

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

**Attendees:** Chair Bob Evins, Vice Chair Jack Yancey, Ben Cooper, Tim Gammill, Jack Yancey, and Paul Weaver

Absent: Trustees Wiles and York

**College Personnel Attending:** Dr. Richard Dawe, Tina Wheelis, Ron Helm, Joan Stirling, Jason Lawrence, Scott Pinkston, Suellen Davidson, Chris Lorch, Wanda McConnaughay, and Tess Weatherford

Chair Evins called the meeting to order at 4:30 p.m. Chair Evins informed the board that Governor Mike Beebe has reappointed Dennis Wiles to the Ozarka College Board of Trustees. Trustee Wiles will serve a seven-year term that will expire on July 1, 2021.

### **Minutes of Meeting**

Chair Evins moved to approve the minutes of the May 17, 2014, regular meeting. Trustee Weaver seconded the motion. The motion passed unanimously.

Dr. Dawe introduced Chris Lorch, Associate Vice President of Academics, to the board as he represented Academics in Dr. Rittle's absence.

### **Area Reports**

#### **Academic Affairs**

Chris Lorch, Vice President of Academic, presented the report for the academics department on behalf of Dr. Rittle who was out of town for a meeting. Chris reported on the following:

- Finalized the MoU between UAFS and Ozarka College in the field of Criminal Justice.
- Ozarka College hosted members of Oklahoma State University Institute of Technology (OSUIT) on August 15, 2014. Mr. Lorch stated that faculty from the math department at Ozarka shared their best practices in developmental education with faculty from Oklahoma State University.
- 843 students (61% of student body) are taking at least one distance delivered course during the fall semester, this making Ozarka College the largest virtual campus.
- All 40+ Full-time faculty members have taken the three-week online training course for faculty educators.

- All 80+ adjunct faculty members will have completed the three-week online training course by the end of this academic year.
- More than 1,050 students have completed the online/on-demand myOzarka training course.
- Chris gave the board an update on the Academic Year 2013/2014 totals:
  - Ozarka College was awarded 504 academic credentials, second highest in Ozarka College history, this past academic year.
- Ozarka College had 426 graduates, second highest in Ozarka College history, this past academic year
- All faculty members at Ozarka College have completed the training that will help them become even more effective in online education.
- 1,100 students have completed the online orientation for this semester.

### **Finance**

Tina Wheelis, Vice President of Finance, briefed the board on the end-of-month and year-to-date financial reports and the 2013 audit. Tina explained the audit was a no-findings report, therefore no significant issues of concern for the College. Tina explained to the board that they should be expecting another packet in the mail pertaining to the audit.

### **Student Services**

Ron Helm, Vice President of Student Services, presented the report for Student Services; he said the Welcome Back event that took place on August 28<sup>th</sup> was great success with a number of students, faculty, and staff in attendance at all four campuses. Ron informed the board that Ozarka College loan default rate is trending much lower. The 2013 current default rate is 10.98%. Ron explained to the board that loan counseling and advising help with the loan default rate. Dr. Dawe gave thanks to Student Services, Financial Aid and Scott Pinkston in helping with the loan default rate decrease again this year.

Ron announced that Ozarka has a new SGA president for the 2014-2015 academic year, Joseph Valadez. Joseph is a Criminal Justice and Corrections major and is attending Ozarka College on the Ash Flat campus. Ron explained that Joseph will be introduced to the board of trustees at the December meeting.

Ron said that on October 1<sup>st</sup> Ozarka will hold a counselors' update on the Melbourne campus. Ron said the purpose of the update is to make high school counselors aware of program information and give the counselors an opportunity to ask questions and to clarify information related to tuition and financial aid.

### **Administration**

Jason Lawrence, Vice President of Administration, gave the board an update on the progress of the Student Service Center; he said the completion date is still expected to be late November with a move-in date set for early to mid-December. Jason said the drywall has been hung, primer/painting has been done and the floor and wall tile in some areas of the building are currently being installed. He said upcoming work to the Student Service Center will be electric, plumbing, woodwork and exterior work. Dr. Dawe thanked Jason for doing such a great job working with the contractors and making sure things stay on track.

### **Planning and Institutional Research**

Joan Stirling, Vice President of Planning and Institutional Research, distributed copies of a PowerPoint presentation entitled *Fall 2014 Reflections* to the Trustees, followed by her presentation of the PowerPoint. The PowerPoint examined student groups over time and included the results from the Community College Survey of Student Engagement completed by Ozarka College students this past spring. Trustee Weaver commented that the presentation was very informative and a good report on Ozarka College students.

### **Advancement**

Suellen Davidson, Director of Advancement, reported on upcoming Foundation events:

- The 2014 Scholarship Reception is set for September 23<sup>rd</sup> in the John E. Miller Education Center Lobby on the Melbourne campus.
- The Mountain View Music Festival is set for September 27<sup>th</sup> on the Mountain View campus starting at 7:00 p.m.
- The Ozarka College Foundation Cooper's Hawk Golf Tournament is set for October 4<sup>th</sup> in Melbourne starting at 9:00 a.m.

Suellen invited board members to the 2014 scholarship reception and informed the board of the annual Ozarka College Holiday event that will take place on December 5<sup>th</sup> in the John E. Miller lobby. Suellen was pleased to announce that the Ozarka College Foundation board members have offered to fund the Holiday event and Foundation board member Winston Tucker of Thayer has offered to fund the toys and other children's gifts for the event. Suellen said the Holiday event is a community-wide event that will include pictures with Santa, food, toys and a movie.

### **Information Systems**

Scott Pinkston, Chief Information Office informed the board that the IS department is working on a new emergency alert system that will inform faculty and staff via phone and/or computer of any emergency that may arise in their area. Scott explained how the new alert system will work with the campus computers and phone systems. Scott said the emergency alert system will be installed on all four Ozarka College campuses but will be controlled from the Melbourne campus.

### **Staff Organization**

Wanda McConaughay, Chair of the Staff Organization gave a report on the activities of the Staff Organization, including a silent auction that was held to help raise money for staff member's daughter who has a serious illness. A total of \$ \$2,727.00 was raised at the auction.

### **Student Government Association**

Ron Helm, Vice President of Student Services informed the board that the newly elected SGA President will be present at the December 2014 board meeting.

## **President's Report – Discussion Items**

**Aviation program:** Dr. Dawe informed the board that Ozarka College continues its active search for a Director of Aviation to lead the college's state-approved program. Dr. Dawe said the College is awaiting news regarding the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant opportunity, which is a \$2.2 million grant to support the aviation program. The college expects to receive notification for this grant by October 1<sup>st</sup>. Dr. Dawe said there have been many applicants interested in the aviation director position and that is a very competitive industry, he said it's all about getting the right person to lead the program and we are confident that we will find the best qualified person for the position.

**Legislative session:** Dr. Dawe spoke to the board about the two items of interest in the upcoming legislative session, those items being the equity funding of two-year colleges and possible funding and policy changes due to the workforce training initiative.

**40<sup>th</sup> anniversary of Ozarka College:** Dr. Dawe said to celebrate the 40<sup>th</sup> anniversary of Ozarka College we will integrate the 40<sup>th</sup> anniversary theme into the major College events held throughout the 2014-2015 academic year. Dr. Dawe informed the board that banners have been hung at each of the four campuses in honor of the 40<sup>th</sup> anniversary of Ozarka College. Manda Jackson, PR and Marketing updated all Ozarka College social media pages to integrate the 40<sup>th</sup> anniversary theme as well. Dr. Dawe presented each board of trustee member a 40<sup>th</sup> anniversary t-shirt at the board meeting.

## **Information Items**

Dr. Dawe shared information on the following new employees: Tess Weatherford: Administrative Specialist III, Debbie Campbell: Administrative Specialist II, Tass Grisham: Child Care Technician, Mindi Roberts: Child Care Technician, John "Mike" Rogers: LPN Instructor- Mountain View, Brad Lawery: Information Technology Instructor, Chris Lorch: Associate Vice President of Academics, Nicholas Wilcox: Criminal Justice Instructor, Tiffney Miller, Community Outreach Specialist-Career Pathways.

Part-time employees include: Donna Wilson, Testing Center, Paula Stewart: Day Secretary at Mountain View, Lindsay McGowan: Evening Secretary at Mountain View, Karli Gillihan: Fitness Center, Blair Cone: Kids Academy, Charlene Smith: Extra Help at Ash Flat.

Resignations include: Dr. Larry Brown: Science instructor and Amy Plaster: Criminal Justice instructor.

## **Action Item 6.A – Smoking/Tobacco Policy– Board Policy 2.41**

Jason Lawrence, Vice President of Administration, presented to the board of trustees the original and final copies of Board Policy 2.41 Smoking/Tobacco Policy. Jason explained that the policy was revised to incorporate that electronic cigarettes are not allowed on any Ozarka College campus. The board reviewed the revised policy change. Trustee Gammill made a motion to accept the changes to Board Policy 2. 41. Trustee Cooper seconded. Motion passed unanimously

### **Action Item 6.B.1–Approve 2013 End-of-Month and Year-to-Date Financial Report**

Tina Wheelis, Vice President of Finance, explained the end-of-month and year-to-date 2012-2013 financial reports to the board. The board reviewed and discussed the financial reports. Trustee Cooper made a motion to approve the financial report as presented. Trustee Gammill seconded. Motion passed unanimously.

### **Action Item 6.B.2 –Approve 2014 End-of-Month and Year-to-Date Financial Report**

Tina explained the end-of month and year-to-date 2014-2015 financial reports to the board. The board reviewed and discussed the financial reports. Trustees Weaver made a motion to approve the financial reports as presented. Trustee Cooper Seconded. Motion passed unanimously.

### **Action Item 6.B.3 - Approve the 2013 Audit Report**

Prior to the meeting, the board of trustees received a packet in the mail on the 2013 Audit Report. The board of trustees has reviewed the 2013 Audit Report. Trustee Gammill made a motion to approve the 2013 Audit Report. Trustee Yancey seconded. Motion passed unanimously.

There being no further business, Chair Evins adjourned the meeting at 5:38 p.m.