

Ozarka College Board of Trustees
Minutes
December 15, 2011
4:30 p.m.

Attendees: Chair Dennis Wiles, Vice Chair Bob Evins, Secretary Larry Sullivan, Ben Cooper, Jack Yancey, Darla York, Paul Weaver

College Personnel: Dr. Richard Dawe, Dr. Mike DeLong, Tina Wheelis, Joan Stirling, Scott Pinkston, Suellen Davidson, Nancy Dust

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

Trustee Evins made a motion to accept the minutes of the September 13, 2011 Meeting and the Special Meeting of November 22, 2011 as presented. Trustee Cooper seconded the motion. The motion was unanimously approved.

Chair Wiles took a moment to recognize Vice Chair Bob Evins for being named to the ACCT Finance and Audit committee.

Area Reports

Academic Affairs – Dr. Mike DeLong

Dr. DeLong provided a PowerPoint overview of the PACE grant from the US Department of Labor to increase graduation in targeted programs by 15 percent.

He noted that the focus will be on the LPN and Health Information Technology (HIT) programs.

The grant has a three year duration which ends spring 2014.

Three strategies of the grant include:

- Transform Developmental Education
 - Redesign of math
 - Reading and Writing will begin in the spring
- Streamline certificate and degree programs
 - Streamline LPN program
 - Develop summer accelerated, pre-requisite cohort program
 - Develop new CP in Pre-Health Sciences
 - Streamline HIT (Health Information Technology) program
 - Development in process
- Improve advisement and student engagement

Additional positions will be hired for:

Project Coordinator/Grant Writer

Developmental Education Instructor

HIT Coordinator/Instructor

Distance Education/Advisement Coordinator

Dr. DeLong also announced that the ARNEC program is a finalist for the Bellwether Award.

Student Services – Ron Helm (absent due to illness)

Dr. Dawe noted that Ron Helm is out due to illness. Dr. Dawe provided information on the issue of loan default rates and the activities that Ozarka has in place for counseling. A loan calculator has been added to the financial aid website to allow students to see the payment amount of a projected loan. Additionally, a Financial Aid checklist was provided to demonstrate the level of counseling provided for the students.

Mr. Weaver commented that he likes the checklist and felt that it could possibly be stricter.

Finance – Tina Wheelis

- Reporting for federal and state requirements.
- Many legislative requests this year.
- Audit in February.
- Budgeting cycle will begin in February.

Advancement – Suellen Davidson

- Foundation Board met on December 5
- Gala March 29 – Liberty Bank is the first corporate sponsor. Individual tickets are \$60.

The Foundation Board has invested with Stephens, Inc. with an initial investment of \$536,552. There was discussion about the interest earned on the investment.

Stone County Community Resource Council has given an additional \$10,000 to the Foundation. They have donated a total of \$70,000 to the Foundation including five \$10,000 scholarships, a \$10,000 donation for naming a room in the Mountain View addition and \$10,000 for the amphitheatre project.

Planning and Institutional Research – Joan Stirling

HLC site visits are scheduled for:

- Mammoth Spring – January 30th
- Distance Education (Online programs) Feb 20-21

Information Systems – Scott Pinkston

BTOP project – A state fiber optic backbone will connect the Arkansas Colleges as well as parts of Oklahoma, Louisiana, Texas, Tennessee, and Kansas.

Construction of the BTOP hut has started on campus. The site work is complete. The chat work is in progress and the hut should be installed in February or March.

This fiber optic backbone will dramatically increase bandwidth and lower cost.

AREON hopes to eventually expand this to the communities

Action Items

A. Personnel

1. Approve new hires to fill open positions.
 - a. Brandy Shell – Administrative Specialist II/Career Pathways
 - b. Jerry Messer – Institutional Services Assistant – Ash Flat
 - c. Holly Franks – LPN Instructor Nights and Weekends
 - d. Serelda Johnson – Instructor for Health Information Technology
 - e. Newton (Baxter) Haley – Night Watchman

Dr. Dawe summarized the personnel hired to fill vacant positions.

Dr. Dawe commended DeeDe Steed, HR director, and the search committees for their diligent work to fill open positions.

Trustee Evins made a motion to appoint the personnel for staff positions as proposed by the administration. Trustee York seconded the motion.

Trustee Weaver commented that he wished we could pay more for some of these positions. Tina Wheelis explained that the position is a state classified position and she cannot pay more for this. She can apply for other positions.

Trustee Yancey asked if the Career Pathways program was grant funded and how long would it last. Dr. Dawe noted that it is a grant that is renewed yearly but we do not have any indication of its longevity.

There was discussion about the potential issues for grant funding with the current federal budget process.

The motion was unanimously approved.

2. Approve termination of an employee.

Trustee Evins made a motion to approve the termination of personnel as proposed by the administration. Trustee Weaver seconded the motion. The motion was unanimously approved.

B. Executive session (not needed)

C. Finance

1. Approve the year-to-date financial report.

Tina Wheelis provided an overview of the financial statements. She discussed the outliers and progress of the budget.

Dr. Dawe noted that Ozarka has been recognized in the Top 50 schools in the nation for growth. This was the result of a 25 percent FTE increase with the same amount of state funding.

Tina noted that the \$2.1 million in Pell and \$2.1 million in loans have been distributed for over \$4 million in student aid into the economy. She also noted that Ozarka receives \$809,000 in federal grant funding.

Trustee Evins made a motion to approve the year-to-date financial report. Trustee York seconded the motion. The motion was unanimously approved.

2. Approve the Facilities Master Plan.

Dr. Dawe provided an overview of the Facilities Master Plan that was generated with WD&D Architects. This product supports growth and planning and shows a belief in looking.

Chair Wiles stated that he commends Dr. Dawe and the staff involved in the Facilities Master Plan process. He noted that this is a great start, a real tool that can be used for future growth, and he is pleased with the process and product.

Trustee Cooper asked if we were committing to all four plans. Dr. Dawe answered that we are not committing to build a specific plan; just approve the concepts as a reference point.

Trustee Cooper made a motion to approve the selected Facilities Master Plan. Trustee Yancey seconded the motion. The motion was unanimously approved.

3. Adopt Act 1494 of 2009 rules for Energy Efficiency in construction and renovation.

Dr. Dawe provided information about the requirement of ADHE for non system colleges to adopt this policy.

Trustee Weaver made a motion to adopt standards and rules found in Chapter 4 of the AEO's Rules for Energy Efficiency and Natural Resource Conservation in Public Buildings and incorporate the requirements in all qualifying projects going into schematic design after January 1, 2011. Trustee Sullivan seconded the motion. The motion was unanimously approved.

4. Approval to increase the child care fees for the Ozarka Kids Academy.

Dr. Dawe discussed the need for the child care fees to be raised due to the regulations that will require additional staff. The Kids Academy has not increased fees since 2007 and has been operating in at a loss for the past four years. New regulations will require that additional staff be hired to decrease the student teacher ratio.

Additionally, the new expansion will

- Probably eliminate the waiting list

- Expand size of the Kids Academy to serve 40 more students
- Result in a greater number of staff to children

Discussion included questions about whether students and staff receive discounts and whether students' children are admitted first. There are no discounts given and the admission is on a first come first serve basis.

Dr. Dawe noted that we will provide information to the Board about student use of the Kids Academy and whether they are part time or full time.

Tina Wheelis noted that the Kids Academy recently received a Better Beginnings grant for \$2,500.

Trustee Yancey made a motion to approve a fee increase for the Ozarka Kids Academy to \$95 for infants and toddlers and \$80 for preschool children effective January 1, 2012 (an increase of \$10 per week for each program). Trustee York asked if \$10 is enough. Dr. Dawe noted that he believes it is. Tina Wheel noted that the daycare revenue covers operating costs however the cost of staff is not covered by the current revenue. Trustee Cooper seconded the motion. The motion was unanimously approved.

D. Board Policy Updates

1. Approval of changes to Board Policy: Section 4 Academic Policies, Policy 4.11 Assessment Standards.

Dr. Dawe noted that the proposed changes bring the assessment policy in-line with recently revised practices.

Trustee Weaver made a motion to approve the changes to Board Policy 4.11 as stated. Trustee York seconded the motion. The motion was unanimously approved.

2. Adoption of Board Policy: Section 4 Academic Policies, Policy 4.28 Conflict of Interest For Sponsored Scholarly Activities.

Dr. Dawe provided rationale for the adoption of the need to disclose financial interest in any research projects. Joan Stirling noted that the National Science Foundation (NSF) grants require this policy to be adopted before they will award a NSF grant. This policy ensures legitimate research not research gearing toward personal gain.

Trustee York made a motion to adopt Board Policy 4.28 as stated. Trustee Cooper seconded the motion. The motion was unanimously approved.

Dr. Dawe noted that the administrative procedure for this policy is included for their information.

President's Report – Items for Discussion

Dr. Dawe addressed the following topics in the meeting.

A. Trustee Development and Travel

Board development is an important aspect of maintaining a healthy and well-functioning Board of Trustees. Attending out of state training and conference opportunities has not often been conducted by Ozarka Trustees but rich training opportunities both outside and occasionally within the state do exist. Although the College is not funded to the extent that Trustees could attend all they might wish to attend, it is appropriate to fund developmental trips for conferences periodically. The process for consideration of such trips should be discussed. One common approach is for the interested Trustee to present a desired training opportunity or conference to the full Board for consideration and approval at the meeting prior to the proposed training or conference.

This discussion will be tabled until the next meeting.

Possible Board Retreat information was provided for review to select a location for a Board Retreat. Dr. Dawe noted that it was previously discussed that the Board would like to have a retreat and that retreats are an important part of a well functioning Board.

The Board asked that this item be added to the agenda for March as an action item.

B. Amphitheatre Progress Report

Public bids for the Mountain View Amphitheatre construction project were recently received. The low bid is still higher than anticipated and the architect (PSW) has been authorized to negotiate ways that the project cost might be lowered. This was not successful so the specs will be changed slightly and be rebid. We still anticipate a successful project and completion by late spring or early summer.

C. Kids Academy Construction Report

The Ozarka Kids Academy (OKA) is nearing completion and progressing very well. We anticipate use of the facility by mid to late February. This will approximately double the number of local children served and potentially eliminate our wait list.

D. City / Ozarka College Tax Proposal Status

The city anticipates a proclamation in December which will allow a February or March election for voter consideration of the shared tax. The Ozarka College portion would be 3/8 of a cent with the city receiving 3/8 cent primarily for roads and possibly another 1/4 cent for economic development. The city council meeting is tonight.

E. Possible Aviation; Agriculture; and Fine Arts programs

Dr. Dawe provided an overview of potential programs that may be considered in the future.

Detailed information was provided to the Board which included:

Aviation – Flight Training: I have been asked to consider the viability of a flight training program at Ozarka College serving our four county service region and additional students who might be attracted to such a program. The only other collegiate training program in Arkansas is currently Henderson State University in Arkadelphia. Others have conducted limited contract training but have not established a standalone program. The aviation industry is on the verge of again experiencing a shortfall of trained commercial pilots and this could present an opportunity to those interested in a career in aviation that could allow them to remain in the area while flying trips from a main domicile/airport. Another reason to consider a flight training/aviation program is the recent changes to the post-911 G.I. Bill which authorizes qualified veterans to receive much larger amounts for their training than was authorized previously. This only pertains to flight training associated with a college or university.

Agricultural Science: It has long been considered that there is interest and need for an Agricultural Science program that could serve in part as a feeder for an established four year degree program. I discussed this possibility recently with Representative Rick Crawford at one of his roundtable discussions held at Ozarka and he said he thought it was a very good idea that he would like to support. Their focus is on livestock but there may also be interest and a need for developing a farming track.

Fine Arts: There has been discussion about the need for a Fine Arts degree at Ozarka and we are looking at the possibility of modifying the Entrepreneurship for Artisans program into Fine Arts. More information will follow on this as we develop the plan.

Trustee Weaver made a motion to adjourn. Trustee Yancey seconded the motion. The motion was unanimously approved.

Meeting adjourned at 6:18 p.m.

Submitted by Nancy Dust.