

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 8, 2016 4:30 pm - Burns Hall 3rd Floor Board Room**

Call to Order **Page**

<u> </u>	Action	<u> X </u>	Information	Recognition, Awards, and Information Items	
				<ul style="list-style-type: none"> • Recognition of National History Day Award Recipient <i>(Dr. Jami Forrester)</i> 	
<u> X </u>	Action	<u> </u>	Information	Attendance	
<u> X </u>	Action	<u> </u>	Information	Approval of Minutes	2
				<ul style="list-style-type: none"> • Regular Board Meeting – June 13, 2016 	
<u> X </u>	Action	<u> </u>	Information	ENDS Monitoring Report	
<u> X </u>	Action	<u> </u>	Information	<ul style="list-style-type: none"> • E-103 Kid’s College Update <i>(Keith Peterson)</i> • E-104 LIFE Update <i>(Dr. Todd Kitchen)</i> 	
<u> X </u>	Action	<u> </u>	Information	Executive Limitations Monitoring Report	9
				<ul style="list-style-type: none"> • EL-205 Emergency Presidential Succession 	
<u> X </u>	Action	<u> </u>	Information	Committee Reports	
				<ul style="list-style-type: none"> • Finance Committee <i>(Scott Grigsby)</i> <ul style="list-style-type: none"> ○ Lock Replacement <i>(Debi Buckley)</i> 	10
<u> </u>	Action	<u> X </u>	Information	President's Report	
				<ul style="list-style-type: none"> • Steel Workers Program • New Roof on Shewmaker Center • Other 	
<u> </u>	Action	<u> X </u>	Information	Chairman's Report	
				<ul style="list-style-type: none"> • Executive Session in September • Other 	
<u> </u>	Action	<u> </u>	Information	Other Board Action Items and Considerations	
				<ul style="list-style-type: none"> • None 	

Adjourn

NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEE MEETING
Monday, June 13, 2016

MINUTES

Chair Daniel Shewmaker called the Board of Trustees of NorthWest Arkansas Community College (NWACC) meeting to order on Monday, June 13, at 4:30 p.m. in the Burns Hall 3rd Floor Board Room.

Members Present: Daniel Shewmaker (Chair), Keven Anderson (Secretary), Ron Branscum, Todd Schwartz, Mike Shupe, Joe Spivey

Also in Attendance: Dr. Ricky Tompkins and Leticia Zark de Campos

MINUTES

May 9 Regular Board Meeting

Dr. Tompkins pointed out one revision to the May 9, 2016 minutes, stating that there were changes reported to two programs instead of three. The three programs with changes include the AAS Computer Information Systems, the AAS Computer Aided Drafting, and the AAS Culinary Arts. The changes reported under the AAS Computer Information Systems should be under the AAS Computer Aided Drafting. Mr. Spivey moved and Mr. Shupe seconded the motion to approve the minutes of the Regular Board Meeting on May 9, 2016 as revised. The motion passed unanimously.

RECOGNITION

Recognition of Student Trustee

Mr. Shewmaker called Ms. Zark de Campos to the center of the Board Room and recognized her for serving as this year's student trustee. He thanked her for being a voice for the students and presented her with a gift on behalf of the Board and the College. Ms. Zark de Campos responded that she liked learning about the way business is conducted and thanked the Board for allowing her to serve.

Recognition of Enactus Program

Mr. Shewmaker recognized the Enactus team and told the Board that the team had competed at Regionals and advanced to the national level. He encouraged the Board to get involved with Enactus, stating that students are doing great things through the program in the areas of business and entrepreneurship. Four members of the Enactus team presented their three projects for the past year including the recycling program, the STEM program, and the OASIS program. The students placed third in their league at the national competition.

Recycling Project: The team partnered with NWACC to add 83 recycling bins throughout the 6 buildings on campus and eliminated the use of 3 dumpsters. Through this, the college saved \$13,670.

STEM Program: The team partnered with Mathias Elementary and KPMG to integrate a First Lego League Robot Program into the school. The students built a Lego Mindstorm Robot that they took to competition.

OASIS Project: OASIS is a safe, transitional living community for women who are in recovery from any type of abuse, addiction, or trauma. The team partnered with OASIS to get these women back into the workforce. The OASIS Coffee Shop opened in the Shewmaker Center for Global Business Development (SCGBD) in April 2016.

Mr. Shewmaker said that the coffee shop is already profitable and that there are plans to expand it with the Culinary Arts program and also to add more women to the program. The team stated that the women are only in the housing community for two years and that OASIS Coffee provides a safe environment for them to re-enter the workforce without feeling pressured to turn back to their old lifestyle. The women are required to attend NWACC in some capacity while working at OASIS Coffee Shop. Mr. Shupe and Mr. Spivey both congratulated the team. Mr. Shewmaker added that the Enactus team was competing against four year schools and he also thanked the faculty who have worked with these students.

ENDS MONITORING REPORT

E-102 Business Community: Ironworker Apprenticeship

Mr. Tim Cornelius stated that the Construction Technology program was developed with input from the advisory board to enhance partnerships with the business community. He said that it is a collaborative partnership with construction companies to develop skills for incumbent and existing workers. He shared that the program will also provide a career path to a baccalaureate degree and that NWACC will have an articulation agreement with John Brown University (JBU) which will provide students with the ability to transfer to the JBU program if they wish to continue in this area.

Mr. Cornelius said that NWACC has also partnered with Wil-Shar Steel to assume responsibility for the Ironworker Apprenticeship Program and a MOU will be signed soon. The program will start this fall and will be a fully accredited state apprentice program. Mr. Cornelius stated that all of the College's programs in the area of workforce development are in the process of being accredited with the National Center for Construction Education and Research (NCCER) and that all three of the College's building science instructors are certified. He said that the College will provide quality programming and assessment along with working toward gaining NCCER accreditation. He stated that another goal of the program will be to increase community outreach, support, and relations. Mr. Cornelius told the Board that the Ironworker program will start with approximately 65 students which will be gained from the current Wil-Shar program.

Mr. Anderson complemented the College and stated that the employees are doing a good job figuring out what the customer wants and meeting those needs. Mr. Shewmaker asked what the capacity for the program is and Mr. Keith Peterson responded that it is 65 right now but should grow to approximately 100 in the next two years. Mr. Peterson said the program is currently being delivered on-site at Wil-Shar. He told the Board that the market will hold much more than the current program capacity. Mr. Shewmaker observed that even though this program is through Wil-Shar, when the students graduate they do not have to work for Wil-Shar, which gives them an even greater opportunity. Dr. Tompkins added that this is a great partnership with the state because it is being funded by state

apprenticeship dollars. Mr. Branscum asked what region of the state the students are coming from and Mr. Cornelius responded that it is mostly the local region now but people from other regions are welcome. Mr. Branscum then asked if this program will be housed on NWACC's campus and Mr. Cornelius stated that it will be housed at Wil-Shar the first year. Mr. Peterson stated that it is a three-year program like other apprenticeships in which the students spend the majority of their time doing on-the-job learning. Mr. Branscum asked if these students take any other educational courses while they are in this program and Mr. Cornelius stated that in the future it might count towards academic credit or a certificate like the current HVAC program.

Approval of E-102 Business Community: Ironworker Apprenticeship

Mr. Anderson moved and Mr. Branscum seconded the motion to approve the ENDS 102 Report. The motion passed unanimously.

EXECUTIVE LIMITATIONS MONITORING REPORT

None

COMMITTEE REPORTS

Finance/Audit Committee

Ms. Debi Buckley presented the report for the Finance/Audit Committee in Mr. Scott Grigsby's absence. She told the Board that the fiscal position of NWACC remains healthy. She reported that from April 2015 to April 2016, revenues decreased by 1.1% and expenditures decreased by 1.8%. The cash flows remain healthy and ahead of prior years for three reasons: payment from the state and city for right of way and easements, savings from going partially self-insured with health insurance, and salary savings. Overall receivables have declined only slightly due to decreased enrollments.

Ms. Buckley stated that a request had been presented to the Committee for funding of important projects in Burns Hall, since the College did not receive any state funding for general improvements this biennium. She said that since Burns Hall is the oldest facility on the main campus, it is in need of more maintenance than the other buildings. She told the Board that College Administration presented the following request to the Committee: funding for library modifications including paint, new carpet, renovation of the current facility, and new furniture totaling \$238,000. Ms. Buckley stated that College Administration also proposed the renovations of the four large restrooms in the West Wing of Burns Hall for a cost of \$91,490, and renovation of some of the art classrooms, stating that some of the current art tables would be refurbished. She told the Board that new art tables would be purchased for another room, along with new display boards and new chairs totaling \$27,241.

Ms. Buckley stated that College Administration also proposed the repair of some faculty offices in the Communication & Arts area due to damage from a pipe leak earlier this year, which would include new carpet in the offices, addition of VCT floor in the hallway, new ceiling tiles and paint for a total cost of \$7,525. College Administration had also requested funding for the replacement of all locks in Burns Hall, stating that it is the only building on campus in which keys can be duplicated. She said that there has been extensive discussion on electronic access into buildings. There is currently electronic access in the Shewmaker Center for Global Business Development (SCGBD), the Center for Healthcare Professions (CHP), and the National Child Protection Training Center (NCPTC). She told the Board that for heightened security, the Committee recommended exploring better electronic access in Burns Hall, the Student Center, and the Shewmaker Center for Workforce Technologies (SCWT). Further exploration

into the electronic access to the exterior of these buildings will be done before deciding if this is a better option than changing the locks to the building.

Ms. Buckley told the Board that College Administration also requested \$25,000 for the renovation of extra space for the Department of Public Safety (DPS) offices in the CHP. The bulk of the funds will be used to add a new electrical panel to the space in the CHP in order to move all of the monitors currently in the Burns Hall space to the new space in the CHP. The new location places the public safety offices in a more centrally located area with better access to all campus facilities. Ms. Buckley presented to the Board the total proposal approved by the Finance/Audit Committee for \$389,256, and she stated that the proposed source of funding is the College Millage Capital Set Aside Account. At the end of FY16 the balance in this account will be \$4.015 million and after projected millage revenues of \$3.128 million are received for FY17, and all bond payments of \$2.254 million have been made, the balance of this account will be \$4.89 million. Ms. Buckley told the Board that using this account for the improvements of capital assets in Burns Hall and CHP would result in a balance of \$4.501 million at the end of FY17.

Ms. Gwen Dobbs explained that the library renovations are necessary because students are using the space differently than they did at the time the building was built. There is a need for additional collaborative space. The renovations will occur in two different spaces—Academic Success Center (ASC) Computer Lab and the current library, which will both accommodate the many different ways that students use the library. Ms. Dobbs pointed out that this is not a unique need to the College, but a trend that is taking place among colleges and universities. Dr. Tompkins added that the carpet has never been changed in the library, and that the goal of these renovations is to make the library a fun place for the students. Ms. Zark de Campos stated that there is still a need for quiet study spaces and asked where those spaces would be and Ms. Dobbs clarified that quiet study spaces are still available for students. Ms. Dobbs responded that in the information commons area, currently there are 100 computers but the maximum number of students who have occupied the space at one time is 30, so the space is being underutilized. The renovations will allow for similar offerings in both the computer lab and the current library. She stated that there will be an enforceable quiet study area in the current classroom in the library and the classroom will move to BH 1208. She also said that the offices that were vacated by public safety will become library storage, and the current library storage will become more quiet study space. Mr. Shupe stated that this library plan sounds more user friendly than anything he has ever experienced. Mr. Spivey said that these changes are needed to keep current, keep up with technology, and accommodate the way that students study today. Ms. Dobbs pointed out that all of the new furniture is moveable while the current furniture is not.

Mr. Shewmaker confirmed with Ms. Buckley that the Board will hear a proposal regarding lock replacement at the July Retreat. He stated that it seems like a good thing to pursue and would add continuity to all of the locking systems on campus. Ms. Buckley said that Mr. Ethan Beckcom and Mr. Jason Degen have met and are doing further research on the electronic locking system. Mr. Shewmaker also verified with Ms. Buckley that the funds to replace the locks are coming from the millage capital account but the account will still grow in FY17. Mr. Branscum asked if this millage account has been used for renovations like these in the past and Mr. Shewmaker responded that capital renovations are the only thing the account can be used for. Ms. Buckley told the Board that the account is used to make bond payments, it was used to finish out the 3rd floor of CHP, and has also been used for various maintenance and remodeling projects. She stated that the use of these funds must be approved by the Board. Mr. Branscum asked if there are other facilities on campus that need major renovations and Ms.

Buckley responded that Burns Hall and the SCWT are the oldest buildings on campus so there is work to be done on both buildings, including roof and floor repairs in SCWT. Ms. Buckley stated that improvements have been made to Burns Hall over the years, but smaller budgets have allowed for fewer maintenance funds, making it necessary to seek funds from the millage account.

Approval of Funding for the Library, Maintenance, and Other Renovations

Mr. Anderson moved and Mr. Branscum seconded the motion to approve the funding for the library, maintenance, and other renovations. The motion passed unanimously.

Land Use Committee

Mr. Spivey presented the Committee report and stated that the Burns Hall renovations including the library, art classrooms and restrooms were discussed, along with the Wil-Shar project. He told the Board that the office for Policy, Risk Management, and Compliance has moved to the 3rd floor of CHP along with the Adult Education offices. He invited the Board to visit CHP if they have not seen the renovations. Mr. Spivey stated that another area in need of expansion is the DPS. He said that there is a need for locker space and changing rooms which allow officers to change out of their uniform before leaving campus and go out into public as an ordinary citizen. He told the Board that there was also a need for a central location for communication. Mr. Ethan Beckcom added that some of the space for the DPS would be moved to the far northwest end of the 1st floor CHP building providing a geographically central location to campus. He stated that the job of the DPS is to be near the students, faculty and staff and that this will not change with the relocation of their main office. Relocation of the DPS to CHP will provide more training space, better use of existing technology, addition of new technology, and the moving of the central command security monitoring station.

Mr. Spivey told the Board that the committee recommended the approval of the Wil-Shar red iron training apparatus installation on the campus to be used in the Ironworker Apprenticeship program. The proposed location for the apparatus is south of the SCWT close to the existing railroad. Mr. Peterson added that the apparatus will be in a 40'x20' area. Mr. Spivey stated that the apparatus will be used as an end-of-semester project and will be taken down after completion. He then read the recommendation from the Committee for approval of the Wil-Shar red iron training apparatus installation.

Mr. Schwartz asked if the area will be roped off and if any additional insurance will be needed. Mr. Peterson stated that the structure will come up and come back down so it should be secure and there is no concern about the items being stolen. He said that as far as safety is concerned, Wil-Shar will provide footings for the apparatus and it can be fenced if needed, but at this point he does not believe a fence will be needed since it will only be used for a short time each semester. He told the Board that it should not require any additional liability insurance. Mr. Beckcom added that the College does have a blanket coverage for all programs, although sometimes program-specific reviews are conducted for certain areas such as health professions, which would require some additional coverage. He stated that more research would be done to see what the need for additional coverage would be and also the costs of the added coverage. Mr. Schwartz stated his concern for youth playing on the apparatus when it is not in use and Mr. Peterson responded that the DPS would patrol that area throughout the day and that there is also a DPS presence in SCWT. Mr. Beckcom added that specific signage would also be displayed. Mr. Schwartz asked if any heavy equipment would be used to bring in the steel and if that could create wear and tear on the parking lot. Mr. Peterson confirmed that heavy equipment will be used to deliver the

steel and that Wil-Shar will cover the cost. He said that there is a small scale crane component to the apprenticeship program, but it will not stay on site and will not affect the parking lot.

Mr. Peterson told the Board that a stable plot of land has been selected for the apparatus that will be installed on four concrete footings. He stated that this is a mobile lab, designed to be erected and torn down, and the footings can be relocated if needed. Mr. Peterson told the Board that the apprenticeship program could continue without this lab facility if necessary and Mr. Spivey stated that if the program is unsuccessful, the apparatus can be removed. Mr. Peterson added that the College is not locked into this apparatus, which allows for relocation to a larger facility as needed to accommodate the growth of the program. He also stated that this apparatus will be used as a marketing tool and will allow people to literally “see” what is going on at the College. Mr. Schwartz asked if there is a chance of anything catching on fire and Mr. Peterson responded that there is a welding component to the program, but there is not a high fire danger. He assured the Board that the highest safety standards are enforced with all trade sciences at the College. Apprenticeship programs are highly regulated by the state, and the safety components are inherent in these programs and students must pass a series of safety modules before they can erect the structure. Mr. Branscum asked if Wil-Shar approached NWACC about the partnership and if they are donating all of the steel. Mr. Peterson said that they did approach the College and they will be donating all of the materials. He stated that the program at Wil-Shar is growing and becoming more successful than they imagined, so they have offered to provide the College with the tools to administer the workforce program. Mr. Branscum stated that the pairing of Wil-Shar and NWACC seems like a good match and a good way to promote future businesses partnering with the College. Mr. Spivey added that he believes the College is responding well to the needs of the community. Mr. Shewmaker asked what the footprint of the apparatus is when it is disassembled. Mr. Peterson stated that the red iron will be stacked and put to the side until used again. Mr. Shewmaker asked who will disassemble the apparatus and Mr. Peterson responded that the students will erect it and tear it down as part of the lab process. Mr. Shewmaker said that good signage explaining the lab will be necessary and will be a great marketing tool.

Mr. Anderson stated that as a general observation, when there is empty space, it gets filled. He said that as the spaces are filled, it is important to think about the contingency plan. He told the Board that as the College hits growth again, it will be necessary to think about which spaces are essential and which ones are flexible. Dr. Tompkins responded that the spaces will be evaluated strategically, and that particularly with CHP, there are classrooms being created that can be used for multiple programs for the reasons that Mr. Anderson has stated.

The Board voted to accept the report and recommendations of the Land Use Committee.

PRESIDENT’S REPORT

Dr. Tompkins told the Board about two Letters of Notification regarding changes to the Technical Certificate in Hospitality Management and the Certificate of Proficiency in Hospitality Management, stating that the course naming will be streamlined, more hands-on courses will be added, and the step approach building toward various degrees will be standardized. He also told the Board about two Letters of Intent regarding a Technical Certificate in Media and a Certificate of Proficiency in Media, which will be new programs at NWACC. These programs will serve as a high quality, low cost option for students who would like options for pursuing Media industry work and will have the potential to transfer to four-year institutions. Dr. Tompkins said that one of the most important thing about these

credentials is that they are building blocks for degrees. He stated that students can receive a Technical Certificate in Media and a Certificate of Proficiency in Media which will lead into an AAS Degree in Graphic Design.

Dr. Tompkins updated the Board on Kid's College, stating that there are six weeks of camp running from June 6 through July 28 and there are currently 320 kids registered. Each camp is one week long and some of the areas covered include 3D Modeling, Learning to Code, Web Mapping, Fantastic Worlds Art Design, Comic Book Character Design, Film History, World Radio, and Medical Boot Camp. He told the Board that there is a need for Kid's College in the community and that it has been very popular so far this year. He expressed appreciation to Mr. Peterson and his staff for their hard work in putting this program together and also the faculty and staff who are leading the classes. Dr. Tompkins said that he has gotten great feedback about the program. Mr. Shewmaker added that Kid's College is very beneficial for those who attend in ways that may not even be measureable until years later.

CHAIRMAN'S REPORT

Mr. Shewmaker stated that the Enactus report was given earlier in the meeting. He reminded Board members of the Board Retreat that will be held on July 23 from 9:00 am – 2:00 pm in Peterson Auditorium. He stated that he has received some items for the agenda and encouraged all members to participate.

OTHER ACTION ITEMS

Promotional Items

Ms. Gulizar Baggson told the Board that in order for public funds to be used for promotional items, it has to be approved by the Board. She said that the request is for the approval of \$33,400 to be used for promotional items. She stated that the approval for promotional items takes place every year.

Approval of Promotional Items

Mr. Spivey moved and Mr. Schwartz seconded the motion to approve the promotional items. The motion passed unanimously.

Provisional Position

Ms. Buckley stated that the position is for a Project/Program Administrator in the Adult Ed/Career Division. She told the Board that it is a grant position that must be approved by the Board every time it is filled. She reminded the Board that this position is one of the original 80 positions that was approved at the last Board meeting.

Approval of Provisional Position

Mr. Anderson moved and Mr. Shupe seconded the motion to approve the provisional position. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 5:56 p.m.

Daniel Shewmaker, Chairperson

Keven Anderson, 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.

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.

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.

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.

MONITORING:

Methods: Written report with verbal explanation of variances



Date: August 8, 2016
 To: Board of Trustees
 From: Debi Buckley, Vice President of Finance and Administration
 Subject: Funding Approval for Building Access Control Solutions

At the July 23, 2016, Board of Trustees retreat, College Administration requested approval of the utilization of millage capital set-aside funds for lock replacement in Burns Hall and a proximity access control upgrade in campus buildings as follows:

Lock Replacement

- Burns Hall \$ 18,000

Proximity Access Control

- Burns Hall \$ 55,000
 - Becky Paneitz Student Center \$ 9,000
 - Shewmaker Center for Global Business Development \$ 9,000
 - Shewmaker Center for Workforce Technology \$ 9,000
 - Melba Shewmaker National Child Protection Training Center \$ 9,000
 - Center for Health Professions \$ 9,000
- \$118,000**

Recommendation: It is the recommendation of the Finance/Audit Committee that the Board of Trustees approve the use of millage capital set-aside funds in the amount of \$118,000 for lock replacement and access control upgrades as stated above.

Mr. Daniel Shewmaker, Chairperson

Mr. Keven Anderson, Secretary