

MEMORANDUM

To: File

Re: Meeting with Marty Parsons

Date: July 25, 2012

A meeting was held with Marty Parsons, Chief Financial Officer, Northwest Arkansas Community College ("NWACC") on July 25, 2012. The purpose of the meeting was to discuss a recent complaint of discrimination made against Mr. Parsons as well as other personnel issues. Present at the meeting were Mr. Parsons, his attorney, Brandon Cate, Dr. Becky Paneitz, President of NWACC, and Marshall Ney, counsel for NWACC.

Mr. Parsons was informed that, after investigation, there was no evidence to substantiate any discrimination based on race, color, national origin, religion, gender, or any other protected category. Mr. Parsons was also informed he was not to retaliate in any manner against the individual who made the complaint.

Mr. Parsons was counseled on the following additional issues:

- Mr. Parsons had contacted the Attorney General's Office via letter in April 2012 regarding a Freedom of Information Act ("FOIA") request after being specifically told not to do so by Dr. Paneitz. Mr. Parsons acknowledged in a subsequent meeting with NWACC's attorneys and the Chair of the Board of Trustees that he had sent the letter and that "if he had it to do over again, he would do so."
- Mr. Parsons contacted the Attorney General's Office again three months later without the knowledge of Dr. Paneitz or the Board of Trustees' Chair regarding the contract with the Foundation.

- Mr. Parsons had been requested by Dr. Paneitz, based on input from Shane Broadway, Interim Director for the Arkansas Department of Higher Education ("ADHE"), to eliminate several high level requested positions and to let Dr. Paneitz review the final list before it was submitted to the ADHE. Mr. Parsons failed to do so, forcing Dr. Paneitz to call Mr. Broadway and inform him to disregard the positions submitted by Mr. Parsons.
- Mr. Parsons has shown insubordination and disregarded the proper channels by directly contacting Board of Trustees' members to criticize Dr. Paneitz.
- Mr. Parsons gave a reporter (Teresa Moss) an incorrect date on which the budget report was due to ADHE. The reporter later verified it was the incorrect date by contacting Mr. Broadway. When confronted about the mis-information given to the reporter, Mr. Parsons blamed Jim Hall.
- When Dr. Paneitz asked Mr. Parsons if Glenn Kelley had reviewed several contracts for food service that he brought to Dr. Paneitz to sign before the April Board of Trustees' meeting, Mr. Parsons responded that Mr. Kelley had and that Mr. Kelley had approved the template. Mr. Parsons also reiterated at the Board of Trustees' meeting that Mr. Kelley had reviewed the contracts and approved the template. Following the meeting, Mr. Kelley informed Dr. Paneitz that Mr. Parsons' statements were not true, and that Mr. Kelley had not reviewed the contracts.
- Mr. Parsons was also counseled about the budget not being completed in a timely manner delaying approval of the budget until the June Board of Trustees' meeting.

Dr. Paneitz had to give Mr. Parsons specific instructions in an email explaining to him what was needed for the meeting which he then ignored.

- Mr. Parsons was counseled about his use of inappropriate language such as an individual having "no balls," and telling other employees that if they did not agree with him, that they should not "let the door hit them on the ass" when they left.
- Mr. Parsons was also informed that morale in his department was extremely poor and that while his department should support his final decisions, Mr. Parsons should not discourage criticism about him by his staff through the appropriate channels.

Mr. Parsons was informed that he had thirty (30) days in which to improve, and that further inappropriate behavior could result in his termination.



Becky Paneitz, PhD.