

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

January 11, 2016 Immediately Following the Annual Meeting - Burns Hall 3rd Floor Board Room

Call to Order	Page
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Recognition, Awards, and Information Items <ul style="list-style-type: none"> • L.I.F.E. — Models of Excellence Award (<i>Dr. Todd Kitchen</i>) • Leadership NWACC Award (<i>Ethan Beckcom</i>)
<input checked="" type="checkbox"/> Action <input 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 – November 9, 2015
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	ENDS Monitoring Report <ul style="list-style-type: none"> • E-104: Elmdale Elementary Entrepreneurship Program <i>(Tim Cornelius)</i>
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	Executive Limitations Monitoring Report <ul style="list-style-type: none"> • EL-204 Treatment of Staff (<i>Dr. Evelyn E. Jorgenson</i>)
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Committee Reports <ul style="list-style-type: none"> • Finance and Audit Committee (<i>Scott Grigsby</i>) <ul style="list-style-type: none"> ▪ Early Retirement • Land Use (<i>Joe Spivey</i>)
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	President's Report <ul style="list-style-type: none"> • NWACC Fact Book • Internal Activities Benefitting the Community
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Chairman's Report <ul style="list-style-type: none"> • Annual Institutional Trustees Conference – Dec. 7 • Mid-Year Retreat – Jan. 22 • ACCT Legislative Summit – Feb. 8-11 • Statement of Financial Interest • Other
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	Other Board Action Items and Considerations <ul style="list-style-type: none"> • Committee Chair Appointments (<i>Daniel Shewmaker</i>) • Welcome/Thanks (<i>Dr. Jorgenson and Daniel Shewmaker</i>)

Adjourn

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEE MEETING
Monday, November 9, 2015**

MINUTES

Chair Ric Clifford called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, November 9, at 5:00 p.m. in the Peterson Auditorium of the Shewmaker Center for Global Business Development.

Members Present: Ric Clifford (chair), Dan Shewmaker, Mauricio Herrera, Keven Anderson, Ron Branscum, Scott Grigsby, Todd Schwartz, Mike Shupe, Joe Spivey

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

MINUTES

October Board Meeting

Mr. Herrera moved and Mr. Spivey seconded the motion to approve the minutes of the Board of Trustees meeting on October 12, 2015. The motion passed unanimously.

RECOGNITION, AWARDS, AND INFORMATIONAL ITEMS

November Golden Eagle Award

Dr. Todd Kitchen presented the November Golden Eagle Award to Ms. Tanya Castella. In addition to being a member of Phi Theta Kappa and a Student Government Association senator, Ms. Castella is president of the Latin Culture Club and president of Association of Latina Professionals for America (ALPFA). She is a writer for the Eagle View and *Insatiable Ink*. Ms. Castella organized the NWACC team for the ALS walk and is a volunteer at Crystal Bridges, volunteers as a translator at the Rogers Heritage High School, and was an organizer of the Boys and Girls Club Mentorship Program. Ms. Castella shared with the Board that she is humbled and grateful for being selected as a recipient of the Golden Eagle Award. She also shared that she thinks the faculty and staff are great and friendly and that she is thankful for the opportunity to learn about leadership and teamwork at NWACC.

Ms. Zark De Campos presented a Student Government Association (SGA) update. This semester, members of SGA are focused on increasing communication with students through multiple forms of social media. SGA also initiated a “make yourself proud” campaign that encourages students to make themselves proud academically and encourages students to adopt a healthier lifestyle. In addition, SGA holds activities in support of the College’s goals to increase retention and persistence. All SGA projects are based on student feedback. Ms. Zark De Campos then introduced the SGA officers and senators. Mr. Clifford complemented SGA for their participation in events and thanked them for their willingness to be engaged in activities on campus and for attending the Saturday legislative update sessions last year.

EXECUTIVE LIMITATIONS MONITORING REPORT

EL-203 Communications and Support to the Board

Dr. Jorgenson reviewed EL-203 Communications and Support to the Board that was included in the Board packet. Dr. Jorgenson reported she is in compliance with this executive limitation.

Approval of Executive Limitations Monitoring Report EL-203 Communications and Support to the Board

Mr. Shupe moved and Mr. Grigsby seconded the motion to approve the EL-203 Communications and Support to the Board report. The motion carried unanimously.

Mr. Clifford thanked Dr. Jorgenson for her communication and support to the Board and keeping the board in compliance. Mr. Grigsby also thanked Steven Hinds for keeping the Board aware of news releases prior to the information appearing in the newspapers.

COMMITTEE REPORTS

Finance Committee – September Financial Report

Mr. Grigsby introduced Ms. Debi Buckley, who provided the financial reports for September: Revenues were down 3.6% and expenditures were down 6.8%. The partially self-insured plan seems to be working. Administration is still optimistic, as there is a lag in recording revenue. On the non-credit side, revenues were up 11.7% and expenditures were up 40.6%. Cash flow is up for all the years since the College started tracking cash flow in 2012, and is approximately \$6 million. Ms. Buckley thought this improvement is due to the conservatism of employees.

In response to a question by Mr. Clifford, Ms. Buckley confirmed that health insurance is reported on a calendar year. All the trends are looking good right now regarding lower costs on claims.

Mr. Shupe complimented Ms. Buckley and her team for the excellent State Audit.

PRESIDENT'S REPORT

Dr. Jorgenson shared that the College is bringing back Kids Summer Camps in the summer of 2016. Kids ages 6-12 will have a variety of camps from which to choose. The goal is to reach about 1,000 students. Each camp will be four days long and will be held between June 6 and July 28. The cost for each camp will be in the \$350 to \$400 range, and the College is hopeful that there will be sponsorships and scholarships to offset the costs. Workforce Development will manage the program, and Kim Carlson is the contact person. Kids Summer Camp is an excellent way to create NWACC students at an early age. This is a campus-wide effort, and Dean Keith Peterson stated he has received excellent engagement from other deans and their faculty in putting the courses together, as well as support from senior administration. Dr. Jorgenson shared that a couple of exciting culinary camps were held last summer, and she is looking forward to more culinary camps being held next summer.

Dr. Jorgenson then describe a new program called C4 (Community College Completion Corps). It is a Phi Theta Kappa program that is designed to get students to make a commitment to complete their college education. If you become a partner in this program, you receive a lapel pin, which Dr. Jorgenson recently received. There is a pledge card for students to complete, pledging to plan for college completion, to seek advisement, and to study. For others, there is a champion pledge card. Champions engage students, as well as provide positive reinforcement, feedback, and encouragement. This program falls under the direction of Ms. Becky Hudson, who is the advisor for NWACC's Phi Theta Kappa chapter. Plans are to ramp up the College's participation in C4, since the main focus of the program is on completion. Ms. Hudson shared the website to become a C4 Champion: <http://cccompletioncorps.org/>. The program began on campus this fall and so far 428 students have committed to the program and there are 46 completion champions. Dr. Jorgenson confirmed that there will be a push on campus to get more students and champions signed up for this program. Mr. Clifford commented that this program should help with retention.

Dr. Jorgenson shared the Arkansas Department of Higher Education's Master Plan. The final report was published at the end of October and is titled: Closing the Gap 2020. Gov. Hutchinson and the Arkansas Department of Higher Education have several specific goals. Goal 1: Raise completion and graduation rates of colleges and universities rates by 10%. NWACC is hopeful that the C4 program will help the school to reach that goal. Goal 2: By fall of 2018, higher education will increase enrollment of adult students ages 25-40 by 75%. Goal 3: Raise the attainment rates of underserved groups in the state by 10%. Goal 4: Improve college affordability through effective resource allocation (basically, do more with less). Dr. Jorgenson said that by reading the report, one gets a sense of the direction higher education is going in the next 5 years. In response to Mr. Grigsby's question, Dr. Jorgenson shared that there is a lot of concern by the Gov. Hutchinson about recruiting business and industry to state.

In response to Mr. Shupe's question, Dr. Jorgenson shared alternative means can include increased concurrent enrollment or providing an alternative to requiring college algebra for non-math majors. Dr. Ricky Tompkins talked about allowing students taking developmental classes and credit bearing courses in same semester. NWACC is looking at alternative placement assessments, as the COMPASS is going away. The goal is finding paths for students to the credit bearing course as soon as possible, because the "Financial Aid Clock" begins as soon as students start taking any courses.

Mr. Clifford asked if these were statewide goals, and Dr. Jorgenson confirmed that they were and shared that Dr. Tompkins, Ms. Buckley, and Dr. Kitchen have been asked to participate in ongoing state-wide meetings to discuss implementation of some of the goals. Mr. Clifford also asked about state funding, and Dr. Jorgenson confirmed that funding will be tied to accomplishments, although the criteria have not been established, yet. Dr. Jorgenson agreed with Mr. Shupe's comment that there is plenty of work that can be done at the high school level to get students ready to take college level courses.

Mr. Spivey asked about potential state-wide transferability of a math course for non-math majors. Dr. Tompkins confirmed that academic advisers are very clear about math requirements when advising students. NWACC is working with University of Arkansas, University of Central Arkansas, University of Arkansas Fort Smith, and other state institutions with which we have two-plus-two agreements to make certain that the quantitative literacy course is allowed as a course substitution for college algebra.

Dr. Jorgenson reviewed the EMSI executive summary with the Board. EMSI is an economic modeling systems organization. The report is specific to NWACC, our students, and the impact we have on the region. The report also will be shared with legislators, public school officials, and community leaders. In response to Mr. Branscum's question about if the report could be sent in a .pdf format to the Board, Dr. Jorgenson confirmed that the full report would be sent electronically to the Board.

Dr. Jorgenson shared that NWACC has been named a Model of Excellence. NWACC is one of 17 colleges and universities being recognized and honored by University Business, primarily due to the LIFE (Learning, Improvement, Fun, and Empowerment) program that focuses mentoring, support, and awareness for Hispanic and Latino students. Many LIFE program graduates return to be mentors.

CHAIRMAN'S REPORT

Mr. Clifford thanked the Office of the President and the Foundation for the joint reception that was held prior to the respective board meetings. Mr. Clifford then reviewed the Board calendar of upcoming activities and future Board meetings. The following individuals plan to attend the ACCT National Legislative Summit that will be held February 8-11, 2016, in Washington, DC: Mr. Shewmaker, Dr.

Jorgenson, Dr. Tompkins, and Mr. Jim Hall. Mr. Clifford stated he could not attend and invited other Board members to participate if their schedules permitted, as there is one other available slot for this trip.

OTHER BOARD ACTION ITEMS

Approval of Provisional Position

Upon request, Mr. Tim Cornelius presented information about the proposed provisional position for the Adult Education Coordinator of Career Services that will be funded through an Adult Ed grant. The person in this position will work with Adult Ed students, advising and helping them move on to training programs and/or enter college and then into the workforce. In response to a question by Mr. Spivey, Mr. Cornelius confirmed that this would be an ongoing position as part of Adult Ed, even though the position will continue to be funded through grants.

Mr. Grigsby moved and Mr. Spivey seconded the motion to approve the provisional position. The motion passed unanimously.

Election of Officers

Mr. Clifford stated that in accordance with NWACC Board of Trustees By-Laws, Article I and the Governance Procedures #307, the Board would hold open nominations of officers, rather than present a slate of officers as was the practice of prior Boards. Mr. Clifford also confirmed that in accordance with Roberts Rules of Order, a nomination does not require a second.

Mr. Clifford called nominations for the office of Chairman of the Board. Mr. Shupe nominated Mr. Shewmaker for the office of Chairman. There being no other nominations, by acclamation Mr. Shewmaker was elected as Chairman of the Board of Trustees for NorthWest Arkansas Community College.

Mr. Clifford opened the nominations for the office of Vice-Chairman of the Board. Mr. Shupe nominated Mr. Spivey and Mr. Shewmaker nominated Mr. Herrera for the office of Vice-Chairman. Mr. Spivey withdrew his name from the nomination. There being no other nominations, by acclamation Mr. Herrera was elected as Vice-Chairman of the Board of Trustees for NorthWest Arkansas Community College.

Mr. Clifford opened the nominations for the office of Secretary of the Board. Mr. Grigsby nominated Keven Anderson for the office of Secretary. There being no other nominations, by acclamation Mr. Anderson was elected as Secretary of the Board of Trustees for NorthWest Arkansas Community College.

MEETING ADJOURNMENT

The meeting adjourned at 5:48 p.m.

Mr. Daniel Shewmaker, Vice Chairman

Mr. Mauricio Herrera, Secretary

POLICY TYPE: EXECUTIVE LIMITATIONS**EL-204****POLICY TITLE: TREATMENT OF STAFF**

Policy 204: With respect to the treatment of paid and volunteer staff, the President shall not cause or allow conditions, which are unfair, undignified, and unclear or present a conflict of interest.

Definition: Conditions are defined as official actions, policies, and procedures. Unfair refers to legally defined discriminatory acts, policies, or procedures. Undignified refers to disrespectful treatment or language. Unclear refers to ambiguously written or oral presentation. A conflict of interest is defined where a party shall receive direct personal monetary gain, or an advantage in the workplace as a result of official college decisions they are in a position to make.

Narrative: NWACC administration encourages the development of a campus culture that exemplifies a spirit of mutual support, respect and civility. This expectation of a collaborative spirit is projected throughout the college in meetings, Expanded Cabinet, Deans Council, Faculty Senate, Staff Council and in “Notes from the President.”

Employee recognition occurs often and is celebrated both formally and informally as a means of acknowledging individual and team accomplishments. Examples include: the Annual Faculty and Staff Appreciation Luncheon, biannual New Employee Luncheons, Celebrate Learning Days, Administrative Professionals Day, National Nurses Week, annual recognition of outstanding faculty and staff at the Arkansas Community Colleges Association and various national conferences, annual Service Recognition Luncheon, Summer Employee picnic, and Holiday gatherings. Faculty and staff are also highlighted in the Insight electronic newsletter as well as the “Notes from the President” newsletter. Additionally, a new “Employee Recognition and Awards Ceremony” is being planned for April 29, 2016, to recognize outstanding faculty and staff, as well as new retirees.

In order to promote lifelong learning, all full-time college employees or their dependents are eligible to receive up to twelve hours per semester of tuition assistance. Part-time employees are eligible for three hours of tuition assistance per semester. Full-time and part-time employees are eligible to receive 15% tuition discount for all undergraduate courses and 10% tuition discount for all graduate courses at Franklin University.

Classified and non-faculty academic employees with ten or more years of service as a state employee receive a “career service bonus” annually in recognition of continuous service; faculty receive additional compensation based upon higher level academic achievement, and the College actively pursues obtaining

additional compensation approval from the state for newly hired classified employees meeting the criteria for “exceptionally well qualified” status.

Mandatory, as well as elective training programs are available to all employees through the “We Comply” program to assure that employees receive the needed training on HIPAA, FERPA, Title IX, and other important laws and safety issues.

To help create awareness and promote ethical accountability, the College strives to maintain an atmosphere of acceptance for employees to openly express concerns and issues regarding the College without fear of retaliation. The College does not condone any unfair or illegal discriminatory personnel actions or the existence of a conflict of interest within any college department. The Human Resources Office has an employee relations’ manager who is available for all faculty and staff to express concerns regarding College-related issues. To ensure a healthy conducive work environment, this person has the autonomy to address any issue that may arise.

The College also promotes ongoing professional development training and continued review and updates of College policies and procedures in order to foster a values-based culture.

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

1. Operate without written personnel policies, which clarify personnel rules for staff, provide for the effective handling of grievances, and protect against wrongful conditions.

Definition: Personnel policies, which address these provisions, are included in the online NWACC Policy and Procedures manual available at:

http://www.nwacc.edu/web/policy/policy_procedure

Narrative: The Administrative Policies Manual contains college-wide policies affecting employees and students; it outlines the operations framework for the College. Included in this manual are policies related to the management of grievances, identification of processes and regulations, and protection for employees from wrongful conditions. College administrators are expected to operate within the parameters of these policies and procedures. To ensure that each policy is clearly defined and legally sound, this manual is reviewed regularly and updated as needed.

2. Fail to make available to staff in a timely manner all personnel rules that affect them.

Definition: Making policy and procedure available to staff in a timely manner refers to having a complete copy of the NWACC Policy and Procedures manual available online for all employees. This electronic format supports access but also ensures that policy and procedure updates are completed regularly and communicated efficiently.

Narrative: As policies and procedures are updated, they are reviewed by Cabinet, expanded Cabinet, and employees. Information on potential policy changes are provided by email in order to allow employee feedback immediately. Instructions for locating the manual and other key informational resources are included in new employee orientation.

A comprehensive benefit package is available to employees, which includes a wide range of health and wellness benefits, voluntary products, and paid leave. Benefits are explained to eligible employees in both verbally and written formats.

In order to enhance employee's understanding of their total compensation package and to assist them during their initial employment period, employees attend new hire orientation.

3. Continue in employment or employ any person serving on the Board.

Definition: Employees who are elected to the Board will be asked to resign immediately upon election. The college may not employ any current Board members.

Narrative: The College does not employ any current members of the Board of Trustees.

I am reporting in compliance with Executive Limitation #204.

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-204 Treatment of Staff.



Date: January 11, 2016

To: NorthWest Arkansas Community College Board of Trustees

From: Debi Buckley, VP of Finance & Administration

Subject: Early Retirement Incentive

The Finance Committee recommends that the NWACC Board of Trustees approve early retirement incentives for budgeted full-time faculty and staff who elect voluntary separation from the institution. Criteria include the following:

- 1) reach minimum age of 55 on or before June 30, 2016;
- 2) have at least 5 years of NWACC service as of June 30, 2016;
- 3) are paid from state, not grant, funds; and
- 4) plan to retire on or before June 30, 2016.

A retirement incentive of \$10,000 will be offered to the employees who apply and meet the stated criteria.

Recommendation: It is the recommendation of the Finance Committee that the Board of Trustees approve an early retirement incentive.

Mr. Daniel Shewmaker, Chairperson

Mr. Keven Anderson, Secretary