervention. These services mirror national best practices.

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

1. Use application forms that elicit information for which there is no clear necessity.

Definition: Application forms refer to college admission applications or college employment applications. No clear necessity refers to any legitimate reason that relates directly to student academic, student life or employee application purposes.

Narrative: All information collected on the application for admission and employment application is in compliance with all applicable state and federal laws and guidelines. No information is collected that is not necessary for proper documentation or legally required.

2. Use methods of collecting, reviewing, transmitting, or storing consumer information that fail to protect against improper access to the material elicited.

Definition: Fail to protect against improper access refers to physically and electronically safeguarding information to assure only officially authorized collection, access, and usage of the information. An example is confidential, priority data used for program development, such as protected formulas that should not get into the hands of competitors in business.

Narrative: The College Administration strictly enforces the Family Education Rights and Privacy Act (FERPA). College administrators regularly schedule FERPA workshops that are offered to all faculty and staff; employees are annually provided with a copy of A Short Guide to FERPA at the time they sign their contract of employment. Access to student information is available only for authorized faculty and staff to assist them in the performance of their job and is not to be used for personal use. Discussing student's grades or academic performance with a person who does not have an educational need to know is considered a violation of FERPA. To further ensure that employee and student records are not electronically accessible to unauthorized persons, network access to these records is limited through protected passwords.

3. Fail to furnish consumers a clear statement of what may be expected from the service offered.

Definition: A clear statement refers to written statements of employee and student expectations posted in full view in the appropriate college department. This information includes the College Catalog.

Narrative: All official college publications and consumer information clearly and accurately report consumer expectations. The information in these documents is monitored by the Senior Vice President for Learning & Provost, Vice President for Learner Support Services, and the Senior Vice President of Administrative Services/CFO.

4. Fail to inform consumers of this policy or fail to provide a way for persons to be heard who believe they have not been accorded a reasonable interpretation of their protections under this policy.

Definition: Informing consumers of this policy refer to including this policy in the College Catalog, Schedule of Classes, and the Administrative Procedures Manual. Providing a way for persons to be heard refers to appropriate procedures outlined in the Administrative Procedures Manual.

Narrative: The College administration is committed to providing all students and employees with access to information relevant to equal protections of their individual right to due process. This information is made available to all students through the college catalog in hard copy format and electronically on the college web page. Employees are provided access to the Administrative Procedures Manual through the appropriate Cabinet member, the Human Resources office and their division supervisor's office.

I am reporting compliance with Executive Limitations, Policy 202.

Evelyn E. Jorgenson, Ph.D.

President

September 9, 2013

Recommendation: It is the recommendation of the College Administration that the Board of Trustees approve Dr. Jorgenson's compliance report for Executive Limitations, Policy 202 – Treatment of Students.

MONITORING:

Methods: Written report with verbal explanation of variances

Frequency: Annually-September

Date Approved: September 11, 2006