

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
September 9, 2024 – 4:30 pm – BH 3<sup>rd</sup> Floor Board Room**

**Call to Order**

				<b>Pledge of Allegiance</b>
	Action	X	Information	<b>Recognition, Awards, and Information Items</b>
				• Introduce Anya Petersen-Frey - VPFA
				• CAST Program Review
X	Action		Information	<b>Attendance</b>
X	Action		Information	<b>Approval of Minutes</b>
				• Regular Board Meeting - August 5, 2024
X	Action		Information	<b>ENDS Monitoring Report</b>
				• E-103: Faculty Sabbatical Presentation ( <i>Professor Christina Smith</i> )
X	Action		Information	<b>Executive Limitations Monitoring Report</b>
				• EL-203: Communication and Support to the Board
				<b>Committee Reports</b>
X	Action		Information	• Finance Committee
				• Student Activity and Athletic Fees
	Action	X	Information	• Land Use Committee
	Action	X	Information	<b>Presidential Report</b>
				• Academic Update
				• Storm Damage Update
				• Enrollment Update
				• Campus Master Planning Update
	Action	X	Information	<b>Chairman's Report</b>
				• ACCT Seattle - Oct. 23 to Oct. 26
	Action		Information	<b>Other Board Action Items and Considerations</b>
				• None

**Adjourn**

For Upcoming events, please see the Board of Trustees Calendar of Upcoming Events document located in the front pocket of binder.

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
BOARD OF TRUSTEE MEETING  
Monday, August 5, 2024**

**MINUTES**

Chair Mark Scott called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, August 5 at 4:36 pm in the Burns Hall Third Floor Boardroom.

**Members Present:** Mark Scott (Chair), Rachel Harris (Vice Chair), Carolyn Reeves, Lori Frank, Ron Branscum, Jonathan Woods, Amber Latimer, and Joe Spivey

**Absent:** Todd Schwartz (Secretary)

**Also in Attendance:** Dr. Dennis C. Rittle, Taryn Settle

**MINUTES**

June Regular Board Meeting

Mr. Branscum moved and Mr. Spivey seconded the motion to approve the minutes of the Regular Board Meeting on June 10, 2024. The motion passed unanimously.

**RECOGNITION**

**Dean Emeritus**

Dr. Rittle passed to Dr. Jennifer Swartout who recognized Dr. Marvin Galloway for earning Dean Emeritus. Dr. Galloway expressed gratitude for the opportunity to serve the college for over 30 years. Mr. Spivey, Mr. Scott, and Dr. Rittle expressed their appreciation for Dr. Galloway and his many contributions to NWACC over the years.

**Introduction of Student Trustee**

Dr. Rittle passed to Dr. Judd Harbin who introduced Taryn Settle. Taryn is the new President of the Student Government Association and will serve on the Board as the Student Trustee. Taryn expressed gratitude and eagerness to serve in his position.

**Introduction of Amber Roth**

Dr. Rittle passed to Dr. Justin White who introduced Amber Roth. Amber is the new Executive Director of High School Relations at NWACC. Amber expressed that she is happy to be a part of NWACC.

## **Introduction of Dr. Lois Chun**

Dr. Rittle passed to Dr. Diana Johnson who introduced Dr. Lois Chun. Dr. Chun is serving as the Interim Dean of the Math and Sciences Department at NWACC. Dr. Chun expressed her thanks to all who have welcomed her into the role.

## **ENDS MONITORING REPORT**

### **E-101: Trails Trades School Grand Opening**

Dr. Megan Bolinder invited the Board to the Grand Opening of the Trails Trades School. She showed a video with more information about the program and presented the history of the development and accreditation of the program.

Ms. Frank asked how NWACC plans to incorporate diversity throughout the program. Dr. Bolinder answered that the program employs women in leadership roles and offers scholarships geared towards including a plethora of diverse individuals.

Ms. Frank asked what the challenges are for the program. Dr. Bolinder answered that enrollment has been a challenge and that NWACC needs more word-of-mouth promotion within the community. She included that a big win for the program is being eligible for GI Benefits to veteran students.

Mr. Spivey asked about the economic data for living wages for jobs through this program. Dr. Bolinder answered that there are four different career pathways through the program that lead to different wages. She included that Trail Crew wages are expected to be up to \$50,000 annually and Manager wages are expected to be up to \$70,000 annually.

### **Approval of E-101 Monitoring Report**

Mr. Spivey moved and Dr. Reeves seconded the motion to approve the ENDS-101 Monitoring Report. The motion passed unanimously.

## **EXECUTIVE LIMITATIONS MONITORING REPORT**

### **EL-205: Emergency Presidential Succession**

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.

### **Approval of EL-205 Monitoring Report**

Mr. Woods moved and Ms. Frank seconded the motion to approve the Executive Limitations Monitoring Report. The motion passed unanimously.

### **COMMITTEE REPORTS**

**None**

### **PRESIDENT'S REPORT**

Dr. Rittle thanked the IT Department, Emergency Response Team, and Cabinet for their work throughout the cybersecurity situation. He thanked Dr. Ken Warden for his approval to allow NWACC a delayed start of classes to allow for more preparation time to better serve students.

Dr. Rittle announced that a new food vendor will be opening in the Student Center. The vendor is Goldie's Grill and the team running the establishment is the same team that ran Susie Q's.

Dr. Rittle passed to Teresa Taylor who gave an update on the cybersecurity situation. Mr. Scott asked her what would have happened if NWACC had not acted as fast as they did. Teresa answered that there is no way to know what would have happened.

### **CHAIRMAN'S REPORT**

Mr. Scott reminded the Board of the upcoming ACCT Conference in October. He informed the Board that he will be participating in a presentation on behalf of NWACC during this conference.

### **OTHER ACTION ITEMS**

#### **Approval of Provisional Position**

Dr. Rittle stated that in response to the USDA and National Institute of Food and Agriculture (NIFA) grant awarded funding to NWACC for Brightwater; Center for the Study of Food, the administration recommends the authorization of the provisional position of one (1) Special Instructor.

### **Approval of Provisional Position**

Mrs. Latimer moved and Mrs. Harris seconded the motion to approve the presented Student Services Representative provisional position. The motion passed unanimously.

### **ADJOURNMENT**

The meeting adjourned at 5:24 p.m.

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Mr. Mark Scott, Chair

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Mr. Todd Schwartz, 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 President 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 9, 2024