

**Ozarka College
Board of Trustees
Regular Meeting
December 18, 2014
4:30 p.m.
John E. Miller Complex**

MINUTES OF MEETING

Attendees: Chair Bob Evins, Vice Chair Jack Yancey, Ben Cooper, Jack Yancey, Dennis Wiles, and Paul Weaver

Absent: Trustee Tim Gammill

College Personnel Attending: Dr. Richard Dawe, Dr. Dennis Rittle, Tina Wheelis, Ron Helm, Joan Stirling, Jason Lawrence, Suellen Davidson, Chris Lorch, Wanda McConnaughay, SGA President Joseph Valadez., Chair Bob Evins, Vice Chair Jack Yancey, Ben Cooper, Dennis Wiles, Darla York, Paul Weaver, and Tess Weatherford.

Chair Evins called the meeting to order at 4:30 p.m.

Trustee Ben Cooper made a motion to approve the minutes from September 18th board of trustees meeting. Trustee Weaver seconded. The motion passed unanimously.

Area Reports

Academic Affairs

Dr. Rittle informed the board about the Academy of College Excellence (ACE) project in Arkansas. He said the ACE project is funded through a grant from the Kresge Foundation to work in Arkansas and Ozarka is one of the four colleges working on this project. Dr. Rittle explained that the grant is worth \$10,000 over a two-year period to provide funding for faculty training and for faculty stipends as the faculty members develop interventions within developmental courses to intrinsically motivate students for higher rates of success. The key faculty members who will be participating from Ozarka College are: Brandy Gore (team leader) and Chris Lorch.

Dr. Rittle updated the board on past and present events. He said that the Community College Health fair that took place on October 23rd at the Melbourne campus was a great success with over 40 vendors. Dr. Rittle briefly discussed the nursing capping and pinning ceremony that took place on December 9th in the John E. Miller building. Dr. Rittle said that 31 RNs and 24 PNs were pinned at the ceremony. Dr. Rittle shared with the board about the great nursing program that Ozarka has and he stated that Ozarka's nursing program is the largest provider of nurses, among the two year colleges, in the state.

Dr. Rittle briefly talked to the board about that new Information Science Technology (IST) program and the stand-alone lab that will be on the Ash Flat campus.

Dr. Rittle informed the board of the remarkable 2012-2013 cohort results. Dr. Rittle said that 60.6 % of all students that began at the Ozarka College Melbourne campus in 2012-2013 have completed an academic credential.

Lastly, Dr. Rittle was pleased to announce that the Student Service Center café will open February 2nd, 2015.

Dr. Dawe introduced Aviation program director, Nick Lenczycki. Nick gave the board a brief synopsis of his background in aviation. Nick said that he has been working hard on getting the aviation program started at Ozarka College.

Finance

Tina Wheelis updated the Board on past and present events in the finance department. Tina said that on November 12th Ozarka held the employee benefit fair for open enrollment and that starting in the spring, Ozarka will have another round of supervisor training and new employee orientation. Tina informed the board that the finance department has been busy helping aviation with the bid process of purchasing an aircraft and a simulation device for the aviation program.

Student Services

Ron Helm updated the Board on different areas in the student services department. Ron informed the Board that Career Pathways was recognized by the Arkansas Department of Higher Education for Annual Institutional Performance (All 2-Year Colleges comparison) with enrollment ranked number one, certificate attainments ranked third, number of completers ranked third and job placement ranked third. Ron also announced that Laura Lawrence, Director of Financial Aid, received recognition from USA Funds for excellence in loan default prevention. Ron said the 2011 cohort was 23% and 2013 cohort was 11% and that USA Funds noted that we cut the loan default rate more 50%. Ron said that the student services department is looking to see what more can be done for veterans in the new Student Service Center building and on all campuses. Ron said that student services has been busy working on the enrollment management plan and the strategic planning portfolio.

Administration

Jason Lawrence presented the Board with a power point presentation on Title IX “Where are we on Title IX.” Jason gave the Board a brief overview of what Title IX is and explained Title IX of the Education Amendment of 1972. Jason explained that he is the Title IX coordinator for Ozarka College. He said that a representative from Student Services, Human Resources, and Academics will be the Title IX deputies. Jason explained the different awareness trainings that have been done thus far at Ozarka College. Dr. Dawe and the board discussed the purpose of a Title IX coordinator and the awareness that must be communicated across the Ozarka campuses. Dr. Dawe thanked Jason for all his leadership and effort on this project.

Jason gave the Board an update on the Student Service Center; he said the scheduled move-in date is set for January 19-23rd. Jason said all the furniture for the building has been delivered to the building. Jason explained the damaged concrete floor; he explained how the crack will be repaired, he said that tile will be placed over the crack and the floor will be fully repaired by the move-in date.

Planning and Institutional Research

Joan Stirling briefed the Board on International Day Brazil: Joan gave thanks to Trustee Gammill for connecting Ozarka with such guest speakers, Grady Spann and Dr. Fred Span. Joan said there was a total of 224 active participants for international day, which is a higher number than usual. The event was supported in part by a grant written by Josh Wilson to the Arkansas Humanities Council.

Joan announced Ozarka has received a grant from the Blue and You Foundation. Joan said Ozarka was awarded \$46,909 to purchase and provide the following:

- AEDs
- train employees in CPR and AED use
- provide an online safety training program
- ALERTUS system for emergency alerts on campus.

Joan commented on the hard work of Jason Lawrence and Josh Wilson in writing the grant and Josh's relationship with the Foundation.

Joan also announced that the Arkansas Flower and Garden show granted Ozarka College \$1,500 for five large trees for the Student Service Center courtyard.

Joan informed the Board that a request was submitted to the Governor's Workforce Cabinet for \$1.8 million for Aviation.

Joan also said that Planning and IR has entered an agreement with the Arkansas Research Center and ADHE to provide job placement and earnings data on program graduates.

Lastly, Joan provided each board member with a copy of the first annual Ozarka Factbook. Joan said the Factbook will also be available on the Ozarka website.

Advancement

Suellen Davidson updated the Board on past events of the Ozarka Foundation. Suellen said that the Mountain View music festival was held on September 27th and \$4,300 was raised to help support new signage for the Ozarka College Mountain campus. Suellen said that the Melbourne golf tournament that took place on October 4th was the most successful to date with 28 teams and a great tournament.

Suellen said the Ozarka College Holiday event; “Holidays in Who-ville” that took place on December 5th in the John E. Miller building was a huge success with over 500 in attendance and over 300 children had their picture made for Santa. Suellen thanked Foundation Board member Winston Tucker for his donation of gifts for “Santa’s Workshop” during the holiday event. Suellen gave the Board member a briefing of what events will take place in 2015.

She said the 3rd annual Spring Ladies Luncheon will take place on Saturday, March 7th in Mountain View. Suellen was pleased to announce that the 2015 Foundation Gala will take place on Thursday, April 9th in the new Student Service Center. Suellen gave the Board an update on the capital campaign, she said the total collected and pledged to date is \$265,480.

Information Systems

Dr. Dawe spoke on behalf of Information Systems during Scott’s absence. Dr. Dawe said that Information Systems is busy work getting everything ready for next semester and IS has set up a classroom for the new Information Technology program at the Ash Flat campus. Dr. Dawe explained that Scott and his crew have worked countless hours and saved Ozarka more than an estimated \$30,000 by wiring and running cables to the new Student Service Center building.

Student Government: Ron introduced SGA President, Joe Valadez from Ash Flat. Joe informed the Board of the different SGA activities that have taken place in the fall of 2014:

- Chili cook-offs to raise money for Susan G. Colman
- Costume contest
- Hunger for Heroes
- Food Drives on each campus
- angel tree for DHS

Ron thanked Zeda and the Ozarka College site coordinators James, Lindsay, and Kim for all their help with SGA at each Ozarka College location. Dr. Dawe thanked Joe for attending the meeting and portraying great leadership skills in the SGA organization.

President’s Report – Discussion Items

Dr. Dawe presented the following to the Board of Trustees:

Student Service Center Ribbon Cutting Plans: Dr. Dawe gave the Board a brief overview of the ribbon cutting that will take place on January 29th at 11:00 a.m. Dr. Dawe said there will be more details to come after the holiday break. Dr. Dawe added that the ribbon cutting will be a community wide, public event and the hallmark event for the 40th anniversary celebration of Ozarka College.

Review the Ash Flat campus Master Plan: Dr. Dawe presented the board with a power point presentation on the Ash Flat Master Plan. Dr. Dawe explained the layout of the Ash Flat campus master plan as the board reviewed the potential/future master plan for the Ash Flat campus. Dr.

Dawe talked to the board about possible Information Technology wing and possible cost for the in vision of advancing the Information Technology academic program.

Strategic Planning update (introduce the 2015-2020 strategic plan): Joan provided the Board with an overview of the 2015-2020 strategic planning effort. Dr. Dawe and Joan gave the Board an update on the strategic planning process. Dr. Dawe discussed the five priorities that are listed on the strategic plan. Dr. Dawe gave thanks to Joan and her team for developing this strategic plan.

Information Items- Personnel

Dr. Dawe shared information on the following new employees: Blair Cone, Child Care Technician; Nick Lenczycki, Director of Aviation; Nikita Hutchins, Financial Aid Specialist; and, Samantha Clements, Food Preparation Technician.

Part-time employees include: Zachary Adams, part- time maintenance; Matthew Edwards, part-time courier; Jeanne Pier, part-time secretary for VP of Administration; and, Brooklynn Ramsey, part-time cashier at Student Service Center Café.

Resignations include: Drexene Winey, Financial Aid Specialist; Tass Acklin, child-care technician; Mindi Roberts, child-care technician; and, Maximino Diaz, part-time library.

Information Items- Program Modifications

Associate of Applied Science in Culinary Arts: Dr. Rittle shared with the Board that there will be the inclusion of an internship course into the Associate of Applied Science in Culinary Arts degree which will enable students to work in the Student Service Center café. The integrated internship course will afford students practical experience with the interworking dynamics of café operations.

Certificate of Proficiency in Information Science Technology: Dr. Rittle explained the Certificate of Proficiency in Information Science Technology. He said that the program will integrate a new course which prepares students to successfully pass the Computing Technology Industry Association A+ Certification, which is an industry certification related to the installation and configuration of personal computers, related hardware, and basic networking. This new course will enable students to receive a more rounded educational experience as they prepare for entry-level work in the field of information science and technology.

Action Items – Academics

Associate of Science in Education: Dr. Rittle explained the rationale requiring Ozarka College to transition the existing Associate of Arts in Teaching (AAT) degree to an Associate of Science

in Education (ASE). Dr. Rittle explained that the education system in the state of Arkansas, K-12, is undergoing a transition in the core curriculum, which has changed the training requirements for new elementary and secondary educators. These requirements have necessitated that Ozarka College transition from offering the existing AAT degree to an ASE degree. The Arkansas Department of Higher Education authored the AAT degree and has deactivated the degree for any newly entering students because of the impending changes. The ASE will account for the new postsecondary educational requirements affecting elementary and secondary educators and will provide a seamless transition for any students who could be negatively impacted by the deactivation of the AAT degree. This change will begin in the fall of 2015. Ozarka College has already established multiple agreements with partnering public Universities in Arkansas to ensure a seamless transition for graduates of the ASE program.

Trustee Wiles made a motion to approve the action item 6.A.1: Associate of Science in Education as presented. Trustee Darla York seconded. Motion passed unanimously.

Technical Certificate in Information Science Technology: Dr. Rittle explained the proposed new program. Dr. Rittle said this will be a 30 credit hour program that will begin in fall 2015. Dr. Rittle explained that the Technical Certificate in Information Science Technology proposes to incorporate the foundational six courses in information science technology as well as include two general education courses, a computer applications course, and a programming course to round out a graduate's skill-set. These highly desirable technical skills included within this certificate include:

- computer programming
- web design
- local area network set-up
- database management
- computer and network security
- software and hardware troubleshooting

In addition, graduates will have the necessary competencies to pass standardized programming and networking certifications (e.g. CompTIA A+ and CompTIA Network+) to increase their employability.

Trustee Wiles made a motion to approve the proposed Technical Certificate in Information Science Technology as presented. Trustee Weaver seconded. Motion passed unanimously.

Board Policy 5.25- Health Care- Immunization Records: Dr. Dawe explained the reasoning for this new board policy. He said that students attending on any Ozarka College campus, who are born after January 1, 1957, must show proof of immunization against measles and rubella. Students must turn in adequate records to the Registrar's Office. Exceptions are concurrent and fully on-line students.

Trustee Wiles made a motion to accept the changes to Board Policy 5.25. Trustee Yancey seconded. Motion passed unanimously.

Approval of new Board Policy 4.71: Food Handling (new policy) Dr. Rittle explained the purpose of this new Board policy.

Any Ozarka College student or college employee, who is involved in the preparation or distribution of foods that have been purchased or prepared with Ozarka College equipment, must complete a Food Handling Reporting Agreement (FHRA) form prior to handling food.

Trustee Wiles made a motion to accept new Board Policy 4.71: Food Handling. Trustee York seconded. Motion passed unanimously.

Action Items – Finance

2014 Audit: Tina presented the 2014 audit results to the Board for review and approval. This was another ‘no findings’ audit. Tina thanked her staff for the professionalism.

Trustee York mad a motion to approve the 2014 audit report as presented. Trustee Weaver seconded. Motion passed unanimously.

End-of-Month and Year-to-Date Financial Reports –Tina discussed the end-of-month and year-to-date financial reports that will be presented to Trustees at the meeting for their approval. Tina gave the Board an overview of the financial reports.

Trustee Weaver made a motion to approve the financial reports as presented. Trustee York seconded. Motion passed unanimously.

With there being no further business, Chair Evins adjourned the meeting at 6:02 p.m.