

**Ozarka College  
Board of Trustees  
Meeting and Planning Retreat  
Saturday, May 20, 2017  
9:00 a.m.  
The Keeter Center – College of the Ozarks**

**MINUTES OF MEETING**

The Ozarka College Board of Trustees met at 9:00 a.m. on Saturday, May 20 in The Keeter Center on the campus of the College of the Ozarks.

Present: Jack Yancey, Fred Holzhauer, Dennis Wiles, Ryan Howard, Ben Cooper, Darla York, Dr. Richard Dawe, Dr. Keith McClanahan, Tina Wheelis, Scott Pinkston, Dr. Deltha Sharp, Suellen Davidson, Jason Lawrence, Dr. Josh Wilson and Fay Mitchell

Absent: Trustee Tim Gamill

Chair Yancey called the meeting to order at 9:00 a.m.

Chair Yancey led the Board in reciting the Pledge of Allegiance.

Trustee Cooper made a motion to approve the minutes from the March 16, 2017 regular meeting. Trustee Wiles seconded. Motion was passed unanimously.

Trustee Howard made a motion to approve the minutes from the April 17, 2017 special meeting. Trustee Cooper seconded. Motion passed unanimously.

**Area Reports**

**Academic Affairs**

Dr. Keith McClanahan, Provost:

- Faculty of the year for 2017 is Tena Rosse – Dr. McClanahan told the Board that Tena is the faculty member in the English Department that accompanied our students on the trip to Costa Rico. Tena is also working on creating an English as a Second Language (ESL) program for Ozarka. She is truly worthy of this designation bestowed on her by the students and her peers.
- Alumni of the Year for 2017 is Mike Rogers – Dr. McClanahan told the Board that Mike is an LPN instructor at the Mountain View campus. He was a corpsman in the Navy, then he came back to the delta of Arkansas and farmed for a number of years. Then in mid-life he decided he wanted to do something different so he came to Ozarka College and obtained his LPN licensure, obtained his RN licensure through our ARNEC program and then returned to Ozarka College as a faculty member. His students say that he is very

hard in his course work but he is preparing them for the RN programs they will go into once they leave Ozarka.

- Dr. McClanahan gave the Board a handout showing student enrollment. He told the Board the handout is a snapshot we use to track enrollment and compare it to the same time as last year. The handout shows student enrollment for Summer I, Summer II and Fall, and as of Thursday we are up significantly in head count. Dr. McClanahan told the Board, to keep in mind, we are three months out and once we get closer to the Fall semester the comparison number is the eleventh day numbers, which show the numbers once students have withdrawn or not fully completed the requirements for enrollment. Right now we are tracking ahead of last year. We wanted to give this to you so you can see our best estimate as to where we stand right now. Dr. Dawe informed the Board this report is generated daily so we can see our progress. Dr. Dawe informed the Board that, foundationally, revenues follow enrollment so we feel pretty good about this.
- The Aviation MOU with University of Central Missouri (UCM) has been approved, but we have not received the official forms from UCM yet. This will allow our aviation graduates to attend UCM, with in-state-tuition, allowing them to complete their Bachelor of Science in Aviation. It gives our students an additional venue that they can attend if they decide not to go to Henderson State University, which is the four-year college in Arkansas that we have a standing Aviation MOU with. Dr. Dawe informed the Board that our first student to transfer from the Aviation Program to Henderson State University received the Henderson State Presidential Transfer Scholarship. Having two transfer partners allows us to make decision that are best for our students and our region, while providing additional opportunities for our students. The MOU with Parks College is still going through the legal processes. Dr. McClanahan informed the Board that he has submitted a Letter of Intent to ADHE for a Welding Program, which we hope to offer next year. The next step is to submit a Letter of Notification, which is when we would come to the Board to request the authorization to implement this degree. This is part of the Technical Center initiative that is ongoing. We have informed ADHE that we will be seeking approval, eventually, for an Associates of Applied Science in Welding. We will imbed certificates of proficiency and technical certificates. We hope to have high school students enroll, get the CP's and then continue, so they can obtain the technical certificates or the Associates of Applies Science in Welding.

## **Finance**

Tina Wheelis, Vice President of Finance

- Health Insurance Consortium Update – Tina informed the Board that the Arkansas Higher Education Consortium (AHEC) is in much better shape financially then they were in March. As of this date all assessments have been paid by the member institutions. We have changed the premiums offered employees from two plans to three plans so now the employees can select the plan that best suits their family needs. These changes are effective July 1, 2017. Tina informed the Board that the changes that have been put in place are making a positive impact. Tina told the Board that the consortium has begun looking at other providers, and has been contacted by different brokers and third party administrators, so once we get to that point we can start negotiating with our current providers to see if they can meet or beat some of the other brokers and third party providers' pricing to achieve cost savings for the consortium. Tina told the Board that

with the changes in leadership, and specific decisions that have been made the consortium is definitely making progress. There is increased accountability and openness in the Consortium Board now; all of the decisions are being made by Board and the members are being made aware the decisions. Dr. Dawe expressed appreciation to Tina for being more engaged with this, and to Deede Steed who is now the board chair and is doing a great job.

## **Student Services**

Dr. Josh Wilson, Associate Vice President of Student Services

- Spring Fling Event – Dr. Wilson told the Board, each year we try to find more ways to engage our students. This year we received a mini grant from Arkansas Collegiate Drug Education Committee to bolster our end-of-year Spring Fling Event. Even though the weather was terrible we had over 200 students from all four campuses attend the event. Dr. Wilson said Student Services is finding that students will come to events if you have food, but if there are free tee shirts even more students will attend.
- Henderson State University Presidential Transfer Scholarship – Each year President Jones offers a \$6,000 per year scholarship to a student Dr. Dawe nominates. This is independent of our relationship with HSU and Aviation. This year the award went to Jacob Harness of Mountain View. Jacob is a graduate of the first aviation cohort. To be eligible for the scholarship students has to have completed an Associates of Science and have a 3.0 GPA.
- Enrollment Activities – Dr. Wilson informed the Board that Student Services continues to find ways to refine the ways we communicate with students. We are utilizing technology and automation, with the help of Scott, to make our student communications more specialized and more urgent. We are very proud of the advancements we have made in last eighteen months. With Dr. McClanahan’s help, our faculty has now become our returning students primary contact, since they are familiar with the faculty. We believe our numbers of returning students is up because of our faculties involvement.

## **Administration**

Jason Lawrence, Vice President of Administration

- Event Report – Jason informed the Board that we had forty external events last semester that were fairly substantial. Last week we had an Emergency Preparedness Seminar at the Ash Flat campus for the high school, firemen, police department, and Sharp county residents.
- Nursing Building Repairs – The front interior tile of the Nursing building is being replaced. The floor will be concrete that is scored to look like tile. John Brown Construction was awarded the contract.
- Mammoth Spring Campus - The ground work for the parking lot renovation has begun. TRICO Paving was awarded the contract.
- Preventive Maintenance – We will be working on maintenance projects that can only be done during the summer.

## **Planning and Institutional Research**

Dr. Deltha Sharp, Associate Vice President of Planning and Institutional Research

- Higher Learning Commission (HLC) – Dr. Sharp provided the Board with a handout explaining the HLC criterion, and informed them that our next HLC visit would be in 2020. We have started the process to build teams and verify documentation of our current efforts toward the HLC Criteria.
- Blue and You Mini Grant for CPR Training – We were recently awarded with a \$1,000 grant from the Blue and You Foundation. With the monies, we were able to train and re-certify our staff in CPR. Over 60 individuals have received additional CPR training.
- Blue and You Foundation Grant for fitness center equipment – Dr. Sharp informed the Board that she will be writing another grant this July. In this grant proposal, we seek to add additional cardio equipment, safety flooring, and educational programs to improve cardio health of College employees and community members.
- Graduate Survey Results – Dr. Sharp discussed the results of the recent Graduate Survey.

### **Advancement**

Suellen Davidson, Director of Advancement

- Gala Update – Suellen gave the Board a handout that contained the results of the gala. Suellen thanked the Board for their 100 percent attendance at the Gala.
- Foundation Board Retreat – Suellen invited the Board to attend the Foundation Board Retreat that will be held on June 6<sup>th</sup> at 9:30 a.m. in the Dawe Community Room on the Melbourne Campus.
- Scholarship Committee Awards – Suellen informed the Board that 65 Foundation scholarships will be awarded this year; 50 of them are endowed and 15 are pass-through scholarships.
- Dave Rush Memorial Scholarship - Suellen told the Board that this scholarship has been fully endowed.
- Tate Lawrence Scholarship – Suellen told the Board that this scholarship was started in April 2017 and already has \$3,600 committed to it and when we get \$10,000 it will be fully endowed. Trustee Yancey said a fund raiser is being planned for the fall to fully endow this scholarship.
- Signage Follow-Up – Suellen informed the Board that the signage project for the Mountain View campus is moving forward and the Foundation Board anticipates the project will be completed this year. Bids for the signage project have not gone out yet. The Foundation Board wants to begin raising money for signage for the Ash Flat campus in the near future.

### **Information Systems**

Scott Pinkston, Chief Information Officer

- Summer activities – Scott informed the Board that the IS Department will be performing upgrades to the computer labs during the summer months but their primary focus will be on network security.

### **Classified Staff Council**

In Tess Weatherford's absence Fay Mitchell, Secretary, Classified Staff Council:

- Fay informed the Board that the Classified Staff raised a total of \$417 for the Safe Passage Women's Shelter in Melbourne.

- The Classified Staff organized an Easter Egg Hunt for the children at Ozarka Kids Academy. The staff supplied Easter eggs filled with candy and hid the eggs; then stood back and watched the fun.
- The Classified staff initiated “Jeans on Thursdays” during the month of April. Any staff member who paid \$5 per Thursday or \$20 for all four Thursdays in April got to wear jeans to work. We raised \$530 for Becky’s Kids. We were told the money raised would be enough for one foster child’s back-to-school needs.

**Information Item – Personnel 8.A.1-8.A.3**

Dr. Dawe informed the Board of the following new full-time personnel: Kenneth Barton, IST Program Coordinator/Faculty, Dr. Casey Orr, Agriculture Program Coordinator/Faculty, and John Catlett, Director of Aviation.

Dr. Dawe informed the Board of the following new part-time personnel: Jason Thieme, Administrative Specialists, Mountain View Campus.

Dr. Dawe informed the Board of the following employees resignation/retirement: Susan Williams, part-time, Assessment Center Coordinator, Alden Griffus, Culinary Faculty, Jenna Robbins, Adult Education Instructor, Baxter County, Jeannie Hudspeth, Psychology and PE Faculty, Robert Bruno, Culinary Faculty, Tracie Morris, Biology Faculty, Clorissa Wallis, Childcare Technician, Kids Academy, Dr. Wayne Wilson, Director of Adult Education, Bettie Estes, Developmental Education Faculty, and Mary Ellen Hawkins, Director of Library.

**Action Item 9.A**

**Annual Consideration of Opt-out Option of Act 226 to Disallow Guns on all Ozarka College Locations – for the period prior to the new carry conceal law taking effect**

Dr. Dawe and the Board members discussed the new law that will replace ACT 226, and decided since the new bill was not effective until September 1, 2017 the Board would need to consider and approve an opt-out of ACT 226 action again this year.

Trustee Cooper made a motion to opt-out of ACT 226 to Disallow Guns at all Ozarka College locations. Trustee York seconded. Motion passed unanimously.

**Action Item 9.B.1**

**End-of-Month and Year-to-Date Financial Reports**

Tina presented the End-of-Month and Year-to-Date Financial Reports to the Board for approval. Once all the Board’s questions were answered Trustee York made a motion to accept the Financial Reports as presented.

Trustee Holzhauser seconded. The motion passed unanimously.

**Action Item 9.B.2**  
**2017-2018 Operating Budget**

Tina and Dr. Dawe presented the FY2017-2018 Operating Budget to the Board for approval. Trustee Wiles informed the Board that the finance committee met May 9, 2017 and they unanimously recommend the Board approve the budget as presented. Once the Board's questions were answered Trustee Holzhauser made a motion to accept the Budget as presented. Trustee Wiles seconded. The motion passed unanimously.

**Action Item 9.C**  
**Elect New Board of Trustee Officers**

Dr. Dawe first presented Trustee Yancey with a plaque of appreciation for his years of service to Ozarka College as a Board of Trustee member and Board Chair.

The Board of Trustees voted to elect a new Board of Trustee's Chair, Vice Chair and Secretary. These positions will be held for the next two years.

The Board of Trustees moves to elect Ben Cooper as chair; Dennis Wiles as vice chair, and Ryan Howard as secretary to fill the two-year terms.

Trustee York made a motion to accept the Board Officers as presented. Trustee Holzhauser seconded. The motion passed unanimously.

**Action Item 9.D**  
**President's Annual Evaluation**

Chair Yancey suggested that a motion be made to go into executive session. Trustee Wiles made a motion to go into executive session. Trustee Howard seconded. Motion passed unanimously and the Board went into executive session at 11:00 a.m.

The Board reconvened and Chair Yancey called the meeting back to order at 11:40 a.m.

Chair Yancey entertained a motion to accept the three-year renewal of the President's contract. Trustee Wiles made a motion to renew the President's contact as discussed in executive session.

Trustee Howard seconded. Motion passed unanimously.

With no further business, Trustee Yancey asked that a motion be made to adjourn the regular meeting.

Trustee Wiles made a motion to adjourn the meeting. Trustee Howard seconded. Motion passed unanimously and the meeting was adjourned at Noon.