



NORTHWEST ARKANSAS COMMUNITY COLLEGE

NORTHWEST ARKANSAS COMMUNITY COLLEGE BOARD OF TRUSTEES

Monday, October 6, 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 None

4. Attendance

5. Minutes

5.1 Regular Board Meeting – September 8, 2025: **ACTION**
ACTION: Approval of September 8, 2025 Minutes

6. ENDS Monitoring Report

6.1 E-102: Micro-Credentials (Lucas Paxton): **ACTION**
ACTION: Approval of E-102 - Micro-Credentials

7. Executive Limitations Monitoring Report

7.1 EL-202: Treatment of Students: **ACTION**
ACTION: Approval of EL-202 - Treatment of Students

8. Committee Reports

8.1 None

9. Presidential Report

9.1 Cabinet Update

9.2 Fitness Court Ribbon Cutting – Oct. 27th

9.3 Campus Facilities Update

10. Chair Report

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

10.2 Joint Board Reception – Nov. 10 at 4:00 pm

10.3 Spring Board Retreat Ideation (March 2026)

11. Other Board Action Items and Considerations

11.1 None

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

MINUTES

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

Members Absent: Lori Frank, Mark Scott

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, September 8, at 4:30 pm in the Burns Hall Third Floor Boardroom.

2. Pledge of Allegiance

3. Recognition, Awards, and Informational Items

- 3.1 Recognition of Chris Lynch, National AI Mentorship Program
Dr. Rittle recognized Chris Lynch, NWACC's Interim Executive Director of Workforce Development, who had spearheaded the initiative that earned NWACC a spot in the National AI Mentorship Program.

NWACC is one of 12 selected colleges.

- 3.2 Recognition of Tina Cikanek, H.I.M. Program Development
Dr. Rittle recognized Tina Cikanek, NWACC's Health Information Management faculty member, who spearheaded the

accreditation of the Health Information Management (H.I.M) Program.

Tina recognized her team, Sherry Slay and Lee Ann Barton, for their work towards making this happen.

3.3 Recognition of Jared Asteel, NJCAAE Mario Kart Champion
Dr. Rittle recognized Jared Aseteel for being NWACC's first NJCAAE National Champion for Mario Kart. Dr. Rittle, Chair Schwartz, and Brooke Brewer presented him with an award for his achievement.

3.4 Recognition of Joshpat Boit, Aaron Messer, and Sarah Marquez, TriFest for MS Winners
Dr. Rittle recognized Coach Boit, Coach Messer, and Coach Marquez's wife, Sarah, for winning the Educator's Cup in the Tri-Fest for MS race. The team placed first in the Educator's Division and third overall. Dr. Rittle

3.5 Recognition of Fernanda Sanchez, Student Trustee
Dr. Rittle recognized Fernanda Sanchez as the new President of the Student Government Association. He explained that she will be the student representative on the Board.

4. Attendance

5. Minutes

5.1 Regular Board Meeting – August 4, 2025: **ACTION**

ACTION: Approval of August 4, 2025 Minutes

Passed Unanimously

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

6. ENDS Monitoring Report

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

ACTION

Dr. Harbin presented the ENDS Monitoring report regarding the Student Activity Fee Review Board. He began with a brief overview of how it started, enacted in FY24 shortly after the Student Activity Fee was put in place and initially supported Athletics and collegiate life.

Examples of activities covered by the fee include travel to conferences and experiences for the Eagle View, Student Government Association, Model UN, and Student Nursing, Theatre, and more. NWACC has also utilized the funds to create experiences on campus such as a Holiday Meal and finals week stress relief for students, Spring Arts and Culture Festival, First Generation Banquet, and international student events.

Genesis Guerra, an Eagle View student, spoke on her experience. She explained that she attended multiple speaker events and training sessions and was an overall amazing experience.

Stephanie Freeman and her theatre students spoke to their experience attending a festival for theatre students across the region. Her students, Curt Gilgen, Matthew Cornog, and Hidgens Leonard gave a brief overview of their experiences attending the festival. This was a first ever for NWACC theatre students and was greatly enriching.

The Board asked questions about events coming up.

ACTION: Approval of E-101

Passed Unanimously

Mr. Spivey motioned and Mrs. Harris seconded the motion to approve the ENDS-101 Monitoring Report.

7. Executive Limitations Monitoring Report

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

ACTION: Approval of El-203

Passed Unanimously

Mr. Branscum motioned and Mrs. Latimer seconded the motion to approve the Executive Limitations Monitoring Report.

8. Committee Reports

8.1 Finance Committee (Mrs. Amber Latimer)

Mrs. Latimer informed the Board that the Finance Committee met for a preliminary review of FY2025, review debt service, and discuss possible payoffs of bonds.

She explained that the Committee discussed potential bond pay off options. The Committee voted unanimously to support paying off the 2014 bond if recommended by administration.

9. Presidential Report

9.1 Academic Updates

Dr. Rittle informed the Board that NWACC submitted a Letter of Notification to ADHE to request the following.

- *Certificate of Proficiency in Crime Scene Investigation*
- *Certificate of Proficiency in Law Enforcement Administration*

- *Technical Certificate in Crime Scene Investigation*
- *Technical Certificate in Law Enforcement Administration*
- *Associate of Applied Science in Crime Scene Investigation*
- *Associate of Applied Science in Law Enforcement Administration*

9.2 Burns Hall Elevator Maintenance

Dr. Rittle informed the Board that parts have been ordered to maintain the Burns Hall elevator. He told the Board this will render the elevator out of service for several weeks and could require relocation of the October Board Meeting.

9.3 Enrollment Update

Dr. Rittle turned to Dr. Justin White who informed the Board that enrollment reports 9,017 in headcount. This is up more than 400 students from same time last year. Enrollment SSCH is on target.

Dr. White thanked his team for their hard work getting students registered and enrolled. He also told the Board that enrollment is still continuing for other parts of terms. The team is focusing on student retention.

Dr. White turned to Sherri Bennett who told the Board that the Enrollment Management team is focused on keeping students in classes and seeing them to graduation. She explained the team has revised the Student Success course to meet student needs, restructured the Enrollment Management Team to support the one-stop-model, and created a Career Coordinator position to assist students with career guidance and connect students with employers. She also explained that tutoring, workshops, and other resources are becoming more available for students. The Disability Resource Center, Veteran Services, and more are seeing record numbers of students served. Events and opportunities for students are being enhanced to meet

student needs. The goal is to meet students where they are and follow them along the journey to see them to graduation.

The Board asked about the percentage of growth. Dr. White explained that SSCH shows enrollment being flat.

The Board asked about changes to ECE. Ms. Amber Roth explained that only one High School partner dropped but three more were added.

The Board asked about student trends in high school students.

10. Chair Report

10.1 4th Annual Presidents and Trustees Reception – Sept. 24th
Reminder to the Board to RSVP.

10.2 ACCT New Orleans – Oct. 22nd to Oct. 25th
Reminder to the Board for awareness.

11. Other Board Action Items and Considerations

11.1 Provisional Position: **ACTION**
Dr. Rittle stated that in response to the Walton Family Foundation grant awarded to NWACC, the administration recommends the authorization of one Senior Vice President provisional position.

ACTION: Approval of Provisional Position

Passed Unanimously

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

12. Adjourn

The meeting adjourned at 5:19 p.m.

Mr. Todd Schwartz, Chair

Mrs. Amber Latimer,
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

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 6, 2025