

**NORTHWEST ARKANSAS COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES MEETING**  
**August 14, 2017 4:30 p.m. – Burns Hall 3<sup>rd</sup> Floor Board Room**

<b>Call to Order</b>				<b>Page</b>	
<input type="checkbox"/>	Action	<input checked="" type="checkbox"/>	Information	<b>Recognition, Awards, and Information Items</b>	
				<ul style="list-style-type: none"> <li>• Welcome Student Trustee: Kimberly Kay</li> </ul>	
<input checked="" type="checkbox"/>	Action	<input type="checkbox"/>	Information	<b>Attendance</b>	
				<b>Approval of Minutes</b>	
<input checked="" type="checkbox"/>	Action	<input type="checkbox"/>	Information	<ul style="list-style-type: none"> <li>• Regular Board Meeting – June 12, 2017</li> </ul>	<b>2</b>
<input checked="" type="checkbox"/>	Action	<input type="checkbox"/>	Information	<ul style="list-style-type: none"> <li>• Special Board Meeting – July 21, 2017</li> </ul>	<b>6</b>
<input checked="" type="checkbox"/>	Action	<input type="checkbox"/>	Information	<b>ENDS Monitoring Report</b>	
				<ul style="list-style-type: none"> <li>• E-102: Program Advisory Boards (<i>Dr. Ricky Tompkins &amp; Mr. Tim Cornelius</i>)</li> </ul>	
<input checked="" type="checkbox"/>	Action	<input type="checkbox"/>	Information	<b>Executive Limitations Monitoring Report</b>	
				<ul style="list-style-type: none"> <li>• EL-205: Emergency Presidential Succession</li> </ul>	<b>7</b>
				<b>Committee Reports</b>	
<input type="checkbox"/>	Action	<input type="checkbox"/>	Information	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<input type="checkbox"/>	Action	<input checked="" type="checkbox"/>	Information	<b>President's Report</b>	
				<ul style="list-style-type: none"> <li>• Letters of Notification</li> <li>• Concealed Carry Update</li> </ul>	
<input type="checkbox"/>	Action	<input checked="" type="checkbox"/>	Information	<b>Chairman's Report</b>	
<input type="checkbox"/>	Action	<input type="checkbox"/>	Information	<b>Other Board Action Items and Considerations</b>	
				<ul style="list-style-type: none"> <li>• None</li> </ul>	

**Adjourn**

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

**Monday, June 12, 2017**

**MINUTES**

Chair Mauricio Herrera called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, June 12, at 4:30 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), Todd Schwartz, Mark Scott, Debra Hobbs, and Lucas Pointer.

**Also in Attendance:** Dr. Evelyn E. Jorgenson

**MINUTES**

**May 8 Regular Board Meeting**

Mr. Scott moved and Mr. Spivey seconded the motion to approve the minutes of the Regular Board Meeting on May 8, 2017. The motion passed unanimously.

**RECOGNITION**

**None**

**ENDS MONITORING REPORT**

**E-101 & 104: Recruit, Retain, Connect for Student Success: Academic Literacy AY 2017**

Dr. Jorgenson introduced Dr. Johnna Burns, who spoke to the Board about the success of the academic literacy program over the last year. Dr. Burns explained to the Board the philosophy that her department is using which is to “educate students first, best, and above all else”. She said that this new focus led to an academic literacy redesign which was implemented in fall 2016. The goals of the program redesign were better diagnostic profiles which allow faculty to know their students better, holistic support services which allow faculty to better support their students, and innovative instructional interventions which allow faculty to provide better instruction to the students.

Dr. Burns told the Board that the program redesign included new placement measures, compressed and accelerated co-requisite curricula, and holistic student support. New placement measures included partnerships with advising and testing, multiple measures methodology, and Accuplacer result data. The compressed and accelerated co-requisite curricula included paring down to essential skills, remediating at “point-of-need” in context, and training faculty on the new model. Holistic student support yielded 100% utilization of success planner for academic literacy, 383 case management early intervention advising appointments, and 4,712 individualized co-requisite lab conferences/supplemental instruction. The program redesign led to a 20+% increase in credit-level English success rates.

Dr. Burns stated that in spring 2017, a boot camp pilot was created which included Accuplacer test prep curriculum, a partnership with both marketing and student services, connections with high schools and

high school professional development, teaching, and advising. Through the boot camp program which was in Rogers, Rogers Heritage, Har-Ber, and Bentonville High Schools, 960 students were reached. There were 116 students who had previously tested “not college ready” in reading, writing, and math who participated in the boot camps. The boot camp produced a 65% success rate which means that the student completed the program and tested out of at least one full semester of developmental coursework. The students tested out of a total of 150 developmental courses. 92% of the participants enrolled at NWACC and are registered for classes this fall.

Mrs. Hobbs asked if students needing remediation are being enrolled in credit classes. Dr. Burns said that they are being enrolled but are also required to take a lab component which is individualized for the student’s need. Mrs. Hobbs also asked about the Accuplacer test and Dr. Burns said that it is a placement test that replaced the Compass test. Mr. Scott asked how the boot camp program has enhanced relationships with local high schools. Dr. Burns said that the participating schools are all receptive to bridging the gap between high school and college and as a result of the program, Dr. Burns and her team will be doing in-service at four of their schools in August.

#### **Approval of E-101 & 104**

Mrs. Hobbs moved and Mr. Spivey seconded the motion to approve the END 101 & 104 Report. The motion passed unanimously.

### **EXECUTIVE LIMITATIONS MONITORING REPORT**

#### **EL-208: Budgeting**

Dr. Jorgenson reviewed EL-208 with the Board and outlined the guidelines for the College budget, stating that the President shall not fail to include projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumption. She also stated that the President shall not fail to ensure that the expenditure budget in any fiscal year is balanced with the revenue budget. The President shall not fail to provide sufficient finds for Board prerogatives in any fiscal year budgets as is test for in the Cost of Governance Policy, or fail to propose the percent of annual BOT cash reserve to ensure fiscal stability. Dr. Jorgenson added that the Board reserve is currently 7.6% and the College continues to work to grow the reserve to 8%. She reported compliance with EL-208.

#### **Approval of EL-208 Report**

Mr. Spivey moved and Mr. Scott seconded the motion to approve the EL-208 Report. The motion passed unanimously.

### **COMMITTEE REPORTS**

**None**

### **PRESIDENT’S REPORT**

Dr. Jorgenson invited Mr. Jim Hall to present a recap of legislative items to the Board. Mr. Hall reviewed several pieces of legislation with the Board, including:

HB 1209- Productivity-Based Funding Formula- 100% of state funds will be based on performance. The funding formula will go into effect on July 1, 2018.

HB 1249- Concealed Carry- with endorsed training, anyone can bring a concealed weapon on a college campus. This goes into effect on September 1, 2017 and then the Arkansas State Police has 120 days to

write the curriculum and begin delivering the training. Mr. Hall stated that there is a committee on our campus that is working on compliance with this law (signage for buildings, policies, etc.).

HB 1839- Local Food, Farms and Jobs- Requires agencies that buy food to buy 10% from local farms and producers next year, and that will increase to 20% the next year.

HB 1762- Tax-Deferred Tuition Savings Program- allows individuals to contribute up to \$500 to a scholarship program.

SB 288- Workforce Development Center Authorities- Creates workforce development center authorities to enhance vocational and technical education. Also encourages and facilitates cooperation between cities, counties, school districts, and vocational-technical schools. Together, the Gravette, Decatur, and Gentry School Systems would like to establish a workforce technology center with their millage.

SB 309-Dormitories on Campus- Allows dorms to be built on college campuses. Mr. Spivey added that this could be an example of a public/private partnership. Arkansas just passed a public/private partnership bill (SB 651).

SB 441- Task Force on Workforce Education Excellence- Task force will look at aligning technical and workforce education that will produce a more efficient workforce system.

SB 673- Concurrent Credit Enrollment- A national school lunch student will not be required to pay any costs up to a maximum of six credit hours of endorsed concurrent enrollment courses that are taught at the high school and by a teacher employed by the public school. There will be some type of cost-sharing between the colleges and high schools for this program. There are no specific rules yet.

HB 1426- Arkansas Future Grant Program- Replaces the Workforce Initiative Grant and the Opportunity Grant. This allows full-time and part-time students to get a scholarship known as a “last dollar” scholarship. Students will be awarded a scholarship for their remaining balance after state funding, federal funding, and scholarships. It also comes with a community service and mentorship component.

HB 1957- Challenge Scholarship Award Amounts- allows college students who graduate early to get the scholarship for the necessary hours to complete the degree program (no minimum number of hours required).

SB 528- Arkansas Workforce Challenge Grant Scholarship- directs up to \$12 million in excess lottery funds to qualified non-traditional students for workforce training.

SB 251- Did Not Pass- this bill would remove remediation instruction as a function of higher education.

SB 438- Did Not Pass- this bill would increase equity in funding for state-supported institutions of higher education.

HJR 1009- Did Not Pass- this bill would allow legislators to enact laws concerning operations and duties of colleges and universities.

Mr. Hall thanked the Board for their help and support during the session. Mr. Spivey thanked Mr. Hall for his hard work. Mr. Scott asked if there were plans to build a dormitory at Brightwater and Mr. Hall said that there are not.

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

Mr. Herrera reminded the Board of the Mid-Year Retreat on July 21 from 12:00-4:30pm at Brightwater.

Mr. Herrera outlined the Trustees' role. He stated that the Board's main responsibility is to create policies reflecting the Board's values and perspectives, concentrating on the long-term impact in the community. He reminded the Board that they are the link between the college and the citizens of the community. Mr. Herrera said that the Board's sole connection to the operations of the College, its achievement and conduct of the College is through Dr. Jorgenson. He stated that the Board's job is not

to be involved in the administrative or programmatic duties of the College, and that the day-to-day operations of the College are Dr. Jorgenson's responsibility. The Board's only employee is the President. He encouraged the Trustees to share among the Board any concerns that might arise. Mr. Herrera reminded the Board that the primary functions of the Board are to employ the President and establish the policies of Ends and Limitations by which the President is to administer the College. He welcomed the Board's comments and Mr. Spivey added that the Board is not an operational Board. He said that the job of the Board is to hire the best President possible and allow that person to lead the College.

#### **OTHER ACTION ITEMS**

##### **Approval of Promotional Items and Provisional Positions**

Ms. Buckley told the Board that the Arkansas Code requires Board approval for the use of funds to purchase student promotional and recruitment items each fiscal year. She said that these purchases are already part of the FY2018 Proposed Operating Budget, but specific approval is required. Ms. Buckley also told the Board about three provisional positions which include an Adult Education Accounting Coordinator and two Brightwater Project/Program Administrators. She said that these positions are part of the 80 that the Board has approved.

##### **Approval of Promotional Items and Provisional Positions**

Mr. Spivey moved and Mr. Branscum seconded the motion to approve the promotional items and provisional positions. The motion passed unanimously.

#### **ADJOURNMENT**

The meeting adjourned at 5:31 p.m.

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Mr. Mauricio Herrera, Chairperson

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Mr. Ron Branscum, Secretary

**NORTHWEST ARKANSAS COMMUNITY COLLEGE**  
**SPECIAL BOARD OF TRUSTEE MEETING**  
**Friday, July 21, 2017**

**MINUTES**

Chair Mauricio Herrera called the Special Board of Trustees of NorthWest Arkansas Community College meeting to order on Friday, July 21, at 2:52 p.m. at Brightwater.

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

**Also in Attendance:** Dr. Evelyn E. Jorgenson

**COMMITTEE REPORTS**

**Land Use Committee**

Mr. Joe Spivey reported that the Land Use Committee met recently and discussed the status of the 8<sup>th</sup> street project, Burns Hall projects, and the proposal to hire on-call architects. He stated that the College received twelve responses to the on-call architect request. Polk Stanley Wilcox and WER were selected by the committee as the two on-call architects for the College. Mr. Spivey said that the on-call architects will be used for smaller jobs. He told the Board that it was important to the committee to select a firm with a strong presence in Northwest Arkansas and had worked for higher ed institutions in Arkansas.

**Approval for On-Call Architect Contract**

The Land Use Committee recommended the approval of the on-call architect contract. The motion passed unanimously.

**ADJOURNMENT**

The meeting adjourned at 3:02 p.m.

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Mr. Mauricio Herrera, Chairperson

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Mr. Ron Branscum, Secretary

**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. Ricky Tompkins, VP of Learning/CAO
2. Debi Buckley, VP of Finance and Administration

**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