

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 8, 2024 – 4:30 pm – BH 3rd Floor Board Room**

Call to Order

 Action X Information

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Adjourn

Pledge of Allegiance

Recognition, Awards, and Information Items

- Student Activity Fee Project Update (*Mr. Sammy Massri*)
- Grant to Support the AR Career Coach Program (*Stephanie Trolinger*)

Attendance

Approval of Minutes

- Regular Board Meeting – March 11, 2024

ENDS Monitoring Report

- E-104: ECE Program (*Mrs. Sherri Bennett*)

Executive Limitations Monitoring Report

- EL-207: Compensation and Benefits

Committee Reports

- Land Use Committee (*Mrs. Amber Latimer*)
- Honorary Degree Committee (*Dr. Carolyn Reeves*)
 - Approval to name Craig Colorusso and Sam Dean as Honorary Associate Degree Recipients

President's Report

- NWACC Commencement (*Mon. May 13th, 2024*)
- Upcoming Events
- Campus Master Planning Update
- Rebranding Update
- HLC Visit (*See materials under "President's Report" tab*)

Chairman's Report

- ACCT Conference in October (*See events sheet; deadline June 10th to let Samantha know if interested*)
- Adult Ed Commencement (*see events sheet; deadline May 1st to let Samantha know if attending*)

Other Board Action Items and Considerations

- Provisional Position

Executive Session: President's Employment Review

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, March 11, 2024**

MINUTES

Chair Mark Scott called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, March 11 at 4:41 pm in the SCGBD Peterson Auditorium.

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

Absent: Rachel Harris (Vice Chair)

Also in Attendance: Dr. Dennis C. Rittle and Student Trustee Sammy Massri

MINUTES

February Regular Board Meeting

Mr. Spivey moved and Mr. Woods seconded the motion to approve the minutes of the Regular Board Meeting on February 12, 2024. The motion passed unanimously.

RECOGNITION

Introduction of Mrs. Starlinda Sanders, AVP of Workforce

Dr. Rittle announced that Starlinda Sanders has been hired as NWACC's new Associate Vice President of Workforce. He gave a brief background on Starlinda and let her say a few things to the Board. Starlinda expressed gratitude for being a part of the NWACC community.

ENDS MONITORING REPORT

E-103: Foundation Update

Liz Anderson updated the Board on the philanthropic support for the college. She started by informing the Board that the mission of the Foundation is to encourage support and aid in the continual development of NWACC and to solicit, accept, invest, and administer any gifts, bequests or property of any sort for this educational purpose and that the Foundation is a separate 501c3 non-profit organization established in 1990, with assets totaling nearly \$50 million.

She continued by saying the Foundation is governed by a 20-member regional Board of Directors and listed the current members of the Board. She, then, explained that the Foundation manages 44 endowments totaling more than \$9.2 million, awards more than \$350,000 each year to 300+ students, and has established two new scholarships this year.

She also explained some of the capital projects currently owned by the Foundation including NWACC Washington County, the parking garage, NCPTC, and Shewmaker Global. The Foundation also oversees 19

private grants, six being newly received grants this fiscal year, and some of the grants fund entire college programs, including salaries and benefits.

She concluded by informing the Board of the fundraising efforts and in-kind gifts that the Foundation oversees. These include iGive Employee Giving Campaign, NWACC Giving Day, and the Plant a Seed Soiree event that raise funds for programs, clubs, scholarships, and emergency funds. This fiscal year, the Foundation has raised more than \$200,000 in unrestricted donations, \$2.8 million in restricted donations, and \$13,764 in-kind donations to benefit the campus department.

Approval of E-103 Monitoring Report

Mr. Spivey moved and Mrs. Latimer seconded the motion to approve the ENDS-103 Monitoring Report. The motion passed unanimously.

EXECUTIVE LIMITATIONS MONITORING REPORT

EL-206: Asset Protection

Dr. Rittle stated that the President shall not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked. Further, without limiting the scope of the foregoing by this enumeration, he or she shall not 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, allow unbonded personnel access to College funds, unnecessarily expose the organization, its Board or staff to claims of liability, fail to protect intellectual property, information and files from loss or significant damage, receive process or disburse funds under controls, which are insufficient to meet the legislative or independent auditor standards, or endanger the organization's public image or credibility in ways that would hinder its accomplishment of mission.

Approval of EL-206 Monitoring Report

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

COMMITTEE REPORTS

Honorary Associate Degree Committee

Dr. Reeves announced to the Board that the Honorary Associate Degree had their first meeting of the year and will be accepting nominations. She informed them that the committee decided to focus on nominees in the Arts and Letters and Humanitarian Services categories. She encouraged everyone to submit nominations and told them they can submit them via the NWACC website page. Dr. Reeves concluded by saying that any committee-recommended nominees will be brought to the Board for approval at the next Board meeting.

Finance Committee

Mr. Woods informed the Board that the Finance Committee met to review the financial standing of the college and to recommend an adjustment to the FY25 tuition and fees. He, then, passed to Mrs. Catherin Doner to present the financial standing and tuition and fee proposal to the Board.

Mrs. Doner presented the information and Mr. Woods stepped through the Finance Committee's thought process behind their proposal. He explained that the Committee felt it was important to increase tuition and fees to increase compensation for employees, create a budget for deferred maintenance for aging buildings, and combat current high rates of inflation.

Mr. Spivey expressed concern about this proposal being a historically high tuition increase. Mr. Woods replied saying the high rate is a response to how far behind the college has been for years. Dr. Diana Johnson commented that Arkansas students receiving the full Pell Grant will still have their bills covered by the Pell Grant with this increase and that there are no grants available to NWACC to apply for to maintain or replace aging equipment.

Approval of FY2025 Fee Adjustment

The Finance Committee recommended the approval of the FY2025 Fee Adjustment as presented by Mr. Woods and Mrs. Catherin Doner and Ms. Frank seconded the motion. The Board voted via roll call. Mr. Schwartz, Dr. Reeves, Ms. Frank, Mr. Branscum, Mr. Woods, and Mrs. Latimer voted in favor. Mr. Spivey voted against. The motion passed with a majority vote.

PRESIDENT'S REPORT

Dr. Rittle announced to the Board that the NWACC Plant a Seed Soiree event will be held on Friday, May 3rd, 2024 at Heroncrest. He encouraged all to attend the event.

Dr. Rittle announced to the Board that the Athletic Launch Party event will be held on Tuesday, March 12th, 2024 in the Walmart Auditorium. He encouraged all to attend the event.

CHAIRMAN'S REPORT

Mr. Scott reminded the Board of the Executive Session that will take place at the end of this meeting and the April Regular Board of Trustees meeting.

OTHER ACTION ITEMS

Approval of Provisional Position

Dr. Rittle stated that in response to the Walton Family Foundation grant awarded to NWACC, the administration recommends the authorization of the provisional position of HEI Program Coordinator for the Digital Learning Department.

Approval of Provisional Position

Mr. Spivey moved and Ms. Frank seconded the motion to approve the provisional position as presented. The motion passed unanimously.

The Board moved to executive session at 5:39 pm.

The Board returned from executive session at 6:48 pm. No action was taken.

ADJOURNMENT

The meeting adjourned at 6:48 p.m.

Mr. Mark Scott, Chair

Mr. Todd Schwartz, Secretary

POLICY TITLE: COMPENSATION AND BENEFITS Policy 207:

With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the President shall not cause or allow jeopardy to fiscal integrity or public image.

Definition: Cause or allow jeopardy to fiscal integrity refers to the total of all compensation and benefits paid to all employees, consultants, contract workers, etc. exceeding the total budget for these positions in a fiscal year plus 5%, unless specific revenue such as grants, gifts, etc. becomes available and expenditure of these funds is approved by the college President for these purposes.

Narrative: The President requires the VP of Finance and Administration/CFO to report in a timely manner the possibility of such jeopardy and propose a plan of remedy. This plan may include the reduction of budgeted expenditures or re-allocation of funds. Furthermore, the President complies with the BOT mandate of 8%-10% of the total unrestricted revenue budget, or other amount as approved annually by the Board of Trustees, set aside for each fiscal year as a contingency. The President requires periodic documentation of fiscal condition, such as financial statements and budget status reports to be presented to the College Cabinet and BOT Finance/Audit Committee by the VP of Finance and Administration/CFO as produced by the finance division. College secures all funds by U.S. Government securities or equivalents. The annual audits by the AR Legislative Audit verify the fiscal integrity.

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

1. Change his or her compensation and benefits.

Definition: Changes refers to he or she altering his or her compensation/benefits without official Board action.

Narrative: Salary and fringe benefits received by the President have been approved by the Board of Trustees and have not been altered.

2. Promise or imply permanent or guaranteed employment.

Definition: Promising or implying permanent or guaranteed employment refers to employment of staff/faculty person with or without a Letter of Employment, entering into any other oral or written agreement with a staff/faculty person without the use of a college Letter of Employment, or entering into an employment contract not containing pertinent employment terms, such as starting date and salary.

Narrative: Employee Letters of Employment are issued at the beginning of each fiscal year. Employment letters include employment start dates and identify salary and conditions of employment. Newly hired employees receive employment letters at the time of hire. Additionally, Letters of Employment are issued when an employee changes position titles or receives compensation related adjustments.

3. Establish compensation and benefits, which deviate materially from the geographic or professional market for the skills employed unless required by law.

Definition: Deviate materially refers to 10% less than and up to 10% more than the average for the same position in compensation and benefits package combined. Geographic and professional market refers to similar positions in northwest Arkansas (Benton and Washington Counties) and at least two nearby community colleges and similar skilled positions as defined by Arkansas Department of Labor or where job descriptions are comparable.

Narrative: As outlined in our ENDS, Goals & Action Plans, NWACC continually reviews the individual salaries to address existing negative salary variances in classified, non-classified, and faculty positions. Maintaining the faculty salary scale is a further commitment of the College. Benefit offerings are monitored annually to ensure competitive rates and services for comparable regional employers.

4. Establish or change Defined Contribution or Defined Benefit Plans.

Definition: Establish or change refers to benefit change action by other than the College Board or Arkansas State Law.

Narrative: The Board of Trustees has approved the existing NWACC Defined Contribution Benefit Retirement Plan. The Board of Trustees shall approve any changes to the College's contribution to such Plan. The President may make any changes to other provisions of such Plan.

I am reporting compliance with Executive Limitations, Policy 207.

Dr. Dennis C. Rittle.
President