

**Ozarka College
Board of Trustees
Regular Meeting
May 29, 2015
9:00 a.m.
Student Services Center Conference Room
MINUTES OF MEETING**

Attendees: Chair Bob Evins, Vice Chair Jack Yancey, Dennis Wiles, Ben Cooper, Tim Gammill and Darla York

College Personnel Attending: Dr. Richard Dawe, Dr. Dennis Rittle, Ron Helm, Jason Lawrence, Tina Wheelis, Suellen Davidson, Scott Pinkston, Josh Wilson and Tess Weatherford

Absent: Paul Weaver

Chair Evins called the meeting to order at 9:10 a.m.

Minutes of Meeting

Trustee Cooper moved to approve the minutes from the March 19, 2015, regular meeting. Trustee Gammill seconded the motion. The motion passed unanimously.

Area Reports

Academic Affairs

Dr. Dennis Rittle, Provost, reported on the following for academics:

- **Nursing:** The Ozarka College Nursing program hosted the Capping and Pinning ceremony in the auditorium of the John E. Miller building to recognize 55 graduating LPN students.
- **Aviation: FAA** – The Federal Aviation Administration (FAA) will visit the Ozarka campus in Melbourne in June, the date of arrival is not set as this time.
- **Aviation and IST numbers:** Currently, Nick Lenczycki has approximately 12 student advisees, who plan to major in aviation. Brad Lawrey has approximately 10 students enrolled in the IST fall courses. Dr. Rittle noted that 50% of the enrollment for the fall semester is yet to enroll. So, the numbers should increase.
- **IST and Criminal Justice equipment:** Dr. Rittle informed the Board that in the fall semester, the IST and the Criminal Justice programs will each receive equipment purchased through grant funds. The equipment will include: computers, monitors, and criminal justice simulators.

- **Library:** Dr. Rittle let the Board know the Paul Weaver Library is starting a “Little Free Library” on each of the four Ozarka campuses. Dr. Rittle explained that we are doing a pilot run on the Melbourne campus starting next week. Dr. Rittle gave the Board a brief description of what the Little Free Library does. He said it’s a “take a book, return a book” gathering place where students, faculty, or staff may share their favorite literature and story books.
- **The Higher Learning Commission Assessment Academy:** Dr. Rittle said Chris Lorch, Josh Wilson, Candice Killian and himself will be attending the Assessment Academy conference in St. Charles, IL on June 4th and 5th. Dr. Rittle said this four-person team will present the College’s efforts to transition from a teaching college to a learning college. Dr. Rittle explained that is, integrating assessment and learning in all aspects of the College’s operations. He said because of the quality of the work over the past three years, Ozarka College has selected to have our work showcased during the academy.

Board Chair Bob Evins thanked Dr. Rittle for his three years of outstanding service at Ozarka College and congratulated him on his new position as President of Cowley College in Arkansas City, Kansas.

Finance

Tina Wheelis, Vice President of Finance, said the finance department has been working on various reports due to ADHE and the upcoming 2015 audit. Tina also said she and Scott are working on revamping the budget process this summer to more fully integrate planning and budgeting processes. Tina said she would discuss the budget and bond refinancing later on in the meeting.

Student Services

Ron Hem, Vice President of Student Services, informed the Board that he has been working on developing a Behavioral Intervention Team (BIT) for Ozarka College. Ron said the behavioral intervention team it is a group of professionals who are responsible for the review of a student behavior that may be concerning, intimidating or threatening to others. Ron said the behavioral intervention team is designed to assist the faculty, staff, and administration in responding to such behavior. The focus of the behavioral intervention team is to promote and provide a safe environment, for all students, faculty, staff, and administration at the college. Ron also said he has also been working on default management and the Best for Vets survey.

Ron gave the Board an update on the Student Government Association; he said there have been 25 plus activities within all four campuses this spring semester. Ron also gave the Board an update on Staff Organization; he said Ozarka raised \$710 for Relay for Life by having “Jeans Thursday” during the month of April. Ron said the Staff Organization Chair, Wanda McConnaughay and Zeda Wilkerson will hold a FERPA workshop on June 23rd on the Melbourne campus to update staff skills and guidelines.

Administration

Jason Lawrence, Vice President of Administration, informed the Board that Automated External Defibrillators (AED) and ALERTUS systems have been installed on all four Ozarka College campuses. Jason said Ozarka tested the ALERTUS system on April 23rd by having a tornado drill

on all four campuses. Jason gave the Board the latest update on Title IX at Ozarka, he said Ozarka is planning to hold a Title IX training this summer. Jason gave the Board a quick overview of various campus events that have taken place at Ozarka, he said there have been 49 campus events during the spring semester. Jason updated the Board on renovations and construction on the Melbourne campus. He said the Adult Education area has been painted and carpet installed with a possible move-in date for mid-June. Jason said the old Career Pathways space located in the administration building is being renovated with new paint and carpet and will soon be his new office space.

Planning and Institutional Research

Josh Wilson, Vice President of Planning and Institutional Research, talked to the Board about Ozarka's presentation at the HLC Assessment Academy on June 4th and 5th in Chicago. Josh was pleased to announce that from grant support through the US Department of Labor the Grant supported through the Arkansas Partnering for Nursing's Future (APNF) grant awarded direct tuition support to all 12 LPN students at the Mammoth Spring campus. Josh said he would present a power point presentation of the 2015-2020 strategic plan to the Board later on in the meeting. Josh gave the Board a recap of the 10th annual Arbor Day celebration that took place behind the Student Services Center on April 30th. Josh explained the importance of Arbor Day and planting trees on campus. Josh thanked Dave Rush for his help in planting the trees for Arbor Day.

Advancement

Suellen Davidson, Director of Advancement, Suellen updated the Board of past and present events. Suellen said the Spring Gala that took place on April 30th was again a very successful event with a great turnout. Suellen said a total of \$32,000 was raised at the event. Suellen informed the Board that the Fulton County golf tournament that was scheduled to take place on June 6th has been canceled due to scheduling conflicts with other tournaments. Suellen said she and James Spurlock are working on another event to have in Fulton County, possibly a 5k walk/run in Mammoth Spring. Suellen informed the Board that there are 48 endowed Foundation scholarships for this fall and the newest Foundation Board member is Molly Carpenter. Suellen spoke to the Board about upcoming events; she said the Ozarka College Fall Concert will take place at the Mountain View campus on October 3rd and the Izard County golf tournament will take place on October 3rd at Cooper's Hawk golf course in Melbourne.

Information Systems

Scott Pinkston, Chief Information Office, said the IS staff will soon be moving and setting up computers in the new Adult Education and Nursing spaces. Scott also said the IS staff will be replacing all computers on the Mountain View campus. Scott spoke to the Board about the Arkansas Research and Education Optical Network (AREON) system on the Ozarka campuses. Scott explained AREON to the Board and said that Ozarka will be going from 100 meg to 1000 meg of internet speed.

President's Report – Discussion Items

Provost Search Update: Dr. Dawe discussed the Provost search with the Board; he said there has been a lot of interest for the position with very good applicants. Dr. Dawe informed the

Board that interviews for Provost will take place on June 11th. Dr. Dawe then talked to the Board about a tentative start date after the new Provost is hired. Dr. Dawe reminded the Board that Chris Lorch will serve as interim Provost and Executive Vice President of Learning effective after Dr. Rittle's departure on June 25th. Dr. Dawe thanked Dr. Rittle for his leadership and successes in his three years at Ozarka College, we wish him the very best as he moves on to President of Cowley College in Kansas. Dr. Dawe provided the Board with information on Dr. Rittle's farewell reception that will take place on June 18th at 10:00 a.m. in the Student Services Center.

Strategic Plan Update: Dr. Dawe and Josh presented the 2015-2020 strategic planning to the Board of Trustees. Josh provided the Board with power point overview of the Strategic Plan and explained the following:

- Strategic Planning Process
 - Selection of Core Priorities
 - Development of strategies
 - Action Planning
 - Assignment of responsibility of actions
 - Negotiation of timeline

Josh explained the core priorities comparison from the 2011-2015 strategic plan to the 2015-2020 strategic plan to the Board. Dr. Dawe thanked the council and Josh for all the hard work they have put into making the strategic plan.

Board Self-Assessment Review: The Board reviewed and discussed the Board Self- Assessment from the Association of Community College Trustees (ACCT). Dr. Dawe explained the purpose of completing a Board self-assessment is to determine where the Board feels they stand as a whole, how well they work together as a Board and what they might need to work on as a Board. Dr. Dawe reminded the Board that 2013 was the last year that Ozarka completed the self-assessment and mentioned it is good to complete the assessment every two to three years. Dr. Dawe thanked the Board for their participation on this self-assessment, he said that five and of the seven Board members completed the self-assessment and he encouraged all Board of Trustee members to complete the self-assessment in the future.

Information Items- Personnel 5.A.1–5.C.1

Dr. Dawe shared information on the following new employees: Rondal Moser, Institutional Services Assistant; Joshua Wilson, Associate Vice President of Planning and Institutional Research, Alden Griffus, Culinary/Hospitality Instructor

Resignations include: Betty Anglin, Administrative Specialist II Adult Ed Baxter County; Elizabeth Pelc-Cagle, Culinary Faculty; Dennis Rittle, Provost and Executive Vice President of Learning; Ronda McLelland, TRiO Tutor Coordinator; Samantha Clements, Food Preparation Technician; Lou Rice, Culinary Lead Chef/ Instructor

Retirements include: Joan Stirling, Vice President of Planning and Institutional Research; Bruce Dietche, Science Instructor; Ronny Rush, Director of Physical Plant

Proposed Policy Revisions

Action Item 6.A.1 – Board Policy 5.23 Transfer Students:

The Board reviewed the original, edited, and final version of Board Policy 5.23. Dr. Rittle explained that the revisions needed for Board Policy 5.23 have been incorporated and reviewed by the Administrative Council. The Administrative Council proposed changing the completion of credit hours in the Associate of Arts or Associate of Applied Science Degree from 24 semester credit hours to 15 semester credit hours. Dr. Rittle explained the reasoning for the change in credit hour from 24 to 15.

Trustee York made a motion to approve Board Policy 5.23 Transfer Students as presented. Trustee Wiles seconded. Motion passed unanimously.

Action Item 6.A.2– Board Policy 5.40 Student Conduct:

The Board reviewed the original, edited, and final version of Board Policy 5.40 Student Conduct. Ron explained the proposed changes in the policy and the administrative procedure. Dr. Dawe explained the purpose of having policies and procedures at Ozarka College.

Trustee Gammill made a motion to approve Board Policy 5.40 Student Conduct as presented. Trustee Wiles seconded. Motion passed unanimously.

Action Items-6.C.1–6.E.4**6.B Annual Consideration of Opt-out of Act 226 to Disallow Guns on all Ozarka College Locations**

Dr. Dawe reminded the Board that each year, prior to August 1, higher education governing boards must determine whether to opt out of Act 226 of the 89th Session of the Arkansas General Assembly, which permits guns on Arkansas College and university campuses.

Dr. Dawe and the Administration asked the Board for annual consideration to opt-out of Act 226 to disallow guns on all Ozarka College locations.

Trustee Yancey makes a motion to Opt-out of Act 226 to disallow guns at all Ozarka College Locations. Trustee Cooper seconded. Motion passed unanimously

6. C.1 Donation to Ozarka College for associated planned scholarships

Dr. Dawe informed the Board that Ozarka College has received a generous donation of \$50,000 from former Board of Trustee member Ms. Gwenn Lea. Dr. Dawe said that Ms. Lea left \$50,000 to Ozarka College for “scholarship purposes.” Dr. Dawe said he and the Administrative Council discussed the scholarship opportunities and agreed on two \$20,000 endowed scholarships resulting in \$500 per semester each for \$1,000 per year for two students would be helpful and attractive to potential aviation students.

Dr. Dawe said that the remaining \$10,000 will be placed in an endowed scholarship fund and used to support a general scholarship as directed by the President.

Trustee Wiles made a motion to approve acceptance of Ms. Gwenn Lea’s donation for scholarships as presented above. Trustee Gammill seconded. Motion passed unanimously.

6. C.2 Betty Wolfe Family Trust

Dr. Dawe informed the Board that we have received notification that Ozarka College will be the recipient of a generous gift of \$25,000 from the Betty Wolfe Family Trust. The paperwork is in the final stage of completion and the funds are expected to be disbursed and available during July. Dr. Dawe said the administrative council would like to use part of this donation for the health information technology certification and also funding for new computers at the Mountain View campus.

Trustee Gammill made a motion to approve acceptance of the Betty Wolfe Family Trust donation to be placed in the unrestricted funds of the College to be used for operations, equipment, construction, renovations, or other capital improvement costs as needed. Trustee York seconded. Motion passed unanimously.

Board Chair, Bob Evins, adjourned the meeting at 10:50 a.m. for executive session of the President's annual evaluation.

6. D Executive Session for President's Annual Evaluation

The Board reconvened the meeting at 11:24 a.m.

Trustee Wiles made motion to renew the President's contract for three more years with a Cost of Living adjustment (COLA) increase. Trustee Yancey seconded. Motion passed unanimously.

Board Chair, Bob Evins adjourned the meeting at 11:30 a.m. for lunch.

The Board meeting reconvened at 12:30 p.m.

6. E.1 Approve the End-of-Month and Year-to-Date Financial Report

Tina presented and explained the end-of month and year-to-date financial reports to the Board.

The Board reviewed the financials reports as presented.

Trustee Darla York made a motion to approve the end-of-month and year-to-date financial reports as presented. Trustee Ben Cooper seconded. Motion passed unanimously.

6. E.2 Approve the 2015-2016 Operating Budget

Tina provided the Board with the 2015-2016 Operating Budget book. Tina, Dr. Dawe and the Board discussed the operating budget. Dr. Dawe thanked the administration for taking the time to go back and review their department budgets. Tina explained that all departments have been very frugal with their budgets. Dr. Dawe explained that some departments are gapping certain positions to help save on cost. Tina provided the Board with a hand-out showing department budget cuts and gapped positions. Tina explained the following in the budget book:

- **Tuition and Fees-** Tina said that a tuition increase of \$4.00 per credit for both in-state and out-of-state tuition is being recommended. Tina explained the proposed tuition increase to the Board and assured them that no changes will be made to any other existing fees. Tina said tuition is currently \$84.00 per credit hour and if the proposed increase is accepted then a tuition increase of \$88.00 per credit will go into effect July 1, 2015. Tina explained that PELL will also be increasing this year and \$5,575.00 will be the maximum amount a student can get in PELL.

The Board discussed the increase for tuition and fees at Ozarka.

- **General Technology Program Fee-** Tina explained the proposed increase in the general technology program fee. Tina said it would be a \$60.00 per semester increase for only

the students in the general technology program. The committee discussed how many students this increase would affect and Tina said roughly 100 students.

- **2015-2016 Cost of Living Adjustment-** Tina explained the proposed Cost of Living Adjustment (COLA) increase to the Board. Tina said the Administration recommends a two percent (2%) cost of living adjustment be effective July 1, 2015 for all eligible non-classified personnel and a one percent (1%) cost of living adjustment to be effective July 1, 2015 for all eligible classified personnel.

The Board discussed the recommended cost of living adjustment.

Trustee Dennis Wiles made a motion to approve the 2015-2016 operating budget as presented.

Trustee Darla York seconded. Motion passed unanimously.

6. E.3 2014-2015 Merit Increase for Classified Employees

Tina and Dr. Dawe talked to the Board about merit increase for classified employees at Ozarka College. Tina informed the Board that Ozarka has received approval from the Department of Finance and Administration for employee performance merit bonuses for Fiscal Year 2015. Tina said that although no funding was provided by the state for the bonuses, the Administration feels strongly that merit pay should be awarded at Board designed percentages based upon performance categories to all classified staff meeting the following requirements:

1. Employee must have been continuously employed for 12 consecutive months prior to the last employee performance evaluation cycle. (To be considered for merit pay, an employee must have an effective hire date prior to February 1, 2014).
2. An employee who received a disciplinary reprimand, written or verbal, during the 12 month rating period (February 1, 2014 – February 1, 2015) is not eligible for a merit increase.
3. Employee must be in active pay status during the last pay period of the fiscal year to receive merit pay.

Dr. Dawe said the administration recommends an end-of-year one time merit increase for classified staff who meet the requirements listed above.

Trustee Wiles made a motion to approve the Merit Increase for Classified Employees as presented and as recommended by the president and administration. Trustee Gammill seconded. Motion passed unanimously.

6. E.4 Bonding Refinancing

Tina introduced Nathan Rutledge and Marshall Hughes from public financing company Crews and Associates. Mr. Rutledge provided the Board with information on Ozarka's bond refinancing. Mr. Rutledge gave the Board a brief overview of what Crews and Associates does for public financing. Mr. Rutledge spoke to the Board about the fees that would be associated with the bond refinancing. Mr. Rutledge explained why he believes Crews and Associates would be best in helping Ozarka with the bond refinancing.

Mr. Hughes from Crews and Associates spoke to the Board about Ozarka's Series 2009 bond issue. Mr. Hughes explained the process of the bond refinancing and their services at Crews and Associates. Mr. Hughes and Mr. Rutledge thanked the Board and Administrative Council for

letting them come speak about Crews and Associates and what they can do to help Ozarka with the bond refinancing.

Tina introduced Michael McBride from Stephen's. Inc. Mr. McBride provided the Board and the Board and Administrative Council with information about Stephen's Inc. and the Ozarka Series 2009 bond issue. Mr. McBride reviewed and explained the analyses of the bond refinancing and Ozarka's Series 2009 bond issue. Mr. McBride discussed the fees that would be associated with the bond refinancing. Mr. McBride explains why he believes Stephen's Inc. would be the best firm for Ozarka College to choose in helping with the bond refinancing.

The Board agreed to go proceed with the bond refinancing and discussed the two presenting firms. The Board discussed the charging fees for the bond refinancing from Crews and Associates and Stephens Inc. The Board discussed which firm they believe would be best to represent Ozarka College with the bond refinancing.

Trustee Yancey made a motion to have Dr. Dawe contact Crews and Associates and discuss "matching" the same fee that Stephan's has proposed. Trustee Yancey stated that if Crews and Associates agree to match the fees that Stephen's proposed than he would like to see Ozarka choose Crew's and Associates to be the firm to do the bond refinancing.

Dr. Dawe said he and Chair Evins would contact Crews and Associates next week.

Trustee Yancey made a motion to approve the refinancing of the Student Tuition and Fee Revenue Refunding and Construction Bonds, Series 2009 and authorize College personnel to enter into agreements with Crews and Associates as the bond underwriter. Trustee Wiles seconded. Motion passed unanimously.

With no further business, Trustee Wiles made a motion to adjourn the meeting. The meeting ended at 2:09 p.m.