

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
October 17, 2016 4:30 pm - Burns Hall 3<sup>rd</sup> Floor Board Room**

<b>Call to Order</b>				<b>Page</b>	
<u>    </u>	Action	<u>  X  </u>	Information	<b>Recognition, Awards, and Information Items</b>	
				<ul style="list-style-type: none"> <li>• September Student of the Month Golden Eagle Award: Jesus Carreon (<i>Dr. Todd Kitchen</i>)</li> <li>• October Student of the Month Golden Eagle Award: Abdul Muhammed (<i>Dr. Todd Kitchen</i>)</li> </ul>	
<u>  X  </u>	Action	<u>    </u>	Information	<b>Attendance</b>	
<u>  X  </u>	Action	<u>    </u>	Information	<b>Approval of Minutes</b>	<b>2</b>
				<ul style="list-style-type: none"> <li>• Regular Board Meeting – September 12, 2016</li> </ul>	
<u>  X  </u>	Action	<u>    </u>	Information	<b>ENDS Monitoring Report</b>	
				<ul style="list-style-type: none"> <li>• E-102 Procurement Assistance Center (<i>Tim Cornelius</i>)</li> </ul>	
<u>  X  </u>	Action	<u>    </u>	Information	<b>Executive Limitations Monitoring Report</b>	<b>5</b>
				<ul style="list-style-type: none"> <li>• EL-202 Treatment of Students</li> </ul>	
				<b>Committee Reports</b>	
<u>  X  </u>	Action	<u>    </u>	Information	<ul style="list-style-type: none"> <li>• Finance Committee (<i>Scott Grigsby</i>) <ul style="list-style-type: none"> <li>• Approval of June 30, 2015 Audit Report (<i>Debi Buckley</i>)</li> </ul> </li> </ul>	<b>7</b>
<u>    </u>	Action	<u>  X  </u>	Information	<ul style="list-style-type: none"> <li>• Land Use Committee (<i>Joe Spivey</i>)</li> </ul>	
<u>    </u>	Action	<u>  X  </u>	Information	<b>President's Report</b>	
				<ul style="list-style-type: none"> <li>• Letter of Notification: AAS in Culinary Arts</li> <li>• Justice Department OVW Grant</li> <li>• Roof on SCWT</li> <li>Nov. 14 Meeting- Reception at 4:00 with Foundation</li> <li>• Board</li> </ul>	
<u>    </u>	Action	<u>  X  </u>	Information	<b>Chairman's Report</b>	
				<ul style="list-style-type: none"> <li>• Annual Institutional Trustees Conference- Dec. 9</li> <li>• 2017 National Legislative Summit- Feb. 13-16</li> <li>• Realignment Meeting in Little Rock</li> <li>• Nominations/Voting for Officers</li> </ul>	
<u>  X  </u>	Action	<u>    </u>	Information	<b>Other Board Action Items and Considerations</b>	
				<ul style="list-style-type: none"> <li>• Approval of Provisional Position (<i>Debi Buckley</i>)</li> </ul>	<b>8</b>
<b>Adjourn</b>					

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
BOARD OF TRUSTEE MEETING  
Monday, September 12, 2016**

**MINUTES**

Chair Daniel Shewmaker called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, September 12, at 4:31 p.m. in the Burns Hall 3<sup>rd</sup> Floor Board Room.

**Members Present:** Daniel Shewmaker (Chair), Mauricio Herrera (Vice-Chair), Keven Anderson (Secretary), Scott Grigsby, Todd Schwartz, Mike Shupe, & Joe Spivey.

**Also in Attendance:** Dr. Evelyn E. Jorgenson and Veronica Garcia-Carvajal

**MINUTES**

**August 8 Regular Board Meeting**

Mr. Shupe moved and Mr. Grigsby seconded the motion to approve the minutes of the Regular Board Meeting on August 8, 2016. The motion passed unanimously.

**RECOGNITION**

**Welcome Student Trustee**

Mr. Shewmaker welcomed Veronica Garcia-Carvajal as the new Student Trustee. He stated that he looks forward to her input and values her voice on the students' behalf. Ms. Garcia-Carvajal thanked the Board for the opportunity.

**Phi Theta Kappa Presentation**

Ms. Becky Hudson gave a brief overview of the Phi Theta Kappa program and emphasized its value and impact on the College. She thanked Dr. Jorgenson for being an instrumental part of restarting the chapter at NWACC. Ms. Baylea Burchfield, President of the NWACC Phi Theta Kappa chapter, presented Dr. Jorgenson with a certificate recognizing her as an honorary member of the organization. Dr. Jorgenson thanked Ms. Burchfield and Ms. Hudson and stated that she is a true believer in Phi Theta Kappa and is proud to have the organization on campus.

**ENDS MONITORING REPORT**

**E-101: Study Abroad**

Dr. Ricky Tompkins told the Board about the importance of finding a way to connect with students on the campus, stating that the growing study abroad program is one way that students can connect with the campus. He said that next year, students will have opportunities to study abroad in Italy, Greece, Thailand, and Haiti. Dr. Tompkins then introduced Miles Fish, who gave an overview of the study abroad trip to Italy this past summer. He showed a video with pictures from the trip and told about what it was like to be in Italy with the students. Mr. Fish also showed the group the NWACC in Italy website and pointed out that the students take a language class at the University of Siena which will provide them with college credit that they can transfer to other institutions. He said that a different NWACC instructor will attend the trip each year, providing a different class for the students each time. Dr. Jorgenson told of her experience in Italy with the students and stated that she believes this is a great opportunity for the students. She emphasized the importance of the students' development, stating that this provides them with knowledge and awareness of

other countries and other cultures. Mr. Fish thanked Dr. Jorgenson, Dr. Tompkins, and the Board for their support of the program. Mr. Spivey commended Mr. Fish for putting this trip together, stating that it takes great initiative, and he enjoys seeing what the College is doing for the students. Mr. Shewmaker added his congratulations to Mr. Fish for putting together a quality program at a low cost. Mr. Shewmaker asked what the demand for the program is and Mr. Fish responded that he already has 13 students signed up for next year. Dr. Tompkins added that several students are signed up for the other trips next year as well. He also pointed out that the study abroad program is faculty designed, driven, and led.

### **Approval of E-101**

Mr. Spivey moved and Mr. Grigsby seconded the motion to approve the ENDS 101 Report. The motion passed unanimously.

### **E-105: Implementation Grant**

Mr. Tim Cornelius introduced Mr. Keith Peterson and Mr. Jerod Bradshaw to talk about the Implementation Grant. Mr. Peterson applauded the work of Mr. Bradshaw, who then made the presentation to the Board. Mr. Bradshaw told the Board that the grant is part of the Workforce Innovation and Opportunity Act (WIOA). He said there are three phases of the WIOA grant program, and the implementation phase started July 1. He reported that there are five goals of the grant: expose secondary students to educational and career opportunities within the construction industry, offer short-term training options, credential students, offer college credit, and relieve financial burden of training secondary students. He emphasized the need for students in fields such as construction. Mr. Bradshaw is currently meeting with high school educators and administrators about the grant. Through the grant, over 800 OSHA 10 vouchers have been distributed, educational and employment opportunities have been presented, safety equipment for high school students has been ordered, and NCCER training options have been set up. He presented a list of goals that he hopes to achieve with the grant, including obtaining a mobile lab vehicle filled with tools, working with NWACC high school relations on college credit options, offering short-term training, supplying schools with hands-on materials, finding a path to sustainability, and submitting the continuation grant. Mr. Bradshaw told the Board that he visited with the large contractors in this area to find out what qualities and knowledge they look for in a construction site manager, and then matched the needs to this program. Mr. Anderson commended Mr. Bradshaw on his work and stated that he appreciates the fact that the program was developed around the needs of the industry. Mr. Spivey congratulated Mr. Bradshaw on an excellent program that is consistent with the College's mission statement. Mr. Shewmaker also added his congratulations.

### **Approval of E-105**

Mr. Grigsby moved and Mr. Anderson seconded the motion to approve the ENDS 105 Report. The motion passed unanimously.

### **PRESIDENT'S REPORT**

Dr. Jorgenson reported that the SGA (Student Government Association) and SAAB (Student Ambassador & Activities Board) have combined to form the SGAA (Student Government and Ambassador Association). Ms. Hudson will continue as the advisor and Ms. Garcia-Carvajal will continue as the Student Trustee. The group will continue with the activities that they have done in the past. Ms. Garcia-Carvajal added that she believes combining the two groups will benefit everyone, stating that the organizations will work as one team instead of two separate entities.

Dr. Jorgenson told the Board about a Letter of Notification to change the name of the AAS Certified Respiratory Therapist to AAS Respiratory Therapy. She said that Health Professions is requesting the name change because the current name is not a valid representation of the program which could affect recruiting.

#### **CHAIRMAN'S REPORT**

Mr. Shewmaker stated that there will be a meeting of the Legislative Task Force to Study the Realignment of Higher Education on September 14 in Little Rock. He and Dr. Jorgenson will be speaking in favor of keeping NWACC an independent institution. He said that some faculty and staff have already given their input and that Board members are invited to do the same. Mr. Grigsby requested that the talking points for the meeting be sent out to Board members so they can communicate those same points effectively in the community.

Mr. Shewmaker reminded the Board that there are two meetings left this year and encouraged Board members to think about nominations for new officers. He stated that the Board elections are also coming up and that there is one contested race which is between Mark Scott and Mark Ryan.

#### **OTHER ACTION ITEMS**

##### **Benton County Hazard Mitigation Plan**

Mr. Ethan Beckcom told the Board that this plan is updated every five years. It outlines things that the College can continue to prioritize, however it does not bind us do to anything. He stated that if there is a post-disaster declaration made by the Governor, NWACC would be considered for mitigation funding if we are part of this plan. He said that there is no downside to participating. Mr. Beckcom confirmed that if adopted, NWACC would be buying in and accepting the plan of the county which will allow us to participate in post federal declaration funds. Mr. Shewmaker asked if the College has participated in this plan before and Mr. Beckcom responded that this is the first time NWACC has been approached about adopting the plan.

##### **Approval of the Benton County Hazard Mitigation Plan**

Mr. Spivey called the question and the Board approved the adoption of the plan.

**MOVED TO EXECUTIVE SESSION AT 5:40 P.M.**

**RETURNED FROM EXECUTIVE SESSION AT 7:31 P.M.**

Mr. Spivey moved and Mr. Grigsby seconded the motion to support a bonus of 4.5% for the President of NWACC. Mr. Herrera, Mr. Grigsby, Mr. Schwartz, Mr. Shupe, and Mr. Spivey voted yea. Mr. Anderson abstained. The motioned passed.

Mr. Spivey moved and Mr. Shupe seconded the motion to support the salary increase of 1% for the President of NWACC. Mr. Herrera, Mr. Grigsby, Mr. Shupe, and Mr. Spivey voted yea. Mr. Schwartz voted nay. Mr. Anderson abstained. The motion passed.

#### **ADJOURNMENT**

The meeting adjourned at 7:37 p.m.

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Daniel Shewmaker, Chairperson

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Keven Anderson, 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.*

**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.

**POLICY TITLE: TREATMENT OF STUDENTS (Continued)****EL-202****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 17, 2016

To: NorthWest Arkansas Community College Board of Trustees

From: Debi Buckley, VP Finance & Administration

Subject: Approval of FY 2015 Legislative Audit Report

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The Legislative Audit Report and Audited Financial Statements for FY 2015 as published by the Arkansas Division of Legislative Audit reveal no findings.

Recommendation: The NorthWest Arkansas Community College Finance and Audit Committee recommends that the NWACC Board of Trustees approve the Legislative Audit Report and Audited Financial Statements for FY 2015 as published by the Arkansas Division of Legislative Audit.

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Mr. Daniel Shewmaker, Chairperson

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Mr. Keven Anderson, Secretary



Date: October 17, 2016

To: Board of Trustees

From: Wendi Cadle, Human Resources Executive Director

Subject: Approval of Provisional Position

In response to the Office on Violence Against Women Grant awarded to NWACC, the administration recommends the authorization of the following provisional position of Policy, Risk & Compliance – Project/Program Administrator.

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

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Mr. Daniel Shewmaker, Chairperson

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Mr. Keven Anderson, Secretary