

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 19, 2015 4:30 pm - Burns Hall 3rd Floor Board Room**

Call to Order				Page	
<u> </u>	Action	<u> X </u>	Information		
				Recognition, Awards, and Information Items	
				<ul style="list-style-type: none"> • September Student of the Month Golden Eagle Award: Mary Beth Loveless • October Student of the Month Golden Eagle Award: Amy Saferite 	
<u> X </u>	Action	<u> </u>	Information	Attendance	
<u> X </u>	Action	<u> </u>	Information	Approval of Minutes	
				<ul style="list-style-type: none"> • Regular Board Meeting – September 14, 2015 	2
<u> X </u>	Action	<u> </u>	Information	ENDS Monitoring Report	
				<ul style="list-style-type: none"> • Disability Accommodation Report (<i>Dr. Todd Kitchen</i>) 	6
<u> X </u>	Action	<u> </u>	Information	Executive Limitations Monitoring Report	
				<ul style="list-style-type: none"> • EL-202 Treatment of Students (<i>Dr. Evelyn E. Jorgenson</i>) 	7
<u> X </u>	Action	<u> </u>	Information	Committee Reports	
				<ul style="list-style-type: none"> • Finance Committee (<i>Mr. Scott Grigsby</i>) <ul style="list-style-type: none"> • Approval of 2014 Legislative Audit Report 	9
<u> X </u>	Action	<u> </u>	Information	<ul style="list-style-type: none"> • Land Use Committee (<i>Mr. Joe Spivey</i>) <ul style="list-style-type: none"> • Approval of Culinary Lease 	10
<u> </u>	Action	<u> X </u>	Information	<ul style="list-style-type: none"> • Advocacy Committee (<i>Mr. Jim Hall</i>) 	
<u> </u>	Action	<u> X </u>	Information	<ul style="list-style-type: none"> • NWACC Foundation (<i>Dr. Meredith Brunen</i>) 	
<u> </u>	Action	<u> X </u>	Information	President's Report	
				<ul style="list-style-type: none"> • Notification of New and Revised Programs • Study Abroad Opportunities • WIOA Planning Grant Approval 	
<u> </u>	Action	<u> X </u>	Information	Chairman's Report	
				<ul style="list-style-type: none"> • Joint Board/Foundation Board Reception 	
<u> X </u>	Action	<u> </u>	Information	Other Board Action Items and Considerations	
				<ul style="list-style-type: none"> • Approval of Provisional Position 	11
Adjourn					

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEE MEETING
Monday, September 14, 2015**

MINUTES

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

Members Present: Ric Clifford (Chair), Keven Anderson, Scott Grigsby, Mauricio Herrera, Daniel Shewmaker, Todd Schwartz, Mike Shupe, Joe Spivey.

Also in Attendance: Dr. Evelyn E. Jorgenson and Leticia Zark De Campos

RECOGNITIONS, AWARDS, AND INFORMATION ITEMS

Mr. Clifford welcomed the new student trustee, Leticia Zark De Campos, who is from Brazil and is majoring in international finance.

Mr. Clifford gave an update on the status of the appointment of a new trustee. Mr. Geovanny Sarmiento resigned July 31, and his resignation was accepted at the August 10 board meeting. The August minutes will be approved this evening and a copy sent to Governor Hutchinson's office. Judge Scott will swear in Ron Branscum prior to the Oct. 19 meeting.

MINUTES

Mr. Herrera moved and Mr. Shewmaker seconded the motion to approve the minutes of the Regular Board Meeting on August 10, 2015. The motion passed unanimously.

ENDS MONITORING REPORT

NCPTC Update

Mr. Tim Cornelius introduced Rita Farrell, Director of the Melba Shewmaker Southern Region Gundersen National Child Protection Training Center (NCPTC). Ms. Farrell referred to the one-page flyer and highlighted the number of training events scheduled for 2016. In addition, Ms. Farrell shared highlighted some of the training partners, types of classes and a list of entities trained through NCPTC. Since January 2015, 3,332 individuals have been trained with 43 training sessions scheduled for 2016. All of the training will be done in the NCPTC facility on the NWACC campus.

Ms. Farrell works with Beverly Engle, Director of the Child Advocacy Center, and Ms. Farrell reported that Arkansas First Lady Susan Hutchinson is committed to expanding child advocacy programs and training.

The NWACC Child Advocacy Studies (CAST) program is one of 36 in 20 states, plus the program is offered in two countries.

Mr. Shewmaker asked if the Boy Scouts of America national organization has had a tour of the facility and an introduction of the training programs offered. Ms. Farrell responded not yet, but she would reach out the organization. There are now bi-lingual opportunities, as well as offerings for faith-based

training and other cultures. The training numbers are increasing on a national level. The goal is to increase enrollment in CAST program participation on the NWACC campus.

Dr. Jerry Vervack, Dean of Social and Behavioral Sciences, explained the program has two missions: training and education. The goal is to train frontline personnel, such as law enforcement, paralegals, teachers, healthcare professionals and prosecutors. The secret mission is to end child abuse within two generations.

On the academic side, Dr. Vervack explained there are three courses that can be included in a certificate program and be a part of the Social Worker AAS degree: 1) Introduction to Child Abuse & Neglect, 2) Systems Response (law enforcement and education), and 3) Social Work (deals with victim's recovery). A Certificate of Proficiency totals nine credit hours: 1) Introduction to Child Abuse and Neglect, 2) Child Psychopathology, and 3) a Sociology class. These courses are imbedded in the Criminal Justice AAS degree. A CAST Technical Certificate requires a total of 30 credit hours, and an AAS in Criminal Justice requires 60 credit hours.

In the past five years, 171 students have taken the Child Abuse & Neglect course; 14 students have taken the Response to Child Maltreatment course; and 21 students have taken the Treating the Victim course. These courses teach the human factor for mandatory reporting. Classes have incorporated children of abuse in the classroom, specific to interviewing children. The criminal investigation and court room are used during these interactions. The focus is on empathy for the children during interviews and court proceedings.

NWACC has an agreement with U of A to transfer all of the NWACC credits earned toward Social Work Bachelor's degree with the Caveat that transferring students must earn an Associate degree from NWACC before transferring to the U of A.

Dr. Vervack reported that since 2010, 13 students have received the CAST Certificate of Proficiency and three have followed that up with a Technical Certificate.

Mr. Anderson ask about the goal and potential of the program. Dr. Vervack responded that the goal is to gain more students and issue more continuing education credits. Dr. Ricky Tompkins, Vice President of Learning, explained that the value of these certificate programs has gone beyond CAST to help others identify and mitigate child abuse and neglect. The certificate of proficiency courses are imbedded in other degree programs, especially in the health professions area.

Mr. Spivey asked about the cost to taxpayers. In response, Dr. Vervack explained that CAST classes have to meet minimum enrollment, same as other courses. Another reason these courses are important is to help make a better society. The focus should not be so much on the number of students, but rather on their impact on future generations.

752 children were interviewed last year at CAC for alleged abuse. The goal is to put cases together effectively/efficiently to end child abuse by the third generation.

Mr. Shewmaker said going from 16 to 43 training sessions shows dedication and commitment. Mr. Shewmaker then asked how many semester hours of the CAST program in other degree programs. Dr. Tompkins said he would get the information regarding the number of semester hours imbedded in other degree programs.

Mr. Shewmaker moved and Mr. Grigsby seconded the motion to approve the ENDS Monitoring Report. The motion passed unanimously.

COMMITTEE REPORTS

Finance Committee

Mr. Grigsby reported that the College received communication from the IRS that the Form 1098 for 2012 has been waived and that it is anticipated the Form 1098 for 2013 and 2014 also will be waived. Cash flow is at the highest level in the past five years and should remain in good shape for the remainder of this academic year. Year-end comparison (June to June): revenue was a -1.89% and expenditures were a -1.4%.

PRESIDENT'S REPORT

Dr. Jorgenson reported that although media focuses on the 11th day headcount of credit students (7,962), it is important to note that noncredit continues to increase and is right around 7,924. A few examples of increased enrollment from AY 2014 to AY2015 include:

- 37% increase in enrollment from 89 to 122 students in the apprenticeship programs
- Apprenticeship enrollment in Washington County tripled over last academic year
- 65% increase in students from 29 to 48 in the HVAC program
- Enrollment is up 55% from 69 to 107 students in the Certified Retail Analyst program

Dr. Jorgenson also commented that even though the College had a drop in the number of credit students enrolled compared to last year, NWACC is now the largest community college in the state.

In recognition of the fact that successful economic development and recruitment of industry to Arkansas does not happen without a trained workforce, Governor Hutchinson has requested a master plan on higher education titled "Closing the Gap 2020." The new funding formula goals would include:

- Increase completion/graduation rates by 10%
- Increase adult student (25-44) enrollment by 75% by 2018
- Raise attainment rates of underserved population by 10%
- Improve college affordability by reallocation

Mr. Brett Powell, director of the Arkansas Department of Higher Education, is looking to have the plan completed by the end of October. His goal is to get away from enrollment-based funding and focus on outcomes-based funding.

Mr. Shupe agreed that in order to increase economic development in the state, we must have a trained workforce in addition to incentives provided by the state to encourage business and industries to move to Arkansas.

Mr. Schwartz asked a question about the increased out-of-state enrollment due to the lowered tuition rate. Dr. Jorgenson reported that the increase was 68 students or 46 FTE, which fell short of the needed enrollment to offset the goal of 98 FTE. Dr. Jorgenson added that with additional advertising and recruiting the numbers should improve for the fall of 2016.

Mr. Shewmaker asked about the "Closing the Gap 2020" proposal and any idea of how that is going to affect NWACC. He is concerned that the process is being rushed if the last meeting is scheduled for October 7 with the final plan due by October 30.

In response to a question by Mr. Grigsby, Dr. Jorgenson explained that performance funding is now optional (5% of funding formula) and that could go up considerably. There is concern that 4-year and 2-year funding will be looked at the same way. It is thought that Governor Hutchinson wants to improve the state's degree/certification attainment rate.

Mr. Schwartz asked when are certificates issued—at the end of a semester or when the program is completed? A certificate is evidence that a student has attained the necessary skills or course outcomes.

CHAIRMAN'S REPORT

Mr. Clifford said that since we touch so many lives, we will need to identify ways to promote non-credit courses as much as credit. Non-credit is growing, but is not enough to offset the decline in credit hours.

Mr. Clifford announced that the NWACC 25th Anniversary Founders Receptions would be held on Thursday evening, September 17, and encouraged those who had memorabilia to bring it to share with others.

Mr. Clifford reminded fellow trustees that the annual reception with the NWACC Foundation Board of Directors would be held on November 9 beginning at 4:30 p.m., with the board meeting beginning at 5:00 p.m. Mr. Clifford also mentioned that election of officers will be held at this meeting.

Mr. Anderson asked about the nomination/voting process. Mr. Clifford explained that in prior years, past board chairs met and generated a slate of officers. This year it will be an open meeting with nominations from the floor, and also a succession plan, similar to the University of Arkansas, would be established.

Mr. Shewmaker asked if committee assignments will be discussed at the November meeting and if current members will be asked by the Board Chair to continue on currently assigned committees. Mr. Clifford thought discussion of committee memberships could be postponed until the January.

OTHER BOARD ACTION ITEMS

Ms. Debbi Buckley, Vice President of Administrative Services and CFO, explained to the board that they approved 80 provisional positions in May; however, they need specific approval for a Project/Program Director as a result of the Sector Partnership Grant (SPG) awarded to NWACC for training with Lazy Boy. Ms. Buckley made the following recommendation:

It is recommended by the administration that the Board of Trustees approve one (1) Project/Program Director position to be used based upon the acquisition of external revenue from sources other than general revenue as approved by the college's President.

Mr. Spivey moved and Mr. Shupe seconded the motion to approve the recommendation as presented. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 5:42 p.m.

Mr. Ric Clifford, Chairperson

Mr. Mauricio Herrera, Secretary

Disability Accommodation: Scope, Activities, Trends and Outcomes

Outline & Key Points

- The Disability Resource Center serves a multi-faceted role in supporting access for all members of the campus community pertaining to disability, through direct service provision, consultation and advocacy.
- Beyond managing institutional compliance, our efforts are focused on development of a truly supportive environment that is welcoming and inclusive of disability.
- Currently serving 3% of the Fall 2015 student population (on trend as compared to Fall 2014; trending slightly higher as compared to Spring 2015).
- DRC-affiliated students out-perform the general NWACC student population in terms of cumulative GPA and rate of degree completion.
- 7.9% of May 2014 grads were DRC-affiliated students.
- Trends: Increasingly complex cases. Students experiencing multiple or sensitive conditions, more severe mental health issues, more behavioral disruption, more aggressive/confrontational student interactions.
- On the horizon: emerging technology needs, ensuring accessible infrastructure.

Relationship to NWACC Strategic Plan/Goals and Objectives

- Increase Student Success (Objectives 4, 5, 6, 7, 8, 9)
- Provide Quality Programming and Assessment (Objective 2)

What Constituents Are We Serving (ENDS)?

- Learner Community, College Community
- Indirectly: Business, PK-16

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.

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 College admission applications and College employment applications is in compliance with all applicable state and federal guidelines.

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: All Family Education Rights and Privacy Act (FERPA) guidelines are strictly adhered to in the process of collecting, reviewing, transmitting and storing of student information. Access to student information is available only to faculty and staff who are authorized to use the information in the performance of their jobs within the FERPA guidelines. FERPA workshops are provided to College personnel on a regular basis. Electronic records are password protected.

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: Official College publications and consumer information clearly and accurately report consumer expectation. Information is reviewed regularly to assure accuracy and completeness.

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 information relevant to equal protections and the right to due process. This information is made available in hard copy and electronically on the College website. Employees are also provided access to this information through the appropriate Cabinet member, the Human Resource Office and the division supervisor's office.

I am reporting compliance with Executive Limitation #202.

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-202 Treatment of Students.*



Date: October 19, 2015

To: NorthWest Arkansas Community College Board of Trustees

From: Debi Buckley, VP of Finance & Administration

Subject: Approval of FY 2014 Legislative Audit Report

The Legislative Audit Report and Audited Financial Statements for FY 2014 as published by the Arkansas Division of Legislative Audit reveal no findings.

Recommendation: The NorthWest Arkansas Community College Finance and Audit Committee recommends NWACC Board of Trustees approve the Legislative Audit Report and Audited Financial Statements for FY 2014 as published by the Arkansas Division of Legislative Audit.

Mr. Ric Clifford, Chairperson

Mr. Mauricio Herrera, Secretary



Date: October 19, 2015

To: NorthWest Arkansas Community College Board of Trustees

From: Debi Buckley, VP of Finance and Administration

Subject: Approval of Community Development Corp. of Bentonville – Culinary Lease

Culinary Lease at the Market District of Bentonville

The lease agreement between the Community Development Corporation of Bentonville/Bella Vista and NorthWest Arkansas Community College allows for 27,500 square feet of office, classroom, library, culinary space and adequate parking spaces located at 801 SE 8th Street in Bentonville (old Tyson Foods plant). The proposed lease term begins on July 1, 2016, and ends on June 30, 2019. NWACC agrees to pay \$14,625 per calendar month (\$6.38 per square foot). The annual rent is \$175,500.

Recommendation: The NorthWest Arkansas Community College Land Use Committee recommends NWACC Board of Trustees approve the lease agreement between the Community Development Corporation of Bentonville/Bella Vista and NorthWest Arkansas Community College.

Mr. Ric Clifford, Chairperson

Mr. Mauricio Herrera, Secretary



Date: October 19, 2015

To: NorthWest Arkansas Community College Board of Trustees

From: Debi Buckley, VP of Finance & Administration

Subject: Approval of Provisional Position

In response to the WIOA Planning Grant awarded to NWACC, the administration recommends the authorization of the following provisional position of Project/Program Coordinator.

Recommendation: It is recommendation of the administration that the Board of Trustees approve one (1) Project/Program Coordinator position to be used based upon the acquisition of external revenue from sources other than general revenue as approved by the college's President.

Mr. Ric Clifford, Chairperson

Mr. Mauricio Herrera, Secretary



RESOLUTION

WHEREAS, the Board of Trustees desires to act in the best interest of the students of NorthWest Arkansas Community College, and

BE IT RESOLVED, that the Board of Trustees of NorthWest Arkansas Community College hereby authorizes the 2015 provisional positions to support the Workforce & Economic Development programs at NWACC as listed below:

1. (1) Project/Program Coordinator – WIOA Planning Grant

Dated this 19th day of October, 2015

Mr. Ric Clifford, Chairperson

Mr. Mauricio Herrera, Secretary