

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 11, 2014 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"> • SAAB Introduction (<i>Ms. Becky Hudson</i>)
<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 – June 9, 2014 2 • Special Board Meeting – July 26, 2014 5
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	ENDS Monitoring Report
	<ul style="list-style-type: none"> • Distance Learning Update (<i>Dr. Steve Gates</i>) 6 • Restructuring for Upward Mobility (<i>Dr. Todd Kitchen</i>) 7
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	Executive Limitations Monitoring Report
	<ul style="list-style-type: none"> • EL-205 Emergency Presidential Succession (<i>Dr. Evelyn E. Jorgenson</i>) 8
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Committee Reports
	<ul style="list-style-type: none"> • Land Use Committee (<i>Mr. Joe Spivey</i>) • Sanctioned Sports Committee Update (<i>Mr. Todd Schwartz</i>)
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	President's Report
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Chairman's Report
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Other Board Action Items and Considerations
	<ul style="list-style-type: none"> • None

Adjourn

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEE MEETING
Monday, June 9, 2014**

MINUTES

Chair Ric Clifford called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, June 9th, at 4:33 p.m. in the Burns Hall 3rd Floor Board Room.

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

Also in Attendance: Dr. Evelyn E. Jorgenson

RECOGNITIONS, AWARDS, AND INFORMATION ITEMS

Recognition of Retirement

Mr. Ric Clifford and Dr. Jorgenson congratulated the following faculty and staff on their retirement: Ms. Judy Tobler, Ms. Judy Degarmo, Mr. Kerry Nelson, Dr. Audley Hall, Dr. Anita Jones, Ms. Lynn Stanberry, Mr. Perry Crabb, Dr. Sandra Tedder, Ms. Lecia Pelphrey, Mr. William Downing, Ms. Kathleen Legg, Ms. Genevieve Olson, Ms. Susan Pike, Dr. Art Kazmierczak, and Mr. Alan Clark. The Board presented each of the retirees in attendance with an hourglass.

Diversity and Inclusion Strategic Plan Update

Ms. Kathryn Birkhead, Director for Diversity and Inclusion, told the Board the overall goal of the Diversity and Inclusion Strategic Plan is to help everyone in the College community. She reviewed the process the committee used to form the plan, including looking at plans from other institutions.

Ms. Birkhead reviewed the following goals of the Diversity and Inclusion Strategic Plan: recruitment and retention of students, recruitment and retention of faculty, recruitment and retention of professional level staff and to cultivate an atmosphere of diversity and inclusion. She also reviewed the strategies used by the committee to craft the plan.

Mr. Clifford thanked Ms. Birkhead for her work on the Diversity and Inclusion Strategic Plan.

MINUTES

Regular Board Meeting – May 12, 2014

Mr. Grigsby moved and Mr. Sarmiento seconded the motion to approve the minutes of the Regular Board Meeting on May 12, 2014. The motion passed unanimously.

ENDS Monitoring Report

Dr. Steve Gates told the Board that recently he travelled to Bellevue College with Ms. Mary Ross, and Dr. Todd Kitchen to visit their Occupational Life Skills (OLS) program for adults with cognitive

disabilities. He said the group had an intense couple days meeting with the program director and staff of the OLS program.

Dr. Gates reviewed the criteria for the OLS program as well as information on how the program operated. He highlighted that the program had an 85% employment placement rate. Dr. Gates said he was very impressed with the program and how it benefits the community.

Dr. Gates said a taskforce had been formed to look at next steps which include measuring community support and anticipated budget for the program. He added that the College would look into facility needs and gaining state approval as well as creating a partnership with Bellevue College.

Dr. Gates told the Board that if the taskforce found the OLS program would be successful, administration would bring the program back to the Board for further discussion. Mr. Grigsby said the OSL program sounded like a wonderful opportunity to help lift up those with cognitive disabilities. Mr. Spivey said he loved the idea, but was concerned about the cost. Mr. Sarmiento said he looked forward to seeing more information on the program.

Approval of ENDS Monitoring Report

Mr. Spivey moved and Mr. Herrera seconded the motion to approve the ENDS monitoring report. In support of the College's ENDS statement, the Occupational Life Skills Program would provide expanded access to educational opportunities for underserved learners. The motion passed unanimously.

COMMITTEE REPORTS

Land Use Committee

Mr. Spivey reviewed the minutes of the June 5 Land Use Committee meeting. He said the group discussed the relocation to new space in the Jones Center to allow for the space needed by the Springdale School System's "School of Innovation". He said the committee also discussed and approved a recommendation to the Board to approve the Parameters Resolution regarding Washington County Bond Issues.

Ms. Debi Buckley reviewed the details of the resolution with the Board. She explained the Parameters Resolution would authorize the issuance of not to exceed \$3,000,000 in aggregate principal amount of NWACC District Student Tuition Revenue Bonds, for the purpose of providing funds to finance acquisition, construction and equipping of capital improvements in Washington County in whole or in part and for the payment of necessary expenses incidental to the sale and issuance of the Bonds.

Finance/Audit Committee

Mr. Grigsby reviewed the minutes of the Finance/Audit Committee. He said the revenues for the period ending April were down .9% and expenditures were down 3.5%. He said the committee also discussed and approved a recommendation to the Board to approve the Parameters Resolution regarding Washington County Bond Issues.

Joint Approval of Parameters Resolution – Washington County Bond Issues

The joint approval of the Parameters Resolution – Washington County Bond Issues was approved by the Board with no objection.

PRESIDENTS REPORT

Dr. Jorgenson said the Board would receive updated on the 5-Year Strategic Plan, the 2014-15 Strategic Goal, and Recruitment/Retention efforts at the Board Retreat. She said administration had also been working on master planning for future facilities.

Dr. Jorgenson told the group that with the approval of the Parameters Resolution, the College would move forward to work with the ADHE and receive Legislative input before moving forward with purchasing the land in Washington County.

CHAIRMAN'S REPORT

Mr. Clifford reminded the Board of the July 26 Board Retreat. He also asked the Board to continue talking to Legislators about improving state funding for the College.

ADJOURNMENT

The meeting adjourned at 5:48 p.m.

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker, Secretary

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEE MEETING
Saturday, July 26, 2014**

MINUTES

Chair Ric Clifford called the Special Board of Trustees of NorthWest Arkansas Community College meeting to order on Saturday, July 26th, at 1:06 p.m. in the Shewmaker Center for Global Business Development Peterson Auditorium.

Members Present: Ric Clifford (Chair), Joe Spivey, Dan Shewmaker, Scott Grigsby, Geovanny Sarmiento, Todd Schwartz, Mike Shupe

Also in Attendance: Dr. Evelyn E. Jorgenson

ACTION ITEMS AND CONSIDERATIONS

Approval to Enter into Discussions and Negotiations Regarding the Culinary Program

Dr. Jorgenson read the approval to enter into discussions and negotiations regarding the culinary program to the Board. She said there had been a great deal of excitement and interest in the College culinary program. She said it was the recommendation of the administration that the Board approve that the College move forward with formal discussion to relocate the program from the Center for Non Profits to the proposed Market District in Bentonville. Dr. Jorgenson added that the current program was at full capacity and needs additional space to expand the program.

Approval to Enter into Discussions and Negotiations Regarding the Culinary Program

Mr. Shupe moved and Mr. Grigsby seconded the motion to approve to allow the College administration to enter into discussions and negotiations regarding the culinary program. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 1:20 p.m.

Mr. Ric Clifford, Chairperson

Mr. Dan Shewmaker, Secretary

Distance Learning Update

Key points

- Delivery Modes
- Statistics
- Technology Infrastructure
- Degree Paths
- Online Course Quality
- Initiatives

Relationship to NWACC Strategic Plan/Goals and Objectives

Continue academic excellence, enhancement of strategic enrollment processes, student retention and **expanded programs in areas of need.**

What Constituents Are We Serving (ENDS)?

For the learner community we will:

Provide expanded access to educational opportunities for the population in general, but especially for under-served learners in all age groups who are disconnected from education by choice or circumstance and will actively support student retention and completion.

Restructuring for Growth & Upward Mobility

Key points

- July 2011- with the support of Human Resources, we completed an evaluation of the Learner Support Services Division structure in relation to its ability to manage current and future needs and growth.
- Identified key areas of concern:
 - A. advisor to student ratio (approximately 1600:1)
 - B. “front-end” barriers to enrollment caused by the structure
 - C. Limited growth and promotion opportunities in the division
- Initiated position/function evaluation for two major areas – The Office of Admissions and The Advising Office
- Obtained position classifications from the state to support restructuring
- July 2012 – Successfully created the Office of Admissions and Advising
- Created Associate Director Positions in 4 four (4) units with the Learner Services Division.
- Decreased the advisor to student ratio to approximately (750:1)
- Reinvested the existing personnel budget from 2011 to support the restructuring process.
 - a. Initiated position/function evaluation for two major areas – The Office of Admissions and The Advising Office

Relationship to NWACC Strategic Plan/Goals and Objectives

- b. In support of the college’s E-106 Ends Statement – the Learner Support Services Division restructure demonstrates how the alignment of organizational infrastructure (human resources and capital resources) support college and student growth.
- c. This work also supports the college’s previous strategic plan by:
 - i. Increasing Student Enrollment (FY-14-15)
 - ii. Increasing Fall to Fall retention (FY14-15)
 - iii. Continuing to enhance our strategic enrollment process (Goal 2 FY13)
 - iv. Improving major institutional process (Goal 3 FY13)

What Constituents Are We Serving (ENDS)? – E-106 The College Community

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 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 in compliance with Executive Limitations, Policy 205