

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEE MEETING
Monday, April 11, 2016**

MINUTES

Chair Daniel Shewmaker called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, April 11, at 4:30 p.m. in the Burns Hall 3rd Floor Board Room.

Members Present: Daniel Shewmaker (Chair), Mauricio Herrera (Vice Chair), Keven Anderson (Secretary), Ron Branscum, Ric Clifford, Scott Grigsby (via conference call), Todd Schwartz, Mike Shupe, Joe Spivey

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

MINUTES

March 14 Regular Board Meeting

Mr. Shupe moved and Mr. Grigsby seconded the motion to approve the minutes of regular Board Meeting on March 14, 2016. The motion passed unanimously.

RECOGNITION

April Student of the Month Golden Eagle Award

Dr. Todd Kitchen introduced Mr. Eric Vest, who then introduced Jessica Dias-Jayasinghe as the April Golden Eagle Award recipient. Mr. Vest told the Board that Ms. Dias-Jayasinghe has worked in the Student Center since Fall 2014. She is a sophomore at Bentonville High School and has completed 32 hours at NWACC with a 4.0. Ms. Dias-Jayasinghe expressed her appreciation and honor to receive this award.

Mr. Shewmaker responded by stating it is refreshing to have someone so young looking for ways to give back and commended her for her efforts. Mr. Schwartz also congratulated her and found her to be very inspirational. He asked her what we can do to get other students to become concurrent students and she stated that she believes the pathway to success is through education. Mr. Clifford also added his congratulations.

ENDS MONITORING REPORT

E-101 Student Community: FY15 Library Annual Report

Ms. Gwen Dobbs gave an annual report on the NWACC Library. She listed the national demographics followed by an overview of what is included in the library and shared that the biggest demands are the laptops and tablets. Ms. Dobbs then reviewed the usage of the library and stated that Library Instruction Sessions are increasing, along with the number of students participating. She told the group that she has worked with the English department to identify student success through library instruction. She reviewed recommendations for program improvement and invited the Board to remotely access the

NWACC Library. Mr. Clifford observed that there is a need for such equipment. Ms. Dobbs and Dr. Ricky Tompkins confirmed that a funding stream is needed to keep up with the demand for laptops and sourcebooks, as well as furniture.

Mr. Schwartz asked about student instruction and Ms. Dobbs responded that it is faculty driven and there are workshops throughout the year as well. He also asked if library instruction is available during registration. Dr. Kitchen confirmed that students are introduced to the library during their campus tour. Ms. Zark De Campos asked if this same tour is provided at international orientation. Mr. Shewmaker stated that the number of electronic devices available for checkout seems low and that additional equipment may be needed along with remote access to databases. Ms. Dobbs expressed the importance of equipment checkouts campus-wide. Mr. Clifford suggested that the Soiree would be a good time to push to raise money to purchase more laptops. Mr. Schwartz suggested making laptop and tablet training a part of the curriculum in mandatory classes such as English. Dr. Jorgenson stated that she will take this information and discuss it further with faculty and the curriculum committee. Mr. Shewmaker expressed his appreciation for the annual report on the library.

Approval of E-101 Student Community: FY15 Library Annual Report

Mr. Branscum moved and Mr. Spivey seconded the motion to approve the END E-101 Student Community: FY15 Library Annual Report. The motion passed unanimously.

EXECUTIVE LIMITATIONS MONITORING REPORT

EL-207: Compensation and Benefits

Dr. Jorgenson reviewed the EL207 Compensation and Benefits Report and reported in compliance with the limitation.

Approval of EL-207 Report

Mr. Clifford moved and Mr. Spivey seconded the motion to approve the EL-207 Report. The motion passed unanimously.

COMMITTEE REPORTS

Finance/Audit Committee

Mr. Grigsby presented the report from the finance committee. Ms. Debi Buckley stated that the revenues are up by 6.9% and the expenditures are down 2.9%. She also stated that the cash flow is good and that receivables are higher than last year. Ms. Gulizar Baggson reviewed the budget proposals with the Board. A Construction Technology lab fee of \$75 per course was proposed. Mr. Anderson stated that although staff expenses have been reduced, faculty expenses have not been reduced since the decline in enrollment. Enrollment has dropped 15% since the peak, and Mr. Anderson questioned how much faculty and staff have been reduced in the same period. Ms. Buckley reported that staff salaries have decreased by 9.44% and full time faculty salaries have increased by 15.19%. The NWACC Fact Book has been corrected and shows full-time faculty at 142 for 2014 and 144 in 2015. There has been an increase of two faculty members. Part-time faculty expenses decreased \$776,000 from 2012-

2016. The increase in full-time faculty salary is the result of a step increase which is 1% plus \$300. There is a step increase planned for faculty in the proposed budget as well.

Dr. Tompkins stated that some of the increase in expense is due to new programs including Culinary, Construction Technology, and Health Information Management. He said programs that are not in high demand are being assessed. Ms. Buckley stated that it is important to keep students and the obligation to the community in mind. The construction technology fee is for the start of a new program. The health professions differential fees are for three programs that have a high cost for equipment and technology. Dr. Jorgenson stated that it is important to be competitive in salary as to not lose full-time faculty.

Mr. Clifford confirmed that there are nine courses in the Construction Technology core program and five of them require a fee increase of 33% for the lab courses. This raises the price of the courses from \$225 to \$300. Mr. Herrera asked if this is a unique program in Arkansas. This is the only two-year program in the state and it will transfer to the four-year Construction Technology Management program at JBU. Mr. Branscum stated that in future presentations, fees should be included in the original proposal. Mr. Shewmaker commented that this is establishing a fee, not raising a fee already in place.

Approval of the Construction Technology Fee

Mr. Shupe moved and Mr. Spivey seconded the motion to approve the Construction Technology lab fee of \$75. The motion passed unanimously.

Ms. Buckley presented information on the costs of three health professions programs: nursing, respiratory therapist assistant, and physical therapist assistant. Mr. Shupe asked if the \$25 differential tuition rate is based on demand or need, and Ms. Buckley responded that it was based on demand and comparison to other colleges. Mr. Shewmaker asked how much revenue this differential tuition rate would generate, and Mr. Tim Cornelius stated that it would be a \$133,000 increase if the SSCH remains the same.

Approval of the Health Professions Differential Tuition Rate

Mr. Spivey moved and Mr. Herrera seconded the motion to approve the Health Professions Differential Tuition Rate. The motion passed unanimously.

On behalf of the Finance Committee, Ms. Buckley recommended the one-time transfer of \$300,000 from the capital fund to the unrestricted fund to pay for leases and janitorial fees. Mr. Schwartz confirmed that expenses for the Shewmaker Center for Global Business Development (SCGBD) will be \$240,000 for this year. SCGBD will be paid off next year in the amount of \$66,000. Mr. Schwartz asked if the building will be turned over to NWACC or if we will be charged a minimal lease. He also asked about the National Child Protection Training Center (NCPTC) and the possibility of charging a \$10 facility fee. Dr. Cornelius stated that he is unsure if the grant allows for such a charge. We also have a contract with Gunderson for a lease in the amount of \$4,000 a year. The agreement states that they are paying for a few offices and custodial fees when there is training. Mr. Clifford asked about the capital funds

that are generated from the millage and whether or not the direction of these funds is being changed. Dr. Jorgenson stated that these funds will be used to pay leases, janitorial, and maintenance fees; all appropriate expenditures for capital funds. The \$300,000 will be used as a supplementation. Mr. Clifford suggested that the amount be increased.

Mr. Spivey supported the committee's recommendation and stated that an increase could be added at a later date if needed. Mr. Schwartz stated that he believes that there are additional funds out there that can be generated to supplement our costs for the SCGBD. Mr. Spivey responded by stating that the contract might not allow for that type of supplement. Mr. Grigsby asked administration to look at contingency plans.

Approval of the Capital Funds Transfer to Unrestricted Funds

Mr. Grigsby moved and Mr. Spivey seconded the motion to approve the Capital Funds Transfer to Unrestricted Funds. Mr. Herrera, Mr. Anderson, Mr. Branscum, Mr. Clifford, Mr. Grigsby, Mr. Shupe, and Mr. Spivey voted yea. Mr. Schwartz voted nay.

Advocacy Committee

Mr. Anderson presented the Advocacy Committee report. He complimented NWACC for keeping tuition and fees down. He stated that legislators are proposing mergers between colleges and universities throughout the state; however as of now, nothing will be forced on institutions. Instead it will be mutually agreed upon by all institutions involved. He and Dr. Jorgenson confirmed that at this point, we have not been formally approached and should not see it as a high level of concern. Mr. Shupe asked if any specific institutions have been mentioned and also asked what percent of the current budget we are putting into the reserve. Dr. Jorgenson confirmed that the college maintains a reserve of 7.6%. Mr. Anderson stated that it is important for us to tell our story and differentiate ourselves from other institutions. The legislators are moving toward merging more institutions to save money. Mr. Grigsby stated that tuition at NWACC has been the same for the last 4-5 years.

PRESIDENT'S REPORT

Dr. Jorgenson provided an update on the ICPS Manual stating that it had received a national recertification from FEMA. We are the only community college in the United States to offer this program. A Letter of Notification for AAS Paralegal Studies has been submitted to the advisory committee and the Paralegal Alumni Focus group stating that a course has been added to the child advocacy program relating to computers in law.

The U.S. Fab Lab Network Symposium was held on our campus during spring break hosting students from all over the United States and a few foreign countries. Dr. Jorgenson thanked Mr. Cornelius for his work on this matter.

The President's Circle event was held on March 31 at the Two25 Gallery. Dr. Jorgenson reported that it was a special event and thanked all the participants. She also encouraged Board members who are not already President's Circle members to join.

The NWACC Foundation 25th Anniversary Soiree will be held on April 28 on the north lawn of Becky Paneitz Student Center. Dr. Jorgenson encouraged Board members to attend this event.

The Employee Recognition Reception will be held April 29 honoring all 5, 10, 15, 20, and 25 year employees along with outstanding full and part-time faculty and staff. Retirees will also be recognized at this time.

Dr. Jorgenson introduced Lindsey White, the new Executive Assistant to the President and Board of Trustees.

OTHER ACTION ITEMS

Approval of Resolution Disallowing the Carrying of a Concealed Handgun

Mr. Shewmaker reviewed the fact that this resolution must be approved each year. Mr. Ethan Beckcom conducted a campus-wide survey of the Faculty Senate and Staff Council which showed the majority were in favor of disallowing the carrying of concealed handguns. Mr. Anderson asked if there is a provision to allow only full-time faculty and staff who are former military or law enforcement to carry a concealed handgun. Mr. Shewmaker stated that state legislators must make that decision. Mr. Beckcom stated that the SGA also voted to continue the act. Mr. Spivey spoke in favor of the resolution. Mr. Schwartz asked what the percentage was for those in favor of the resolution the first time it was presented and Mr. Beckcom stated it was approximately 75%.

Approval of Resolution Disallowing the Carrying of a Concealed Handgun

Mr. Clifford moved and Mr. Herrera seconded the motion to approve the resolution disallowing the carrying of a concealed weapon. Mr. Herrera, Mr. Clifford, Mr. Grigsby, Mr. Shupe, and Mr. Spivey voted yea. Mr. Anderson, Mr. Branscum, and Mr. Schwartz voted nay.

Approval of Provisional Position

Ms. Buckley proposed a provisional position in adult education for a Budget Specialist that is grant funded.

Approval of Provisional Position

Mr. Spivey moved and Mr. Clifford seconded the motion to approve the provisional position in adult education. The motion passed unanimously.

CHAIRMAN'S REPORT

Mr. Shewmaker encouraged Board members to attend the Soiree.

The Board photo will take place on May 9, prior to the meeting.

Board representation at all three commencement ceremonies is well covered and Mr. Shewmaker thanked the Board members for their participation in this special day.

Mr. Shewmaker invited the Board members to place something in the 2040 time capsule no later than April 29.

Mr. Shewmaker invited Mr. Clifford to the center of the Board room and presented him with an engraved gavel in appreciation for his two years of service as the Board chair.

EXECUTIVE SESSION: PRESIDENT'S EMPLOYMENT REVIEW

The Executive Session began at 6:14 p.m. and the regular Board Meeting reconvened at 7:22 p.m.

The Board approved a three-year contract for Dr. Jorgenson.

Mr. Clifford moved and Mr. Spivey seconded the motion to approve the authorization of a three-year contract for Dr. Jorgenson. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 7:23 p.m.

Daniel Shewmaker, Chairperson

Keven Anderson, Secretary

***Full time faculty salaries were reported to have increased at 15.19%, but further research showed that the actual increase is 9.5%.