



NORTHWEST ARKANSAS COMMUNITY COLLEGE

BOARD OF TRUSTEES

Monday, November 10, 2025 - Immediately Following Joint Board Reception - SCGBD Room
B103

AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Recognition, Awards, and Informational Items**
 - 3.1 CRA Program 25 Year Celebration
 - 3.2 Trail Blazing Award: C-TEC
 - 3.3 Athletics
4. **Attendance**
5. **Minutes**
 - 5.1 Regular Board Meeting – October 6, 2025: **ACTION**
ACTION: Approval of October 6, 2025 Minutes
6. **ENDS Monitoring Report**
 - 6.1 E-104: Concurrent Students & ACCESS (Dr. Justin White and Amber Roth): **ACTION**

ACTION: Approval of E-104 - Concurrent Students &
ACCESS

7. Executive Limitations Monitoring Report

7.1 EL-206: Asset Protection: **ACTION**

ACTION: Approval of El-206 - Asset Protection

8. Committee Reports

8.1 None

9. Presidential Report

9.1 Takeaways from ACCT New Orleans

9.2 Academic Update

9.2 Enrollment Update

10. Chair Report

10.1 Takeaways from ACCT New Orleans

10.2 ACCT National Legislative Summit - February 8-11, 2026
Please let Sammantha know by November 10.

10.3 January Annual Meeting - January 12, 2026

10.4 Statement of Financial Interest
Due to Sammantha January 23

10.5 Commencement Regalia

10.6 Board of Trustees Evaluation (See BOT Book)

11. Other Board Action Items and Considerations

11.1 Nomination and Election of 2025 Board Officers: **ACTION**
ACTION: Nomination and Election of 2025 Board Officers

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, October 6, 2025 - 4:30 PM - Burns Hall Third Floor Boardroom**

MINUTES

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

Members Absent: Rachel Harris (Vice Chair), Mary Schneider

Also in Attendance: Dr. Dennis C. Rittle

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: Approval of September 8, 2025 Minutes

Passed Unanimously

Mr. Branscum motioned and Mrs. Latimer seconded the motion to approve the minutes of the Regular Board Meeting on September 8, 2025.

6. ENDS Monitoring Report

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

Lucas Paxton presented to the Board information about NWACC micro-credentials. He started by listing the micro-credentials that have been launched thus far and the ones that are still in the pipeline. He listed the statewide partners that NWACC has worked with to make these happen.

He stepped through the growth potential of students obtaining micro-credentials given the skills that are learned including leadership, project control, risk management and others. He also stepped through how the credentials can stack to build towards other credentials.

Mr. Paxton shared some key insights to lessons learned while developing this program. These include employer-validated skills, credit-to-noncredit alignment, modular and flexible learning pathways, and more.

He presented the NWACC-branded badges for icons based on the type of badge earned. And, he concluded by listing the future work that is coming down the pipeline including records

The Board asked for clarification on the use of the badges, partnerships, and whether high school students can take advantage of this program. Mr. Paxton answered that the badges are for LinkedIn profiles. While high school students are not the main target audience for micro-credentials, they are still welcome to apply for the program. However, the ACCESS law may not cover the costs for high school students. He finished by iterating that NWACC is the leading force for this initiative in Arkansas.

ACTION: Approval of E-102 - Micro-Credentials

Passed Unanimously

Mr. Branscum motioned and **Mrs. Latimer** seconded the motion to approve the ENDS-102 Monitoring Report.

7. Executive Limitations Monitoring Report

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

Dr. Rittle informed the Board that 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. Further, without limiting the scope of the foregoing by this enumeration, he or she shall not use application forms that elicit information for which there is no clear necessity, use methods of collecting, reviewing, transmitting, or storing consumer information that fail to protect against improper access to the material elicited, fail to furnish consumers a clear statement of what may be expected from the service offered, or 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.

ACTION: Approval of EL-202 - Treatment of Students

Passed Unanimously

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

8. Committee Reports

8.1 None

9. Presidential Report

9.1 Cabinet Update

Dr. Rittle informed the Board that the job posting for the SVP of Enterprise Relations has been posted and seeking applicants.

He also informed the Board that Anya Petersen-Frey has resigned from her position as the VP of Administration and Finance. Her position has also been posted and seeking applicants.

9.2 Fitness Court Ribbon Cutting – Oct. 27th

Dr. Rittle informed the Board is set for October 27 at 11:00 am. This will be a joint ribbon cutting event.

9.3 Campus Facilities Update

Dr. Rittle asked Bob Couch to present to the Board some upcoming facilities updates including sidewalk repairs, storm damage repairs, and maintenance to building boilers and elevators.

Dr. Rittle asked Eddie Mahar to present to the Board some updates to the soft phone launch. As of September 26, soft phones have been successfully launched and are continuing to integrate for all employees. He also informed the Board that Windows 11 upgrade has been delayed but the IT team is working to move NWACC to a cloud-based domain. He concluded by informing the Board that NWACC has been selected to participate in AI for ALL, a nation-wide initiative for educating NWACC employees about Copilot.

10. Chair Report

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

Reminder to the Board for awareness.

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

Reminder to the Board for awareness.

10.3 Spring Board Retreat Ideation (March 2026)

Mr. Schwartz asked the Board to brainstorm ideas to place on the agenda for the next Board Retreat in the Spring Semester.

He explained that he's already requested to have a presentation on the impending enrollment cliff for education and NWACC's upcoming New Orleans ACCT presentation on the agenda thus far.

11. Other Board Action Items and Considerations

11.1 None

12. Adjourn

Mr. Todd Schwartz, Chair

Mrs. Amber Latimer, Secretary

POLICY TITLE: ASSET PROTECTION

Policy 206: The President shall not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.

Definition: Unprotected refers to (1) facilities not being physically safeguarded by locks during other than normal operating hours, (2) physical and electronic surveillance by security personnel not performed during normal operating hours and (3) employees not locking their offices when not in use and safeguarding personal items. Inadequately maintained refers to unacceptable maintenance standards as judged by (1) monthly maintenance inspections by in-house staff, (2) semi-annual inspections by professional outside staff, (3) unannounced inspections by local building inspectors and (4) annual inspections by state insurance department. Unnecessarily risked refers to not having property and casualty insurance to cover at least 80% of the replacement cost of buildings and contents owned by the college.

Response:

- Assets are well protected through the use of NWACC Public Safety personnel and surveillance cameras.
- Facilities are adequately maintained through regular cleaning routines by NWACC personnel as well as cleaning services.
- Buildings, contents and all College owned property are adequately insured for full replacement value after the \$50,000 deductible.
- NWACC maintains an auto liability policy for up to \$1M coverage for in state occurrences and \$5M for out of state occurrences combined single limit for bodily injury and property damage after the \$1000 deductible.

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

1. Fail to insure against theft and casualty losses to at least 80% replacement value and against liability losses to Board members, staff and the organization itself in an amount greater than the average for comparable organizations.

Definition: Liability losses refer to liability judgments actually filed against Board or staff members due to their actions as officials/employees of the college. A comparable organization is a two-year community college in the state of Arkansas.

Response:

- The College building and contents are insured with the Arkansas Multi-Agency Insurance Trust Fund administered by the State Risk Management Division, Arkansas Insurance Department.
- The College owned autos are insured with the Arkansas Multi-Agency Insurance Trust Fund administered by the State Risk Management Division, Arkansas Insurance Department.
- The College has a directors' and officers' liability insurance policy for \$3,000,000 aggregate limit of liability covering College Board members, officers and employees acting in their official capacities, less a \$50K deductible.

2. Allow unbonded personnel access to College funds.

Definition: Unbonded personnel refers to college employees not automatically covered by the college surety bond. Access refers to physical and digital access.

Response:

- College employees are bonded under the Arkansas Fidelity Bond Trust Fund for \$300,000 per occurrence, less a \$2,500 deductible.

3. Unnecessarily expose the organization, its Board or staff to claims of liability.

Definition: Unnecessarily expose refers to failure to comply with federal and state laws regarding discrimination, safety, hiring practices, workplace activity, student's privacy rights, etc.

Response:

- Enterprise risk management practices are employed to reduce potential liabilities through policies and procedures, as well as adequate workplace and classroom safety measures.
- Student information is safeguarded through compliance measures established by the Family Education Rights and Privacy Act (FERPA).
- The Office of Policy, Risk Management, and Compliance coordinates with the Compliance Committee to provide a structure that encourages ethical conduct and compliance with the College's legal obligations to prevent unethical practices, violations of the law, or compliance failures, preventing loss or injury to our students, employees, and protecting the College.

- Human Resources provides employee orientation and training based upon regulatory compliance and job/task function.
- The advice of the Attorney General's Office is sought prior to the implementation of any reductions in force.
- The Board members are notified of relevant state and federal laws regarding liability through the Board of Trustee Policy Manual.

4. Fail to protect intellectual property, information and files from loss or significant damage.

Definition: Protect refers to adherence to Arkansas legislative audit recommendations and best practices concerning data backup and offsite storage.

Response:

- Electronic information from the College's main computer network and administrative software is backed up daily and stored securely.
- Enterprise Resource Planning system (including financial, payroll and human resources data) backups are completed and maintained by the vendor, with a recovery point objective of one hour and a recovery time objective of 12 hours.
- Access to sensitive areas in Business Services, Information Technology and Enrollment Management is controlled.
- A cyber liability policy with the Arkansas Multi-Agency Insurance Trust Fund administered by the State Risk Management Division, Arkansas Insurance Department is retained within the College's insurance portfolio.

5. Receive process or disburse funds under controls, which are insufficient to meet the legislative or independent auditor standards.

Definition: Insufficient refers to not meeting standards so that more than one finding or more than five comments are received from the annual legislative audit in any one year.

Response:

- FY2023 is the last completed audit from legislative auditor. The result of tests performed during the 2023 financial audit disclosed an audit finding. This finding affected the College's reported net position on June 30, 2022, by \$161,342. This finding also affected the College's reported Statement of Revenues by \$2,674,374. The financial statements were subsequently corrected by college personnel during audit fieldwork. The audit finding was presented to the Board of Trustees at the February, 2025, board meeting.

6. Endanger the organization's public image or credibility in ways that would hinder its accomplishment of mission.

Definition: The Board shall be notified of pending adverse coverage.

Response:

- Board members are kept informed about press releases and other news stories, including anticipated negative coverage.

I am reporting compliance with Executive Limitations Policy 206.

Dennis C. Rittle, Ph.D.
President