

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 10, 2017 4:30 p.m. – 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>• Comments by Student Trustee Veronica Garcia-Carvajal</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 – March 13, 2017</li> </ul>	
<u>    </u>	Action	<u>    </u>	Information	<b>ENDS Monitoring Report</b>	
				<ul style="list-style-type: none"> <li>• None</li> </ul>	
<u>  X  </u>	Action	<u>    </u>	Information	<b>Executive Limitations Monitoring Report</b>	<b>6</b>
				<ul style="list-style-type: none"> <li>• EL-207 Compensation &amp; Benefits</li> </ul>	
<u>    </u>	Action	<u>  X  </u>	Information	<b>Committee Reports</b>	
				<ul style="list-style-type: none"> <li>• Finance Committee (<i>Mr. Ron Branscum</i>)</li> </ul>	
<u>  X  </u>	Action	<u>    </u>	Information	<b>Honorary Degree Committee (<i>Dr. DeAnne Witherspoon</i>)</b>	<b>8</b>
				<ul style="list-style-type: none"> <li>• Approval of Honorary Associate Degree Nomination</li> </ul>	
<u>    </u>	Action	<u>  X  </u>	Information	<b>President's Report</b>	
				<ul style="list-style-type: none"> <li>• Vision Statement Draft</li> <li>• ACCT Leadership Congress</li> <li>• NWACC "Plant a Seed" Gala- April 28</li> <li>• Spring Arts &amp; Culture Festival- April 19 &amp; 20</li> </ul>	
<u>    </u>	Action	<u>  X  </u>	Information	<b>Chairman's Report</b>	
				<ul style="list-style-type: none"> <li>• Commencement Ceremonies</li> </ul>	
<u>  X  </u>	Action	<u>    </u>	Information	<b>Other Board Action Items and Considerations</b>	<b>9</b>
				<ul style="list-style-type: none"> <li>• Approval of Resolution Disallowing the Carrying of a Concealed Handgun</li> </ul>	

**Adjourn**

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
BOARD OF TRUSTEE MEETING  
Monday, March 13, 2017**

**MINUTES**

Chair Mauricio Herrera called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, March 13, at 4:31 p.m. in the Burns Hall 3<sup>rd</sup> Floor Board Room.

**Members Present:** Mauricio Herrera (Chair), Joe Spivey (Vice-Chair), Ron Branscum (Secretary; via conference call), DeAnne Witherspoon, Mike Shupe, Todd Schwartz, Mark Scott, and Debra Hobbs.

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

**MINUTES**

**February 20 Regular Board Meeting**

Mr. Scott moved and Mr. Spivey seconded the motion to approve the minutes of the Regular Board Meeting on February 20, 2017. The motion passed unanimously.

**RECOGNITION**

**February & March Student of the Month Golden Eagle Awards**

Ms. Dale Montgomery introduced Ms. Bernadette Holt and Ms. Jennifer Vehon, recipients of the February and March Golden Eagle Awards. Ms. Holt was nominated by her instructor, Sabrina Chesne, who spoke to the Board about Ms. Holt's achievements. Ms. Holt thanked the people at NWACC who have encouraged her and helped her be successful. Ms. Montgomery then introduced Ms. Cathy McCall, who nominated Ms. Vehon to receive the award. She told the Board about Ms. Vehon's leadership with the ENACTUS program and her work with the Oasis Coffee Shop. Ms. Vehon expressed her appreciation to the Board and Ms. McCall for the award and opportunity to speak. Board Chair Mr. Herrera congratulated both Golden Eagle Award recipients.

**ENDS MONITORING REPORT**

**E-104: Constructing the Future: A Progress Report**

Mr. Keith Peterson introduced Mr. Jerod Bradshaw, WIOA Program Coordinator, who spoke to the Board about the WIOA construction technology pathways grant. Mr. Bradshaw covered the aspects of the implementation grant, stating that he is working to get more high school students interested in construction technology as a whole, as the industry is experiencing a shortage of workers. Mr. Bradshaw reported that since short term trainings began in August, 1,040 OSHA 10 vouchers have been distributed to high school students in 15 school districts; safety equipment and consumable materials have been distributed to 15 school districts; 53 school visits have been made since August with students, teachers, and administrators; and 3 NCCER Instructor Certification Training Programs have been offered. He told the Board about two on-campus activities including the Women in Construction event and Senior Days. A NCCER Master Trainer Session has also been offered to secondary and post-secondary teachers along with industry partners. He shared that CST 1313 Materials of Construction will be available online to high school students through ECE beginning in the fall. He stated that he will

continue to promote the online Materials of Construction class, offer additional short-term trainings, and obtain a mobile lab that will be used in the high schools.

To meet the ENDS, goals and objectives of the College, he is working to increase student enrollment, increase student success, provide quality programming and assessment, increase community outreach, support and relations, and increase diversity and inclusion. Mr. Spivey complimented Mr. Bradshaw on his presentation and the work that he has done. He asked if adequate supplies for the high school program are being obtained and Mr. Bradshaw said that area vendors are contracted with the program and help provide materials. He stated that the grant gives the schools a specific amount of money and allows them to select what consumable goods they would like to use. He added that he orders appropriate safety equipment for each school. Mr. Shupe commended him for his work. Mr. Herrera thanked him for the update on the grant.

#### **Approval of E-104**

Mr. Spivey moved and Mr. Shupe seconded the motion to approve the END 104 Report. The motion passed unanimously.

### **EXECUTIVE LIMITATIONS MONITORING REPORT**

#### **EL-206: Asset Protection**

Dr. Jorgenson reviewed EL-206, stating that assets are well protected through the use of NWACC Public Safety personnel and surveillance cameras, facilities are adequately maintained through regular cleaning routines, and the building, contents and all College property are adequately insured. The College has a liability insurance policy covering Board members, officers, and employees. She said that FERPA guidelines and Title IX guidelines are followed and the Office of Policy, Risk Management, and Compliance works to prevent unethical practices, violations of the law, compliance failures, and loss or injury to students and employees. She said that computer and electronic information is protected from loss or significant damage. Dr. Jorgenson stated that the College is audited each year and the last audit was very successful with no reportable findings. She reported compliance with EL-206.

#### **Approval of EL-206 Report**

Mr. Shupe moved and Mr. Spivey seconded the motion to approve the EL-206 Report. The motion passed unanimously.

### **COMMITTEE REPORTS**

**None**

### **PRESIDENT'S REPORT**

Dr. Jorgenson told the group that she and Ms. Debi Buckley recently attended the P3 (Public-Private Partnership) Conference in Dallas. She said that currently, this type of funding is not allowed but there is legislation (SB 651) that may allow public-private partnerships for community colleges. She stated that at least one local construction company is interested, and she and Ms. Buckley are continuing to gather information and work with legislators on this topic.

Dr. Jorgenson gave a brief legislative update, mentioning several bills pertaining to the College. She said SB 438 is a shell bill that makes reference to equity funding. She also talked about HB 1249, the

concealed carry bill, which could allow anyone over 21 to carry a gun (faculty, staff, and students). SB 528 is a bill on workforce challenge scholarships and it would redirect some scholarship awards to specific skills. SB 309 would allow the construction, maintaining, and operating of dormitories on community college campuses. Mr. Jim Hall added that the bill on the Arkansas Futures grant has been signed, along with the appropriation bill. He said that HB 1249 will be in the house judiciary committee soon. Mr. Spivey asked if the current bill would allow concealed carry weapons in the Board meetings and Mr. Hall said as long as individuals have their permit, have had 8 hours of training, and are 21 they can carry anywhere on campus, including Board meetings. Mr. Hall added that concealed carry would not be allowed in student disciplinary hearings or employee action meetings.

Dr. Jorgenson told the Board that Commencement ceremonies will be held on May 13<sup>th</sup>. Currently, there are ceremonies at 9:00, 12:00, and 2:00. There is a possibility that a fourth ceremony will be added. She asked Board members to let her office know which ceremonies they plan to attend.

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

Mr. Herrera announced that the Mid Year Retreat will be held on Friday, July 21<sup>st</sup> from 12:00-4:00pm (location to be determined). He advised the Board to let him know if they have anything they would like to discuss at the retreat. He also said that the Board self-evaluations will be emailed out in the next few weeks and the results will be discussed at the retreat. He announced committee chair assignments: Mr. Branscum will serve as the Finance/Audit Committee Chair, Mrs. Hobbs will serve as the Advocacy Committee Chair, Mr. Scott will join is as a member of the committee, Dr. Witherspoon will serve as the Honorary Degree Committee Chair, Mr. Spivey will continue to serve in his role of Land Use Committee Chair, Mr. Shupe will join him as a member of that committee, and Mr. Schwartz will serve as the Accreditation Committee Chair.

#### **OTHER ACTION ITEMS**

##### **FY2018 Fee Change Proposals**

Ms. Buckley told the group that numerous budget meetings have been held since November, and the prognosis of the budget is favorable. She shared that the College has seen an enrollment increase of 2% from fall to spring. She added that the College has seen a substantial increase in the millage over last year. Ms. Buckley reported that the growth in revenue will allow an average of 3% salary increases to employees for FY2018.

Ms. Buckley stated that the administration is not asking for any tuition increases, and reminded the Board that there has not been an overall tuition increase since FY2013. She said that administration is requesting three fee adjustments/increases. She reviewed the request to change the current application fee of \$20 to a registration fee of \$10/semester. She said she believes this change will be revenue-neutral. She told the Board that this change would eliminate barriers to students, because the fee could be paid for with financial aid. This would be beneficial since many students do not have credit cards which allow them to pay the fee at the time they submit their application. This fee would be paid each time the students register for classes.

Ms. Buckley also reviewed the request to change the name of the security fee to the Student Health and Safety Fee, and increase the amount of the fee from \$2 to \$3. She stated that the \$1 increase in the

existing fee would allow the College to meet the rising demands of safety, health and welfare services mandated by both the state and the Department of Higher Education.

She told the Board that the last fee change request is to increase the culinary course fee from \$150 to \$265. She added that since other costs (such as textbooks, knife kits, and smocks) will be reduced, the overall cost will remain neutral for the students. She also stated that the chefs will be teaching with top-of-the-line foods, and will also work with local growers to promote sustainability. Mr. Shupe encouraged Board members who have not seen the new facility to take a tour and see where the students will actually be learning. Dr. Glenn Mack was not able to attend the meeting, so Ms. Kelly Eubanks, Program Coordinator at Brightwater, spoke to the Board on his behalf. Ms. Eubanks told the Board that their mission is to connect to local farmers and to the community while teaching students about sustainability. Mr. Schwartz asked what overall impact on enrollment would the fee increase have and Ms. Eubanks responded that even though food costs will increase, by reducing textbook costs from \$1400 to \$400, enrollment should increase because the total cost of the program will not change significantly. Mr. Schwartz asked how long the fee increases would be sustainable and Ms. Eubanks estimated five years, but also said that it depends on the increase in the cost of food. She added that Brightwater's tuition, fees and program costs are much lower than other nearby culinary schools, and one of the lowest in the country. Mr. Spivey asked if this fee change would be large enough or if the students should be paying more for such a high-quality program. Ms. Eubanks stated that this fee increase should be sufficient. Ms. Buckley added that \$15 of the increase is for technology support.

#### **Approval of FY2018 Fee Change Proposals**

Mr. Spivey moved and Dr. Witherspoon seconded the motion to approve the FY2018 Fee Change Proposals. The motion passed with a vote of 5-2. Mr. Spivey, Mr. Branscum, Mr. Shupe, Dr. Witherspoon, and Mr. Schwartz voted yea, and Mr. Scott and Mrs. Hobbs voted nay.

**MOVED TO EXECUTIVE SESSION AT 5:44 P.M.**

**RETURNED FROM EXECUTIVE SESSION AT 7:38 P.M.**

#### **ADJOURNMENT**

The meeting adjourned at 7:38 p.m.

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Mr. Mauricio Herrera, Chairperson

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Mr. Ronald Branscum, Secretary

## POLICY TITLE: COMPENSATION AND BENEFITS

**Policy 207: With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the President shall not cause or allow jeopardy to fiscal integrity or public image.**

Definition: Cause or allow jeopardy to fiscal integrity refers to the total of all compensation and benefits paid to all employees, consultants, contract workers, etc. exceeding the total budget for these positions in a fiscal year plus 5%, unless specific revenue such as grants, gifts, etc. becomes available and expenditure of these funds is approved by the college President for these purposes.

Narrative: The President requires the Vice President of Finance and Administration to report in a timely manner the possibility of such jeopardy and propose a plan of remedy. This plan may include the reduction of budgeted expenditures or re-allocation of funds. Furthermore, the President requires that an annual carryover of 8%-10% of the total revenue budget, or other amount as approved by the Board of Trustees, be reserved for each fiscal year as a contingency. The President requires periodic documentation of fiscal condition, such as financial statements and budget status reports, to be provided to him or her and the College Cabinet by the Vice President of Finance and Administration as produced by the Budget Office. College funds invested are secured by U.S. Government securities or equivalents. State audits indicate fiscal integrity.

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

**1. Change his or her compensation and benefits.**

Definition: Changes refers to the president's altering his or her compensation/benefits without official Board action.

Narrative: Salary and fringe benefits received by the President have been approved by the Board of Trustees and have not been altered.

**2. Promise or imply permanent or guaranteed employment.**

Definition: Promising or implying permanent or guaranteed employment refers to employment of staff/faculty person with or without a Letter of Employment, entering into any other oral or written agreement with a staff/faculty person without the use of a college Letter of Employment, or entering into an employment contract not containing pertinent employment terms, such as starting date and salary.

Narrative: Employee Letters of Employment are issued at the beginning of each fiscal year. Employment letters include employment start dates and identify salary and

conditions of employment. Letters of Employment for newly hired employees are issued as employees are hired throughout the year. Additionally, Letters of Employment are issued when an employee changes position titles or receives compensation related adjustments.

**3. Establish compensation and benefits, which deviate materially from the geographic or professional market for the skills employed unless required by law.**

Definition: Deviate materially refers to 10% less than and up to 10% more than the average for the same position in compensation and benefits package combined. Geographic and professional market refers to similar positions in northwest Arkansas (Benton and Washington Counties) and at least two nearby community colleges and similar skilled positions as defined by Arkansas Department of Labor or where job descriptions are comparable.

Narrative: The College participates in the annual College University Professional Association (CUPA) salary surveys for administrative, professional and faculty positions, the NorthWest Arkansas Human Resources Association (NOARK) wage and benefits survey for a number of positions, as well as the Arkansas Community College Association (ACCA) salary survey. Survey data is reviewed annually to determine competitive salaries and identify variances. As outlined in our ENDS, Goals & Action Plans, NWACC continually reviews the individual salaries to address existing negative salary variances in classified, non-classified, and faculty positions. Maintaining the faculty salary scale is a further commitment of the College. Benefit offerings are monitored annually to ensure competitive rates and services for comparable regional employers.

**4. Establish or change pension benefits.**

Definition: Establish or change refers to benefit change action by other than the College Board. Pension benefits refer to the written NWACC Defined Contribution Benefit Retirement Plan only.

Narrative: The Board of Trustees has approved the existing NWACC Defined Contribution Benefit Retirement Plan and will be asked to approve any changes to the plan.

I am reporting compliance with Executive Limitations, Policy 207.

Evelyn E. Jorgenson, Ph.D.

President

April 10, 2017