

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 14, 2024 – 4:30 pm – BH 3rd Floor Board Room**

Call to Order

<input type="checkbox"/> Action	<input checked="" type="checkbox"/> Information	Pledge of Allegiance
<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Information	Recognition, Awards, and Information Items <ul style="list-style-type: none">• Respiratory Therapy Program Review• Adult Education Program Review
<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Information	Attendance
<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Information	Approval of Minutes <ul style="list-style-type: none">• Regular Board Meeting - September 9, 2024
<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Information	ENDS Monitoring Report <ul style="list-style-type: none">• E-104: LIFE Program (<i>Mrs. Juanita Franklin</i>)
<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Information	Executive Limitations Monitoring Report <ul style="list-style-type: none">• EL-202: Treatment of Students
<input type="checkbox"/> Action	<input checked="" type="checkbox"/> Information	Committee Reports <ul style="list-style-type: none">• Finance Committee
<input type="checkbox"/> Action	<input checked="" type="checkbox"/> Information	Presidential Report <ul style="list-style-type: none">• Academic Update• Enrollment Update• Campus Master Planning Update
<input type="checkbox"/> Action	<input checked="" type="checkbox"/> Information	Chairman's Report <ul style="list-style-type: none">• Presidents and Trustees Reception Takeaways• ACCT Seattle - Oct. 23 to Oct. 27• Joint Board Reception Nov. 11• ACCT National Legislative Summit - Feb. 9 to Feb. 12 - <i>Let Sammantha know by Nov. 11</i>
<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Information	Other Board Action Items and Considerations <ul style="list-style-type: none">• Provisional Position

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, September 9, 2024

MINUTES

Vice Chair Rachel Harris called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, September 9 at 4:29 pm in the Burns Hall Third Floor Boardroom.

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

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

MINUTES

August Regular Board Meeting

Mr. Schwartz moved and Mr. Spivey seconded the motion to approve the minutes of the Regular Board Meeting on August 5, 2024. The motion passed unanimously.

RECOGNITION

Introduce Anya Petersen-Frey - VPFA

Dr. Rittle introduced Anya Petersen-Frey as the new Vice President of Finance and Administration. Anya gave a brief background on herself and expressed her gratitude for being a part of the NWACC Team.

CAST Program Review

Dr. Rittle recognized the CAST Program team for their successful program review. Dr. Rittle read an excerpt from the review outlining the praise the program received.

ENDS MONITORING REPORT

E-103: Faculty Sabbatical Presentation

Christina Smith presented her Sabbatical Project to the Board. She explained that her goal was to create math questions that are geared toward real-world applications. She spoke about the process she used while on Sabbatical and shared the final product. She stepped through slides with examples of the questions she produced and explained why matter to students based on their area of study. She

concluded by thanking NWACC for giving her the time to dedicate to this important project.

Approval of E-103 Monitoring Report

Dr. Reeves moved and Ms. Frank seconded the motion to approve the ENDS-103 Monitoring Report. The motion passed unanimously.

EXECUTIVE LIMITATIONS MONITORING REPORT

EL-203: Communications and Support to the Board

Dr. Rittle stated that the President shall not permit the Board to be uninformed or unsupported in its work. Further, without limiting the scope of the foregoing by this enumeration, he or she shall not neglect to submit monitoring data required by the Board in a timely, accurate, and understandable fashion, directly addressing provisions of Board policies being monitored, 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, 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), 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, fail to marshal for the Board as many staff and external points of view, issues and options as needed for fully informed Board choices, present information in unnecessarily complex or lengthy form, fail to provide a mechanism for official Board, officer, or committee communications, fail to deal with the Board as a whole except when fulfilling individual requests for information or responding to officers or committees duly charged by the Board, fail to report in a timely manner an actual or anticipated noncompliance with any policy of the Board, or 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.

Approval of EL-203 Monitoring Report

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

COMMITTEE REPORTS

Finance Report

Mr. Woods introduced Brooke Brewer and explained she would present the information. Brooke let Dr. Judd Harbin share how the Student Activity Fee funds have been used over the past year. Brooke stepped through the milestones of athletics thus far and then outlined how NWACC plans to utilize the athletic budget moving forward with the three components of the fee being 9 NJCAA Sports, increased Intramural sports, and making the Fitness Center on campus free to all students. She further stepped through responses to a student survey outlining that, of 874 students, 76% are highly likely, likely, or neutral to attending NJCAA events, 77% highly likely, likely, or neutral to participate in intramurals, and 80% highly likely, likely, or neutral to use the fitness center. She, then, presented the projected budget for FY26-29 and compared this to the budget of other institutions in the same NJCAA region and peer institutions.

Mrs. Brewer proposed to the Board a flat athletic fee separate from the student activity fee. The athletic fee would start at \$75 per NWACC student and \$30 per Early College Experience Student in FY26 and will be phased to \$90 per NWACC student and \$36 per Early College Experience Student by FY29. The fees will still be covered by students receiving the Arkansas Lottery Scholarship and Pell Grants and are designed to promote the addition of new NJCAA sports. With this fee, students will receive free admittance to the Fitness Center on campus, free admittance to NJCAA home events, and free participation in Intramural sports.

The Board discussed this item at length and asked several clarifying questions concerning taxpayers, the Fitness Center, students who have mobility issues, and athletic fees in other higher education institutions in Arkansas. Each question was thoroughly discussed and answered.

Approval of Student Activity and Athletic Fees

The Finance Committee recommended the approval of the Student Activity and Athletic Fees as presented by Mr. Woods and Mrs. Brewer and Mr. Branscum seconded the motion. The Board voted via roll call. Mr. Schwartz, Dr. Reeves, Mr. Branscum, Mr. Woods, and Mrs. Latimer voted in favor. Mrs. Harris, Ms. Frank, and Mr. Spivey voted against. The motion passed with a majority vote.

Land Use Report

Mrs. Latimer informed the Board that the Land Use Committee met to review the Prescribed Burn Plan and meet Lake Flato, the firm leading the Campus Master Planning Project. She stated that Laurie Scott stepped through the changes made to the Prescribed Burn Plan and stated that a burn will occur during the Fall Semester

depending on weather conditions. Mrs. Latimer also stated that Liz Anderson introduced the members of Lake Flato to the Committee and gave an overview of what they're working to achieve with the Campus Master Planning project.

PRESIDENT'S REPORT

Dr. Rittle informed the Board that NWACC is submitting a Letter of Notification for a change to be made to the Associate of Science in Liberal Arts & Sciences to include AI electives, a Letter of Notification for a change to be made to the Associate of Applied Science in Electronics, Technology, and Automation to change the degree title and include robotics and automation courses, and a Letter of Notification for a new proposed Certificate of Proficiency in Technical Communication program. Dr. Rittle also informed the Board that NWACC is submitting a Letter of Intent for a new proposed Associate of Applied Science in Medical Laboratory Technician program.

Dr. Rittle passed to Bob Couch to give an update on the storm damage to the campus. Bob informed the Board that a forensics team had to step in to investigate because there was too much damage for the insurance adjuster to take on. The forensics team has submitted a report to the insurance company and repairs are suspected to start soon.

Dr. Rittle passed to Dr. White for an enrollment update. Dr. White informed the Board that there has been a 33% increase in returning students, a 4% increase in Early College Experience students, and first-time entering students are up by 618 students.

Dr. Rittle passed to Mrs. Harris to give an update on Campus Master Planning. She informed the Board of the status of the Campus Master Planning project and expressed her happiness to be involved. She also expressed gratitude for the active members of the community and their involvement. Liz Anderson, then, informed the Board that they held a kick-off with many focus groups and Lake Flato commented on the amazing diversity within each group. She further explained that there are more workshops and meetings to come with students, staff, faculty, etc.

CHAIRMAN'S REPORT

Mr. Scott reminded the Board of the upcoming ACCT Conference in October, the 3rd Annual Presidents and Trustees Reception, and referenced the events sheet in their Board Books of upcoming events.

OTHER ACTION ITEMS

None

ADJOURNMENT

The meeting adjourned at 6:27 p.m.

Mr. Mark Scott, Chair

Mr. Todd Schwartz, Secretary

POLICY TITLE: TREATMENT OF STUDENTS

Policy 202: **With respect to interactions with consumers or those applying to be consumers, the President shall not cause or allow conditions, procedures, or decisions, which are undignified or unnecessarily intrusive.**

Definition: Interaction with consumers or those applying to be consumers shall mean official written or oral communication or unofficial written or oral communication where the communicator is acting in an official NWACC capacity. Undignified refers to disrespectful. Unnecessarily intrusive refers to violating the privacy right of the individual. (FERPA regulations must not be violated. Certain personnel records, police investigations, and proprietary business information must be protected.) Unsafe refers to putting the consumer at potential physical or mental risk.

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

- 1. Use application forms that elicit information for which there is no clear necessity.**

Definition: Application forms refer to college admission applications or college employment applications. No clear necessity refers to any legitimate reason that relates directly to student academic, student life or employee application purposes.

Narrative: All information collected on College admission applications and College employment applications is in compliance with all applicable state and federal guidelines. Data collected from the admissions application aids in the planning of services and support to establish conditions for student success.

- 2. Use methods of collecting, reviewing, transmitting, or storing consumer information that fail to protect against improper access to the material elicited.**

Definition: Fail to protect against improper access refers to physically and electronically safeguarding information to assure only officially authorized collection, access, and usage of the information. An example is confidential, priority data used for program development, such as protected formulas that should not get into the hands of competitors in business.

Narrative: All Family Educational Rights and Privacy Act (FERPA) guidelines are strictly adhered to in the process of collecting, reviewing, transmitting and storing of

student information. Access to student information is available only to faculty and staff who are authorized to use the information in the performance of their jobs within the

POLICY TITLE: TREATMENT OF STUDENTS (Continued)

EL-202

FERPA guidelines. FERPA workshops are provided to College personnel on a regular basis. Electronic records are password protected and secured via the SIS and NWACC network infrastructure.

3. Fail to furnish consumers a clear statement of what may be expected from the service offered.

Definition: A clear statement refers to written statements of employee and student expectations posted in full view in the appropriate college department. This information includes the College Catalog.

Narrative: Official College publications and consumer information clearly and accurately report on our expectations of consumers. Information is reviewed regularly to assure accuracy and completeness. Additionally, efforts are made to understand our consumers' expectations and needs in order to encourage student retention.

4. Fail to inform consumers of this policy or fail to provide a way for persons to be heard who believe they have not been afforded a reasonable interpretation of their protections under this policy.

Definition: Informing consumers of this policy refer to including this policy in the College Catalog, Schedule of Classes, and the Policy Handbook. Providing a way for persons to be heard refers to appropriate procedures outlined in the Policy Handbook.

Narrative: The College administration is committed to providing all students and employees with information relevant to equal protections and the right to due process. This information is made available in hard copy and electronically on the College website. Employees are also provided access to this information through the appropriate Cabinet member, the Human Resource Office and the division supervisor's office.

I am reporting compliance with EL-202 Treatment of Students.

Dennis C. Rittle, Ph.D.

President

October 14, 2024