

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 20, 2024 – 4:30 pm – BH 3rd Floor Board Room**

Call to Order

Action Information

Action Information

Action Information

Action Information

Action Information

Action Information

Action Information

Action Information

Action Information

Pledge of Allegiance

Recognition, Awards, and Information Items

- Faculty Emeritus (*Dr. Rittle*)
- GED Top 25 Ceremony (*Dr. Rittle*)
- 2024 NWACC Academic All-Star: Angelina Smith (*Dr. Rittle*)
- Recognition of Outgoing Student Trustee Sammy Massri (*Dr. Rittle*)

Attendance

Approval of Minutes

- Regular Board Meeting – April 8, 2024

ENDS Monitoring Report

- E-102: "Cooking with Cops" (*Chef Marshall Shafkowitz*)

Executive Limitations Monitoring Report

- EL-201: Financial Conditions

Committee Reports

- Finance/Audit Committee (*Mr. Jonathan Woods*)
 - Approval of FY2025 Budget Request

President's Report

- Academic Update
- Campus Master Planning Update
- Rebranding Update
- Commencement Recap

Chairman's Report

- ACCT Conference in October (*See events sheet; deadline June 10th to let Sammantha know if interested*)
- June Board Meeting - Washington County Campus

Other Board Action Items and Considerations

- Approval of Provisional Positions

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, April 8, 2024**

MINUTES

Chair Mark Scott called the Board of Trustees of NorthWest Arkansas Community College meeting to order on Monday, April 8 at 4:30 pm in the Burns Hall Third Floor Boardroom.

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

Absent: Lori Frank, Joe Spivey

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

MINUTES

March Regular Board Meeting

Mr. Branscum moved and Dr. Reeves seconded the motion to approve the minutes of the Regular Board Meeting on March 11, 2024. The motion passed unanimously.

RECOGNITION

SAFRB Update

Sammy Massri introduced Freda Goodman and Sharon Fox who presented information on a student trip that they will be facilitating. This trip will take music students to New York to watch some Broadway shows and tour music halls. The goal of the trip is to show these students some career paths they can take after they leave NWACC. Ms. Goodman and Ms. Fox thanked the Board for the opportunity as this trip has been funded by the Student Activity Fee that was approved by the Board last year.

Grant to Support the AR Career Coach Program

Dr. Rittle gave some details of a grant recently awarded to NWACC to support the AR Career Coach Program. He thanked Stephanie Trolinger for her diligent work on the grant. Stephanie shared with the Board that she's seen an increase in enrollment since the Career Coaches were hired.

ENDS MONITORING REPORT

E-104: ECE Program

Sherri Bennett shared with the Board some data for enrollment and early college experience (ECE) students. The presentation included data such as the number of students from each school district, tuition and fees comparison to traditional students, percentage breakdown of ECE students in the overall SSCH count, a budget breakdown of expenses to operate the ECE program, and the number of ECE students that continue to attend NWACC after graduating high school.

Approval of E-104 Monitoring Report

Mr. Schwartz moved and Mr. Woods seconded the motion to approve the ENDS-104 Monitoring Report. The motion passed unanimously.

EXECUTIVE LIMITATIONS MONITORING REPORT

EL-207: Compensation and Benefits

Dr. Rittle stated that 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. Further, without limiting the scope of the foregoing by this enumeration, he or she shall not change his or her compensation and benefits, promise or imply permanent or guaranteed employment, establish compensation and benefits, which deviate materially from the geographic or professional market for the skills employed unless required by law, or establish or change Defined Contribution or Defined Benefit Plans.

Approval of EL-207 Monitoring Report

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

COMMITTEE REPORTS

Land Use Committee

Mrs. Latimer informed the Board that the Land Use Committee met to revisit the prescribed burn for NWACC's Outdoor Living Laboratory. She said the weather did not permit a burn thus far. However, a new plan has been submitted and approved for the Fall 2024 semester burn. Mrs. Latimer also said a few other items had been tabled to the next meeting and invited all to attend the next meeting on May 21st.

Honorary Associate Degree Committee

Dr. Reeves announced to the Board that the Honorary Associate Degree met to consider the nominees for the Honorary Associates Degree. She explained the committee narrowed the nominees down to two that stood out the most and voted to select both nominees for the recognition. Dr. Reeves explained the background of both candidates: Craig Colorusso and Sam Dean.

Approval to Name Craig Colorusso and Sam Dean as Honorary Associate Degree Recipients

The Honorary Associate Degree Committee recommended the approval of naming Craig Colorusso and Sam Dean as presented by Dr. Reeves and Mrs. Latimer seconded the motion. The motion passed unanimously.

PRESIDENT'S REPORT

Dr. Rittle announced to the Board that the NWACC will have over 500 students walk at the May 13th commencement ceremony.

Dr. Rittle reviewed some upcoming NWACC events to which they are invited to attend. He reminded the Board of the Budget Work Session on April 24th.

Dr. Rittle informed the Board that the Campus Master Planning Committee has met with one firm so far and will be meeting with the other two firms in the upcoming weeks.

Dr. Rittle informed the Board that the Rebranding Project is progressing towards the final stages.

Dr. Rittle referenced some informational material in the Board's packet to review for the upcoming HLC site visit. He thanked the Board Members who will be participating in the visit.

CHAIRMAN'S REPORT

Mr. Scott reminded the Board referenced the upcoming events. He invited Brooke Brewer to give more details on the Athletic Banquet and Liz Anderson to give more details on the Plant A Seed Soiree.

Mr. Scott mentioned the upcoming ACCT Conference in October and instructed them to let Sammantha Philippe know if they plan to attend by June 10th.

Mr. Scott reminded the Board of the upcoming Adult Ed GED Graduation and instructed them to let Sammantha Philippe know if they plan to attend by May 1st.

OTHER ACTION ITEMS

Approval of Provisional Position

Dr. Rittle stated that in response to the Arkansas Department of Education, Division of Career and Technical Education Grant and Public School District Partners grant awarded to NWACC, the administration recommends the authorization of four provisional positions of Student Services Representatives for the Student Services Department.

Dr. Rittle also stated that in response to the Town Branch Foundation grant awarded to NWACC, the administration recommends the authorization of one provisional position of Special Instructor for ECE Carr Pathway for High School Students.

Approval of Provisional Position

Dr. Reeves moved and Mr. Schwartz seconded the motion to approve the presented Student Services Representative provisional positions. The motion passed unanimously.

Mr. Branscum moved and Mr. Schwartz seconded the motion to approve the presented ECE Special Instructor provisional position. The motion passed unanimously.

EXECUTIVE SESSION: PRESIDENT'S EMPLOYMENT REVIEW

The Board moved to executive session at 5:24 pm.

The Board returned from executive session at 8:18 pm.

Approval of Resolution Adopting Use of Act 1404 of 2001 Authorizing the President's Salary

Dr. Reeves moved and Mrs. Latimer seconded the motion to adopt the use of Act 1404 of 2001 authorizing the President's Salary and to extend the President's Contract to June 30, 2029. Mr. Scott, Mr. Schwartz, Dr. Reeves, Mr. Branscum, Mr. Woods, and Mrs. Latimer voted to approve the resolution adopting Act 1404 of 2001 authorizing the President's salary and extending the President's Contract to June 30, 2029. Mrs. Harris, Ms. Frank, and Mr. Spivey were not present for the vote.

ADJOURNMENT

The meeting adjourned at 8:22 p.m.

Mr. Mark Scott, Chair

Mr. Todd Schwartz, Secretary

POLICY TITLE: FINANCIAL CONDITION

Policy 201: With respect to the actual, ongoing financial condition and activities, the President shall not cause or allow the development of fiscal jeopardy, or a material deviation from the Board approved budget and priorities established in Ends policies.

Definition: Fiscal jeopardy is defined as exhibiting a pattern of overspending the Board approved annual cash reserve. The Board cash reserve is calculated exclusive of designated, auxiliary, and restricted funds. Material deviation is defined as overspending realized revenues by more than 10% and failing to comply with Board priorities established in the Ends policies.

- The Board approved cash reserve for FY2024 is 7.6% of educational and general revenues of \$35,544,268 as of March 31, 2024, or \$2,701,365.
- Available unrestricted cash reserves exclusive of designated, auxiliary and restricted funds as of March 31, 2024, were \$14,274,824 or 37.5% of actual March 31, 2024, revenues of \$35,544,268.
- Therefore, the President maintained adequate cash reserves and did not materially deviate from the priorities in the Board of Trustees approved FY2024 budget.

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

1. Fail to monitor the College’s revenues and expenses to ensure responsible fiscal stewardship.

Definition: Responsible Fiscal stewardship includes monitoring expenditures on a monthly basis making sure that adequate reserves are maintained. Monthly reports of cash flows, accounts receivable, comparisons of actual expenses to budget and actual revenue to expenses will be presented at Finance and Audit Committee meetings or to the committee chair and reported out at Board meetings.

- Periodical financial reports of actual expenses to budget and actual revenue to expenses, cash flows, and accounts receivable have been presented at Finance and Audit Committee meetings or to the committee chair and reported out at Board meetings.

2. Fail to ensure that the College is not indebted beyond trade payables in the normal course of business.

POLICY TITLE: FINANCIAL CONDITION (Continued)

Definition: Trade payables are unsecured accounts payable debt incurred to purchase maintenance and operating materials and services in the normal course of college activity.

- The College’s only indebtedness at this time is normal trade payables, normal payroll liabilities, and Board authorized bond issues.

: **3. Fail to maintain adequate Board approved cash reserves.**

Definition: Adequate cash reserves refer to the Board budgeted annual amount, generally 8-10% reserve. Cash reserves are calculated exclusive of designated, auxiliary, and restricted funds.

- The Board approved cash reserve for FY2024 is 7.6% of educational and general revenues of \$35,544,268 or \$2,701,365, and has been maintained.
- Therefore, the President maintained adequate cash reserves.

4. Fail to conduct interfund transfers consistent with the fund accounting principles and Governmental Accounting Standards Board (GASB) standards.

Definition: Consistent with fund accounting principles means following GAAP and GASB standards in all accounting procedures and practices.

- All interfund transfers were consistent with GAAP and GASB standards.

5. Fail to settle financial obligations in timely manner.

Definition: A timely manner in payroll matters is defined as paying each payroll on time and meeting all payroll tax obligations according to applicable federal and state laws. A timely manner in other obligations is defined as paying all payables obligations on or before the due date, unless valid reasons exist for remitting later payments.

- During the 2024 fiscal year, there have been no material instances of failure to settle financial obligations in a timely manner.

6. Fail to ensure that tax payments or other government-ordered payments or filings are timely and accurately filed.

Definition: Government-ordered payment or filing will be made on or before the due date and contain correct and accurate information.

- The College has experienced no material interest or penalty charges for late or deficient payments or filings during this period.

POLICY TITLE: FINANCIAL CONDITION (Continued)

EL-201

7. Fail to aggressively pursue receivables after a reasonable grace period.

Definition: Aggressively pursue refers to using an in-house collection program followed, if necessary, by the use of a professional collection agency. Reasonable grace period refers to immediate contact by in-house collection personnel when the obligation is past due, and, if not successful, referral to professional collection agency within 10 days of the last contact by in-house collection personnel.

- Current student billings other than third party are emailed monthly.
- Past-due student accounts are mailed three past-due notices on scheduled dates.
- Receivables are routinely turned over to a collection agency after non-payment following three contacts and within 10 days of the last contact by in-house personnel.

- Pursuing set-off debt against income tax refunds as allowed by A.C.A. §§26-36-301 – 26-36-320.

I am reporting in compliance with Executive Limitations, Policy 201.

Dennis C. Rittle, Ph.D.

President

May 20, 2024