

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 14, 2016 4:30 pm - Burns Hall 3rd Floor Board Room**

Call to Order	Page	
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	<p>Recognition, Awards, and Information Items</p> <ul style="list-style-type: none"> • March Student of the Month Golden Eagle Award: Eduardo Martinez (<i>Dr. Kitchen</i>) • NWACC’s Enrollment Numbers in Relation to Governor Hutchinson’s Closing the Gap 2020 Plan (<i>Dr. Kitchen</i>) • Guns on Campus Update (<i>Ethan Beckcom</i>) 	
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	<p>Attendance</p>	
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	<p>Approval of Minutes</p> <ul style="list-style-type: none"> • Regular Board Meeting – February 15, 2016 	<p>2</p>
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	<p>Executive Limitations Monitoring Report</p> <ul style="list-style-type: none"> • EL-206 Asset Protection (<i>Dr. Jorgenson</i>) 	<p>9</p>
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	<p>Committee Reports</p> <ul style="list-style-type: none"> • Finance Committee: <i>Scott Grigsby/Debi Buckley</i> <ul style="list-style-type: none"> ▪ Financial Updates • Land Use Committee: <i>Joe Spivey</i> <ul style="list-style-type: none"> ▪ Resolution authorizing the sale, conveyance and transfer of real property to the Arkansas State Highway Commission ▪ Approve sale of utility easement to City of Bentonville 	<p>12</p>
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	<p>President's Report</p> <ul style="list-style-type: none"> • Notification of Name Change of Organizational Unit • Notifications of changes in AAS Business Management; AAS and TC in Health Information Management 	
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	<p>Other Board Action Items and Considerations</p> <ul style="list-style-type: none"> • Board Self-Evaluation (<i>Mauricio Herrera</i>) 	
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	<p>Chairman's Report</p>	
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information	<p>Executive Session: President’s Employment Review</p>	
<p>Adjourn</p>		

NORTHWEST ARKANSAS COMMUNITY COLLEGE**BOARD OF TRUSTEE MEETING****Monday, February 15, 2016****MINUTES**

Vice Chair Mauricio Herrera called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, February 15, at 4:31 p.m. in the Burns Hall 3rd Floor Board Room.

Members Present: Daniel Shewmaker (Chair), Mauricio Herrera, Keven Anderson, Ron Branscum, Ric Clifford, Scott Grigsby, Todd Schwartz

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

MINUTES**January 11, 2016 Annual & Regular Board Meeting**

Mr. Branscum moved and Mr. Schwartz seconded the motion to approve the minutes of the Annual Board Meeting on January 11, 2016. The motion passed unanimously.

Mr. Scott Grigsby moved and Mr. Ric Clifford seconded the motion to approve the minutes of the regular Board Meeting on January 11, 2016. The motion passed unanimously.

RECOGNITION**February Student of the Month Golden Eagle Award**

Dr. Todd Kitchen presented the February Student of the Month Golden Eagle Award to Elizabeth A. Smith. Ms. Smith, who was nominated by Mr. Kurtis Cecil, has a 3.57 GPA. Ms. Smith holds a bachelor's and a master's degree from Texas A & M, and has been teaching English in K-12 for four years. Ms. Smith is taking math and science classes at NWACC before transferring to U of A to pursue a degree in environmental soil science. Ms. Smith shared that she likes the smaller class sizes and the fact that faculty take the time get to know and engage students.

Mr. Branscum complimented Ms. Smith for continuing her education. Also, Mr. Shewmaker and other Board members complimented Ms. Smith on her achievements and additional educational goals, and thanked her for verbalizing what NWACC is all about and realizing that maintaining high expectations while at the same time encouraging students is a tough balance.

ENDS MONITORING REPORT**ENDS 104: Pre-kindergarten through Grade 16 Community**

Dr. Diana Johnson presented information about the High School Relations Department. Dr. Johnson highlighted the Early College Experience program and school partnerships during 2014-15. In support of her presentation, Dr. Johnson provided three handouts that provided additional information. Mr. Jim Hall uses the fact sheet when he visits with legislators and community members. In 1995, there were 205 students taking concurrent classes at five

schools; in 2009 the department of High School Relations was established; and in 2015 1,094 high school students from 20 different high schools were enrolled in college classes.

In response to Mr. Shewmaker's question about the strong growth of this shining star program for NWACC, Dr. Johnson explained that for a time high schools emphasized students taking advanced placement courses and that resulted in a decline in the College's concurrent enrollment. After the High School Relations department was established, the high schools only had to contact one office and it made it easier to build relationships. Dr. Johnson and her three team members provide all support, except processing tuition and fees, for the multiple programs offered.

To qualify for Career and Technical articulated credit through NWACC, a student must make an "A" or "B" in the high school course for which they want to receive college credit. Then the student must enroll at NWACC within one year of graduation for the class to qualify as a course toward an AAS degree or certificate.

High School concurrent students pay 40% of the cost of a college credit course, because a contractual partnership exists between NWACC and the high school. The high school may provide facilities, faculty, advising, registration, and tuition collection as part of the partnership.

Currently, NWACC offers approximately twelve classes through the Early College online program. Mr. Shewmaker asked if E-Versity was considered competition for NWACC's online program. Dr. Johnson responded that while E-Versity does not compete directly with this program, the Arkansas Virtual High School program does.

The Secondary Career Center is funded by Arkansas Department of Career Education, and high school students can enroll in these classes at no cost.

This fall the early college model will be implemented. NWACC is partnering with Rogers High School students who will enroll in on campus classes during their junior year with the opportunity to earn an Associate of Arts or Science Degree during the last two years of high school.

Mr. Schwartz commented that it looks like one to two percent of high school students are enrolled in college classes and asked what is keeping that number from increasing. Dr. Johnson shared that a few of the challenges for high school students taking college courses include the placement scores set by ADHE, cost of tuition, and time away from extracurricular activities. Mr. Jorge Amaral attends all of the CAP conferences, attends parents' nights, speaks at high school events, and recruits students to the program. One marketing tool that does not seem to be effective is Facebook. A big challenge for Dr. Johnson and her team is that they have to work with three state agencies and two governing bodies.

Mr. Branscum asked about the average number of credit hours students earn in the programs. Currently the average is 4.5 and it is beginning to inch up; however, not all students can

maintain a minimum grade point average of 3.0. Mr. Anderson asked about the potential of the program, and Dr. Johnson responded that the potential is there for Career and Technical certificates and online courses to increase. However, the High School Relations staff is maxed out.

In response to questions by Mr. Anderson and Mr. Shewmaker, Dr. Johnson shared that Bentonville, Rogers, and Shiloh Christian High Schools are the strong partners and have the most participants in the various programs.

Approval of ENDS 104: Pre-kindergarten through Grade 16 Community

Mr. Anderson moved and Mr. Herrera seconded the motion to approve the ENDS 104: Pre-kindergarten through Grade 16 Community report. The motion passed unanimously.

ENDS MONITORING REPORT

ENDS 102: Owner (Taxpayer) Community

Mr. Tim Cornelius introduced Ms. Rita Farrell, Director of Education and Forensic Interviewer, and Ms. Stephanie Morris, Co-Director of Education and Legal Trainer, for the Melba Shewmaker Southern Region National Child Protection Training Center. Ms. Morris is a native Arkansan and grew up in Rogers, and she has worked in the Benton County Prosecutor's Office for the past eleven years. Ms. Farrell is currently an adjunct faculty, and Ms. Morris is going to teach an online class in the fall.

Ms. Farrell shared that 5,864 individuals—3,757 adults and 2,107 children—were trained in 2015, with the majority of participants from Arkansas. In 2014, 2,299 individuals were trained and 1,745 individuals received training in 2013.

Ms. Morris shared that in addition to current programs, a brainstorming meeting was held with Dr. Vervack and others in January on ways to improve/expand Child Advocacy Studies (CAST). They are looking at ways to increase the number of introductory level courses in other departments and divisions to get a certificate of proficiency. However, there are several financial aid issues that prevent students from completing the courses to achieve a certificate of proficiency. Ms. Farrell is currently serving as an adjunct instructor for an independent study course, and Ms. Morris is going to teach an online course in the fall.

Upcoming training includes mandated reporter training for dental students and nursing students, holding a mock trial for nursing students later this spring semester, and looking at partnership opportunities with JBU, U of A and Arkansas State University about CAST. The Center is looking at the possibility of holding a CAST state-wide conference in the near future. Looking at ways to get credits for CAST to more easily transfer to four-year institutions and also it would be beneficial to the State of Arkansas.

Ms. Farrell developed a community outreach program called Empower Me. It is a three-part program and working with area schools to get the program into the school systems. Empower Me is a body safety program for kids. Presenters talk to students about strategies for keeping

them safe. It is about having body safety conversations with kids and it encourages them to identify five trusted adults. Help them to know what to do if they see something or see something happening to their friends; help students learn the difference between telling and tattling and secrets versus surprises. Identify ways to help children protect themselves and their friends. Along with teaching the children, there is a parent night where parents can learn about the program entails and they can take the program home with them so that the teachers are not the only ones teaching the children about this, and also do the mandated reporter training for teacher and staff so that they know what to do if a child approaches them following the Empower Me presentation. Ms. Farrell and Ms. Morris have been visiting with Bentonville, Gentry, Gravette, Pea Ridge, and Rogers. All are working on logistics of rolling out the three-part program in their schools. Also, NCPTC is set to train the Rogers Police Department in April train the entire department. Then in the fall, the department is scheduled to come on campus to do a mock courtroom experience at NCPTC that will help them with their court reporting and help them with their investigations with an eye towards better testifying when they have a real child abuse case.

Ms. Morris has been a member of the Child Abduction Response Team and now serves on their advisory committee. They plan to hold a mock scenario at NCPTC, since they can make the center look like a town that will allow for a practice location. The Child Fatality Review Team reviews non-criminal fatalities with an eye toward prevention and NCPTC has conducted training for them. NCPTC is continuing the Memorandum of Understanding with the Children's Advocacy Center of Benton County (CAC) to serve as peer reviewers and also monitor all forensic interviewers in the state. Also have been conducting training for churches, including one in Pea Ridge and Cross Point in Tontitown.

There are over 45 training sessions scheduled to take place at NCPTC in 2016 and are working on bringing the national CAST conference to NWACC in the future. Working with Steven Hinds to make improvements to the NCPTC website. A memo has been drafted that will go to faculty and staff about ways they can use the center for other courses and activities. The memo should be ready for distribution in the next week or so.

Ms. Farrell and Ms. Morris have made submissions to Mr. Cornelius' blog and are thankful for partnering with him to get the word out. There is a need to get the word out about available training throughout campus. Mr. Cornelius is helping with Marketplace to get the word out about mandated reporter training that is open to the public. Also building a database to increase contacts.

Since Ms. Farrell made a presentation to the Board last fall, there are diversity and inclusion projects and partnered with CAC to do some translations for some of the presentations and will be rolling those out as well.

Mr. Shewmaker commented that when the program was started, we thought it would take off quickly; however, it does require time to get such a program up and going. Mr. Shewmaker further commented that it is obvious that both Ms. Farrell and Ms. Morris are passionate about

what they do. NCPTC is a program that NWACC does that no one else in the area does, and it makes a difference in people's lives. Mr. Shewmaker, speaking on behalf of the Board stated that the Board supports the program 100%.

Mr. Branscum shared that he has served on the board of the Children Advocacy Center for six years. It is amazing how much energy and excitement there is for this training center. Even though it is not a subject that is fun to talk about; however, this facility and program is a great asset for the community.

Mr. Shewmaker and Dr. Jorgenson commented that the partnership with Gunderson is gaining momentum and the fact that the number of people trained has more than doubled in the last year shows that the program is picking up steam.

Approval of ENDS Monitoring Report

ENDS 102: Owner (Taxpayer) Community

Mr. Anderson moved and Mr. Herrera seconded the motion to approve the ENDS Monitoring Report 102: Owner (Taxpayer) Community. The motion passed unanimously.

EXECUTIVE LIMITATIONS MONITORING REPORT

EL-200 Global Executive Restraint

Dr. Jorgenson reviewed the EL-200 Global Executive Restraint monitoring report and respectfully submitted that the College has done everything in its power to do things right. The College recently received an audit from the State Legislative Audit Committee that disclosed no instances of noncompliance.

Approval of EL-200 Global Executive Restraint Report

Mr. Grigsby moved and Mr. Schwartz seconded the motion to approve the EL-200 Global Executive Restraint Monitoring Report. The motion passed unanimously.

COMMITTEE REPORTS

Honorary Associate Degree Committee

Mr. Shewmaker shared that Mr. Shupe was unable to attend this evening's meeting and asked Dr. Jorgenson to give a committee update. Dr. Jorgenson explained the purpose of the honorary degree is to recognize individuals who have made a significant difference to the College or in the community. Dr. Jorgenson also explained the role of the committee is to determine if a call for nominations will be made or not, as the honorary degree is not necessarily granted every year. The committee is scheduled to meet in March and then make recommendations of potential recipients, if any, to the Board at the April meeting. In 2015, Joan Clifford received an Honorary Associate Degree of Arts and Letters, and Dick Trammel received an Honorary Associate Degree of Servant Leadership.

PRESIDENT'S REPORT

Dr. Jorgenson shared that Center for Health Professions (CHP) third floor conference/meeting room has been named the Oak Room. This is in keeping with the Foundation's Post Oak Society and for the Post Oak trees that are located north of CHP and can be viewed from the third floor.

The second item Dr. Jorgenson reported on was the Associate of Fine Arts program summary. The Associate of Fine Arts degree is a 61-hour associate degree that will allow students to take general education course work while specializing in fine arts. The degree will contain four concentrations: music, theater, studio art, and creative writing. The only other college in the state, at this time, offering this degree in the state is ASU Beebe. However, based on feedback from faculty and students there is a need for this program, and NWACC is moving forward with getting program approval.

Dr. Jorgenson then shared with the Board that the spring recognition ceremony will be held in the CHP Oak Room on April 29 from 1:30 to 4:00 p.m. (tentative). Board members will receive an invitation to this event in the next few weeks. The College is building a special program that recognizes outstanding full-time and adjunct faculty, full- and part-time staff, years of service awards, and retirees.

Mr. Shewmaker asked that this recognition event be added to Board Calendar of Events. Mr. Shewmaker encouraged all Board members to attend this special event if they can.

CHAIRMAN'S REPORT

Mr. Shewmaker pointed out that the midyear retreat is scheduled for July 23, not January 22 as shown on the agenda. Mr. Shewmaker requested agenda items for this retreat in addition to inviting Mr. Mike Churchwell, an engineer with the City of Bentonville, to talk about the Eight Street expansion. Another topic that will be covered at the retreat is board governance. As a reminder, this retreat will count toward the eight hours of continuing education required for board members.

Mr. Shewmaker reported that last week he, Dr. Jorgenson, Dr. Tompkins, and Mr. Jim Hall traveled to Washington, DC for the annual ACCT Board of Trustees Legislative Summit. Mr. Shewmaker shared that the most interesting portion of the conference for him was hearing from the president and chair of the trustees of Umpqua Community College in Roseburg, Oregon, about the shooting on their campus. It was a very sober, learning discussion about how they handled the incident. Even though the incident was local, it was reported about internationally. Mr. Shewmaker shared that he walked away from the session knowing that NWACC thinks about this type of event and are prepared, but maybe not to the level they were. The biggest challenge is handling the crisis while trying to satisfy the public relations surrounding the crisis.

The NWACC contingency met with the Arkansas legislators—Congressman Womack, Congressman Cotton, and Senator Boozman. Mr. Shewmaker introduced Dr. Jorgenson to Congressman Hill of Little Rock (District 2). The group asked the congressional leaders to advocate support for higher education, including extending Pell Grant through the summer months so that it is made available to our students year round. We did not ask for them for anything, but shared good news stories.

Mr. Shewmaker announced that there will be an executive session at the March Board meeting to conduct Dr. Jorgenson's review and then there will be another executive session at the April Board meeting to discuss the outcome of that review. Mr. Shewmaker stressed the need for Board

participation in the two executive sessions. Prior to the March Board meeting, a survey will be sent to the Board for them to complete.

Mr. Herrera will conduct a self-assessment at the March meeting. Any items other than the routine activities, such as the Board meetings, that Board members have attended, please let Mr. Herrera know. Mr. Shewmaker is still looking for input as to what the Board self-assessment looks like; however, he wants to go ahead and get started with the activity in order to be in compliance with the Board's By-laws.

ADJOURNMENT

The meeting adjourned at 5:32 p.m.

Daniel Shewmaker, Chairperson

Keven Anderson, Secretary

POLICY TYPE: EXECUTIVE LIMITATIONS**EL-206****POLICY TITLE: ASSET PROTECTION**

Policy 206: The President shall not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.

Definition: Unprotected refers to (1) facilities not being physically safeguarded by locks during other than normal operating hours, (2) physical and electronic surveillance by security personnel not performed during normal operating hours and (3) employees not locking their offices when not in use and safeguarding personal items. Inadequately maintained refers to unacceptable maintenance standards as judged by (1) monthly maintenance inspections by in-house staff, (2) semi-annual inspections by professional outside staff, (3) unannounced inspections by local building inspectors and (4) annual inspections by state insurance department. Unnecessarily risked refers to not having property and casualty insurance to cover at least 80% of the replacement cost of buildings and contents owned by the college.

Response:

- Assets are well protected through the use of NWACC Public Safety personnel and surveillance cameras.
- Facilities are adequately maintained through regular cleaning routines by NWACC personnel as well as cleaning services.
- Buildings, contents and all College owned property are adequately insured for full replacement value after the \$30,000 deductible.

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

1. Fail to insure against theft and casualty losses to at least 80% replacement value and against liability losses to Board members, staff and the organization itself in an amount greater than the average for comparable organizations.

Definition: Liability losses refer to liability judgments actually filed against Board or staff members due to their actions as officials/employees of the college. A comparable organization is a two-year community college in the state of Arkansas.

Response:

- The College building and contents are insured with the Arkansas Multi-Agency Insurance Trust Fund administered by the State Risk Management Division, Arkansas Insurance Department.
- The College has a directors' and officers' liability insurance policy for \$5,000,000 aggregate limit of liability covering College Board members, officers and employees acting in their official capacities.

2. Allow unbonded personnel access to material amounts of funds.

Definition: Unbonded personnel refers to college employees not automatically covered by the college surety bond. Material amount of funds are any amount in excess of \$50. Access refers to any physical access.

Response:

- College employees are bonded under the Arkansas Fidelity Bond Trust Fund for \$250,000 per occurrence, less a \$1,000 deductible.

3. Unnecessarily expose the organization, its Board or staff to claims of liability.

Definition: Unnecessarily expose refers to failure to comply with federal and state laws regarding discrimination, safety, hiring practices, workplace activity, student's privacy rights, etc.

Response:

- Enterprise risk management practices are employed to reduce potential liabilities through policies and procedures, as well as adequate workplace and classroom safety measures.
- Student information is safeguarded through compliance measures established by the Family Education Rights and Privacy Act (FERPA).
- The Office of Policy, Risk Management, and Compliance coordinates with the Compliance Committee to provide a structure that encourages ethical conduct and compliance with the College's legal obligations to prevent unethical practices, violations of the law, or compliance failures; preventing loss or injury to our students, employees, and protecting the College.
- Human Resources provides employee orientation and employees receive compliance training based upon applicable rules and regulations and job/task function.
- The advice of the Attorney General's Office is sought prior to the implementation of any employee terminations or reductions in force.
- The Board members are notified of relevant state and federal laws regarding liability through the Board of Trustee Policy Manual.

POLICY TITLE: ASSET PROTECTION (Continued)**EL-206*****4. Fail to protect intellectual property, information and files from loss or significant damage.***

Definition: Protect refers to adherence to Arkansas legislative audit recommendations and best practices concerning data backup and offsite storage.

Response:

- Electronic information from the College's main computer network and administrative software is backed up daily and stored securely.
- Access to sensitive areas in Business Services, Information Technology and Enrollment Management is controlled.
- A cyber liability policy is retained with the College's insurance portfolio.

5. Receive process or disburse funds under controls, which are insufficient to meet the legislative or independent auditor standards.

Definition: Insufficient refers to not meeting standards so that more than one comment or more than five findings are received from the annual legislative audit in any one year.

Response:

- FY 14 is the last completed audit from legislative audit. We had a very successful audit with no reportable findings. There was one minor supplemental comment which is not reportable and was discussed with college administration prior to the submission of the audit.

6. Endanger the organization's public image or credibility in ways that would hinder its accomplishment of mission.

Definition: The Board shall be notified of pending adverse coverage.

Response:

- Board members are kept informed about press releases and other news stories, including anticipated negative coverage.

I am reporting compliance with Executive Limitations, Policy 206: Asset Protection.

Evelyn E. Jorgenson, Ph.D.

President

March 14, 2016



Date: March 14, 2016

To: NorthWest Arkansas Community College Board of Trustees

From: Debi Buckley, VP of Finance and Administration

Subject: Resolution authorizing the sale, conveyance and transfer of real property to the Arkansas State Highway Commission.

Regarding part of the north half of the Southeast Quarter, and part of the south half of the Northeast Quarter, all in Section 33, Township 20 North, Range 30 West, Benton County, Arkansas (equal to 7.11 acres/309,846 sq. ft. of land), the Arkansas State Highway Commission has offered NorthWest Arkansas Community College \$695,604 for the sale, conveyance and transfer of real property to the Arkansas State Highway Commission for the expansion of state highway I49.

Recommendation: The NorthWest Arkansas Community College president, Dr. Evelyn E. Jorgenson, recommends that the NWACC Board of Trustees approve the sale, conveyance and transfer of real property to the Arkansas State Highway Commission for \$695,604.

Mr. Daniel Shewmaker, Chairperson

Mr. Keven Anderson, Secretary



Date: March 14, 2016

To: NorthWest Arkansas Community College Board of Trustees

From: Debi Buckley, VP of Finance and Administration

Subject: Resolution authorizing the sale, conveyance and transfer of utility easements to the City of Bentonville.

Regarding Tract 96-1 (equal to 6, 131 sq. ft. of land) located at part of the South half of the Northeast Quarter, all in Section 33, Township 20 North, Range 30 West, Benton County, Arkansas and Tract 96-2 (equal to 2, 210 sq. ft. of land) located at part of the North half of the Southeast Quarter all in Section 33, Township 20 North, Range 30 West, Benton County, Arkansas, the City of Bentonville has offered NorthWest Arkansas Community College \$9,363 for the sale, conveyance and transfer of utility easements to the city for the 8th Street Interchange.

Recommendation: The NorthWest Arkansas Community College president, Dr. Evelyn E. Jorgenson, recommends that the NWACC Board of Trustees approve the sale, conveyance and transfer of utility easements to the City of Bentonville for \$9,363.

Mr. Daniel Shewmaker, Chairperson

Mr. Keven Anderson, Secretary