



NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES

Monday, September 8, 2025 - 4:30 PM - Burns Hall Third Floor Boardroom

AGENDA

1. Call to Order

2. Pledge of Allegiance

3. Recognition, Awards, and Informational Items

- 3.1 Recognition of Chris Lynch, National AI Mentorship Program
- 3.2 Recognition of Tina Cikanek, H.I.M. Program Development
- 3.3 Recognition of Jared Asteel, NJCAA Mario Kart Champion
- 3.4 Recognition of Joshpat Boit, Aaron Messer, and Sarah Marquez, TriFest for MS Winners

4. Attendance

5. Minutes

- 5.1 Regular Board Meeting – August 4, 2025: **ACTION**
ACTION: Approval of August 4, 2025 Minutes

6. ENDS Monitoring Report

- 6.1 E-101: Student Activity Fee Review Board (Dr. Judd Harbin):
ACTION
ACTION: Approval of E-101

7. Executive Limitations Monitoring Report

- 7.1 EL-203: Communications and Support to the Board: **ACTION**
ACTION: Approval of EL-203

8. Committee Reports

- 8.1 Finance Committee (Mrs. Amber Latimer)

9. Presidential Report

- 9.1 Academic Updates
- 9.2 Burns Hall Elevator Maintenance
- 9.3 Enrollment Update

10. Chair Report

- 10.1 4th Annual Presidents and Trustees Reception – Sept. 24th
- 10.2 ACCT New Orleans – Oct. 22nd to Oct. 25th

11. Other Board Action Items and Considerations

- 11.1 Provisional Position: **ACTION**
ACTION: Approval of Provisional Position

12. Adjourn

Please see the Board of Trustees Calendar of Upcoming Events document in the binder's front pocket for Upcoming events.

NORTHWEST ARKANSAS COMMUNITY COLLEGE

BOARD OF TRUSTEE MEETING

Monday, August 4, 2025 – Immediately Following Board Retreat - SCWT Walmart Auditorium

MINUTES

Members Present: Todd Schwartz (Chair), Rachel Harris (Vice Chair), Amber Latimer (Secretary), Ashley Pointer, Lori Frank, Ron Branscum, Mark Scott, Mary Schneider, and Joe Spivey

Also in Attendance: Dr. Dennis C. Rittle

1. Call to Order

Chair Todd Schwartz called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, August 4, at 4:33 pm in the SCWT Walmart Auditorium.

2. Pledge of Allegiance

3. Recognition, Awards, and Informational Items

- 3.1 Introduction of Alisha Hoback, Executive Assistant to the Office of the President

Dr. Rittle introduced Alisha Hoback as the new Executive Assistant to the Office of the President.

4. Attendance

5. Minutes

- 5.1 Regular Board Meeting – June 9, 2025: **ACTION**
ACTION - Approval of June 9, 2025 Minutes

Passed Unanimously

Mr. Scott motioned and Mrs. Harris seconded the motion to approve the minutes of the Regular Board Meeting on August 4, 2025.

6. ENDS Monitoring Report

6.1 E-103: NWACC Library (Ms. Shawna Thorup): **ACTION**

Shawna Thorup presented to the Board how the NWACC Library supports the taxpayer community. She explained that any community member can use the NWACC Library for needs such as computers, printers, or work spaces.

Additionally, the NWACC Library that community members have access to 185 research databases, lending programs, interlibrary loans, and Arkansas colleges and universities have student borrowing privileges outlined by an MOU.

She stepped through the Library's funding, which is collected through a \$3 per credit hour library fee. In the 2025 fiscal year, the NWACC Library was \$67,000 under budget.

The NWACC Library maintains physical and digital collections valued at over \$1,000,000. In the 2025 fiscal year, approximately \$45,000 in new materials and donated media were added.

ACTION - Approval of E-103

Passed Unanimously

Mr. Branscum motioned and Mr. Scott seconded the motion to approve the ENDS-103 Monitoring Reports.

7. Executive Limitations Monitoring Report

7.1 EL-205: Emergency Presidential Succession: **ACTION**

Dr. Rittle stated that 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.

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.

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.

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.

ACTION - Approval of EL-205

Passed Unanimously

Mr. Spivey motioned and Mr. Scott seconded the motion to approve the Executive Limitations Monitoring Report.

8. Committee Reports

8.1 None

9. Presidential Report

9.1 Academic Updates

Dr. Rittle informed the Board that NWACC submitted a Letter of Notification to ADHE to request a CIP code change for the Graphic Design Program based on recommendations from Workforce and Arkansas Job Links.

NWACC also submitted a Letter of Intent to ADHE to propose the development of a Surgical Technology program. The Surgical Technology Program at NWACC prepares students for careers in the operating room through a blend of classroom instruction, laboratory practice, and clinical experiences. Students learn aseptic techniques, surgical procedures, and instrument management to support surgical teams and ensure patient safety. Graduates are eligible to take the Certified Surgical Technologist (CST) exam and pursue roles in hospitals, outpatient surgery centers, and other healthcare settings, with a focus on professionalism and patient-centered care.

9.2 Burns Hall Elevator Maintenance

Dr. Rittle made the Board aware of scheduled maintenance to the elevator in Burns Hall which will render it out of order for a few weeks. Board Meetings may pivot to other meeting rooms as needed. More information will be made available to the Board as it develops.

9.3 Enrollment Update

Dr. Rittle informed the Board that NWACC aims for an eight percent growth goal for enrollment. Currently, 800 students are still needed to be up by three percent. He explained NWACC is estimated to be up by three to eight percent.

9.4 Athletic Update

Dr. Rittle explained to the Board that the Fitness Court is underway with concrete scheduled to be poured in the upcoming weeks. This project is estimated to be open in the Fall.

He introduced Dean Johnson and Nick Marquez, NWACC's new Head Soccer Coaches.

He informed the Board of the Labor Day 5k Fun Run Fundraiser.

9.5 Campus Master Plan Feasibility Study

Dr. Rittle informed the Board that the Walton Family Foundation does not have interest in funding the Feasibility Study for the Commons. He further explained that they would prefer to focus on Workforce.

The Board discussed next steps in pursuing the Campus Master Plan and additional avenues.

Motion added: Where the Board directs Dr. Rittle and the College Administration to explore possible models to offer student residential housing and workforce housing on campus.

Passed Unanimously

Mrs. Latimer motioned and Mr. Branscum seconded the motion.

10. Chair Report

10.1 ACCT New Orleans – Oct. 22nd to Oct. 25th

Mr. Schwartz reminded the Board of the upcoming ACCT conference in New Orleans in October.

10.2 Adoption of New Policy Per AR Code § 25-19-103: **ACTION**

Mr. Schwartz explained that a change in Arkansas legislature has prompted a needed change in bylaws. He asked Mrs. Latimer to read the updated legislature to the Board.

Mrs. Latimer read to the Board that all Board members have the ability to attend monthly Board meetings remotely. However, Arkansas Code 25-19-103 states all Board members shall be physically present in order to be counted for purposes of establishing quorum and or to vote.

Mr. Schwartz explained that all changes in bylaws will require a vote to adopt.

ACTION - Adoption of New Policy

Passed Unanimously

Mr. Spivey motioned and Ms. Frank seconded the motion to adopt the new policy per AR Code § 25-19-103.

11. Other Board Action Items and Considerations

11.1 Provisional Position: ACTION

Dr. Rittle stated that in response to the Adult Basic Education grant awarded to NWACC, the administration recommends the authorization of one Division Chairperson/Dean for Adult Education provisional position.

ACTION - Approval of Provisional Position

Passed Unanimously

Mr. Schwartz motioned and Mr. Spivey seconded the motion to approve the provisional position as presented.

12. Adjourn

The meeting adjourned at 5:21 p.m.

Mr. Todd Schwartz, Chair

Mrs. Amber Latimer,
Secretary

POLICY TITLE: COMMUNICATIONS AND SUPPORT TO THE BOARD

Policy 203: The President shall not permit the Board to be uninformed or unsupported in its work.

Definition: The President will supply to the Board information needed for dialogue and decision making on college related topics.

Narrative: The Presidents communicates regularly with the Board of Trustees through email updates and phone calls when necessary.

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

1. Neglect to submit monitoring data required by the Board (see Policy on Monitoring Presidential Performance) in a timely, accurate, and understandable fashion, directly addressing provisions of Board policies being monitored.

Definition: Monitoring reports on Ends and Executive Limitations will be submitted no less than annually. Date and narrative comments will be specific and focused.

Narrative: The President submits monitoring data on a regular basis through the use of Executive Limitations and Ends Monitoring reports.

2. Let the Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.

Definition: Relevant trends refer to such things as enrollments, funding, organizations, relationships with other agencies, media coverage including Freedom of Information Act (FOIA) issues, and relationship with media personnel.

Narrative: The President reports enrollment trends, any potential adverse media coverage and any external and internal changes that are considered material changes.

3. Fail to inform the Board of property acquisitions, material loss of property, life or limb, and any changes in administration at the executive level (deans and above).

Definition: Real property refers to land and real estate. Material loss of personal property refers to loss due to theft over \$2,500, one half of the deductible threshold. Loss of limb refers to physical injury on college property to a student, employee, or citizen that requires hospitalization.

Narrative: The President and staff work closely with the Board of Trustees Land Use Committee on all relevant issues related to property acquisitions, loss of property or other material changes related to NWACC property. Changes in administration at the executive levels of deans and/or vice-presidents are reported to the Board of Trustees and any known potential changes at the vice-president level are reported to the Board of Trustees when made known to the President.

4. Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board- President Linkage, particularly in the case of Board behavior which is detrimental to the work relationship between the Board and the President.

Definition: The Board will communicate with the President on College related matters rather than any other employee. The Board members will communicate with the President on any need for improvements.

Narrative: The President is prepared to report any such noncompliance should that be necessary.

5. Fail to marshal for the Board as many staff and external points of view, issues and options as needed for fully informed Board choices.

Definition: Staff and external points of view refer to customers affected by Board decisions. Fully informed Board choices are decisions based on significant facts, or information about any decision that is likely to affect users or customers.

Narrative: Significant facts and information are presented regularly to the Board of Trustees in order to inform and help the Board of Trustees stay abreast of College issues.

6. Present information in unnecessarily complex or lengthy form.

Definition: Generally speaking, reports should be under three pages.

Narrative: Information is always presented in easily understood formats and questions and requests for further clarification are always invited.

7. Fail to provide a mechanism for official Board, officer, or committee communications.

Definition: A mechanism is an avenue or means of communication for the entire Board, a Board officer assigned by the Board to do something specific, or a Board appointed committee.

Narrative: Avenues for communication are provided to members of the Board of Trustees, through email, text, phone calls or direct personal communication as needed and as requested.

8. Fail to deal with the Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Board.

Definition: Generally, the President will communicate with the entire Board on College matters. This policy does not prevent the President from contacting a Board member wherein that person has expertise or particular input on a college related issue.

Narrative: The President deals with the Board as a whole except when responding to individual requests for additional information or responding to officers of the Board of Trustees who have specific requests.

9. Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the Board.

Definition: If an Executive Limitation or Ends report will be altered from the scheduled monitoring report time, the President will inform the Board in advance as to the reason for the change.

Narrative: The President has not failed to report in a timely manner an actual or anticipated noncompliance with any Board policy.

10. Fail to supply for the agenda all items delegated to the President yet required by law or contract to be Board-approved, along with the monitoring assurance pertaining thereto.

Definition: Budgets, tuition, construction contracts and real estate documents are a few examples of items delegated to the President but still require Board approval.

Narrative: The President has supplied for the agenda all items delegated to the President yet required by law or contract to be Board-approved. Any items requiring Board approval are promptly provided to the Board for such approval.

I am reporting compliance with EL-203: Communication & Support to the Board of Trustees.

Dennis C. Rittle, Ph.D.
President
September 8, 2025