

Board of Trustees Meeting

Minutes

12/16/10

4:30 pm

Attendees: Chair Ben Cooper, Vice Chair Dennis Wiles, Bob Evins, Larry Sullivan, Barbara Perryman, Jack Yancey

Foundation Board Members: Chair Garry Lawrence, Vice Chair Diane Zook

College personnel: Dr. Richard Dawe, Dr. Mike DeLong, Tina Wheelis, Joan Stirling, Ron Helm, Scott Pinkston, Ruby Johnson, Suellen Davidson, Nancy Dust

Absent: Paul Weaver

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

Bob Evins made a motion to accept the minutes as presented. Barbara Perryman seconded the motion. The motion was unanimously approved.

Board of Trustees Committee Report

Dennis Wiles reported on The Finance Committee meeting from December 7, 2010. Meeting attendees included Ben Cooper, Bob Evins, Dennis Wiles, Dr. Richard Dawe, Tina Wheelis and Michelle Gray. Vice Chair Wiles reported that there was good discussion at the meeting that included information about the retroactive pay raise and the budget revisions that will be presented for approval.

Action Items

A. Personnel

1. Karen Hall – Director of Child Care
2. Anthem Eder – Administrative Coordinator of Off Campus Operations – Mammoth Spring (Administrative Specialist III)

Dr. Dawe summarized the personnel hired to fill vacant positions. Dennis Wiles made a motion to appoint the personnel for the staff positions proposed by the administration. Bob Evins seconded the motion. The motion was unanimously approved.

B. Approval of a new degree proposal for the Associates of Science in Business

Dr. Mike DeLong provided a summary of the degree proposal and the history for the Associates of Science in Business degree. Dr. DeLong and Dr. Dawe answered questions concerning transfer and the lack of transfer to the University of Arkansas.

Dennis Wiles asked if there is a way to know where our students go for four year degrees. Dr. Dawe noted that the state and the college are working to have a better

tracking system for this kind of data. Ozarka has joined the Clearing House for access to this type of information.

Jack Yancey commented that one of the major concerns addressed at the ADHE Board of Trustees Conference was the success rate. He noted that transferring to a four year college would be success for us. He asked if this is tracked some way. Dr. Dawe noted that the state, AATYC and the college is working to identify items that need to be tracked and to define what determines success. One of the biggest problems is that higher education has defined success as graduation from a four year institution.

Bob Evins made a motion to approve the addition of the Associates of Science in Business program. Jack Yancey seconded the motion. The motion was unanimously approved.

C. Finance Report

1. Approval of the end-of year and year to date financial reports

Tina Wheelis presented the financial reports. She outlined the expenses that determined the change in the bottom line.

Dennis Wiles asked for a comparison to the previous year for future reports.

Bob Evins made a motion to approve the end-of-year and year-to-date financial reports. Barbara Perryman seconded the motion. The motion was unanimously approved.

2. Approval of budget revisions

Chair Ben Cooper noted that the Board agenda has an itemized list of budget changes included. These items were all discussed in the Finance Committee meeting on December 7.

Dr. Dawe noted that the Facilities Master Plan included in the budget revision was a requirement by HLC and will be worked on with an architect and the board to determine the plan. The Facilities Master Plan will begin with the main campus in Melbourne.

Ben asked Tina to explain the reasons that she gave in the Facilities Master Plan. She responded that the College is often asked for a Facilities Master Plan. One instance is for the AERON grant. They will need to locate a building on Ozarka property that will not interfere with future building plans. It is also helpful in determining where to add additional parking when needed.

Bob Evins made a motion to approve the revised budget to reallocate the year-end cash accumulation. Barbara Perryman seconded the motion. The motion was unanimously approved.

D. Board Policies

1. Board Policies 3.24 Endowment Management Policy – revision

Dr. Dawe commented that he presented this policy to the Foundation Board on December 6 at the quarterly meeting. He highlighted the requirement for the Board of Trustees to approve any endowments and the need for the Chair and Secretary or their designees to serve on the Scholarship/Investment committee for the Foundation.

Dennis Wiles made a motion to approve the changes to Board Policy 3.24 as stated and to edit the name of the Investment Committee to the Scholarship/Investment Committee. Barbara Perryman seconded the motion. The motion was unanimously approved.

Discussion

A. Board of Trustees Self-Assessment Results

Dr. Dawe and the Board reviewed the results from the Board of Trustee self-assessment survey. The results are rated on a 4.0 scale.

Barbara Perryman commented that as a long standing board member, she thought that the Board and President were currently working together better than ever in the past.

The Board agenda included the following comments from Dr. Dawe for the Board concerning the self-assessment results.

I am pleased to report that we received seven responses to the Board of Trustees Self-Assessment survey. This is an opportunity for the Board to evaluate where it is as a board in key areas of importance and performance. It is crucial, and expected by HLC, that boards conduct such assessments periodically to ensure individual members and the Board as a whole feels that performance and relationships are as desired. This is the Board's self-assessment to use as desired but I will provide my perspective for your consideration. The following dimensions or categories were addressed:

Board Organization, Policy Role, Community Relations, Policy Direction, Board-President Relations, Standards for College Operations, Board Leadership, Advocating for the College, Board Education

Summary: Answers were generally all in the 'agree' or 'strongly agree' categories. There were only two questions resulting in one 'disagree' response:

1. Board members act on behalf of the entire community

2. *The Board has a long-range facilities master plan. (This will be addressed this year as we are in the early stages of contracting to develop a dedicated facilities master plan)*

Open ended questions raised the concern that we should continue to maintain the long term financial health of the College; ensure effective communication as we grow; and, ensure we have funding to provide the "very best services to the students." I believe these results are a good indicator of a healthy and well-functioning Board of Trustees. It also demonstrates the Board takes their work seriously and works hard to maintain effectiveness as we serve our students and communities together.

B. Higher Learning Commission Team Visit

The November 15-17 HLC/NCA accreditation team visit went extremely well, resulting in their recommendation that Ozarka College be granted continued accreditation through 2020, with no required follow-up visits or reporting. This is an exceptional team report as HLC requirements have become increasingly stringent in recent years. The Self Study report took more than two years to complete and much credit is due our Vice President for Planning and Institutional Research, Joan Stirling, for leading the effort with significant support from Joanna Fulbright, committee chairs, and literally every member of the College. An outstanding example of Ozarka's capability!

C. Four Year Degree update

We have been informed by ADHE that they cannot support the establishment of a 'University Center' at this point due to financial and political implications, but they will continue to support our goal of bringing four year degree opportunities to our region and the students of Ozarka College. I am not as concerned about the name or designation as I am the end result of the degree programs. I anticipate, at a minimum initially, an ASU degree or two offered by the next fall semester. The offerings will have to be presented for approval by the Arkansas Higher Ed. Coordinating Board by the respective four year college or university. I will ensure you remained informed as we progress.

Bob Evins asked what the financial and political implications are. Dr. Dawe responded that need, sustainability and the need for building projects were the considerations.

D. Mammoth Spring site update

Thanks to our Chair Cooper and Vice Chair Wiles for attending the OC-MS (Mammoth Spring) open house on November 29th. We had terrible weather but very big crowds as we welcomed interested community members, enrolled students, and received a warm welcome from the Mammoth and Thayer communities. This was another Ozarka team effort and success that will result in many new students achieving their degrees that would otherwise be left behind. The facility has been renovated and our new site coordinator, Ms. Anthem Eder, will begin full time

as of January the 3rd. It is important for everyone to remember that we serve a four county service region as our mission dictates. I am thankful the Board clearly appreciates this point.

Dr. Dawe noted that credit for this project remodel and update goes to Dave Rush and his assistant Jake Roberts. He also reminded the Board that the Foundation Board provided \$20,000 for equipping and furnishing the building.

Dennis Wiles commented that he was impressed with the project and really appreciated the contribution of the Foundation to make this successful.

E. Mountain View site construction update

The Mountain View construction is progressing on schedule with the foundation completed and we anticipate 'going vertical' with steel before Christmas. We have completed phase one of the capital campaign, with a total of \$87,500 pledges in naming opportunities received. We plan to begin phase two next semester for the amphitheatre project.

F. John E. Miller historical documents

It has been brought to our attention the possibility of receiving a collection of historical documents of John E. Miller if we can develop the means to properly categorize, maintain and present the archives for the public. There is a lot involved in such a project but I believe it is a rare opportunity that should be seriously considered. In a future (possible) student services building on the main campus we could have a dedicated area to serve as a museum of sorts that would be open to the public. We could likely also receive some financial support in the form of grant funding. Everyone that I have discussed this possible opportunity with has been very supportive.

Dr. Dawe noted that we would like to apply for grant funding to hire a person to catalog and display these documents. He also commented that if a Student Services building with large culinary area (300-400 seating) were built, the John E. Miller documents could be housed in the Miller building.

Jack Yancey commented that he had discussed with David Miller the possibility of housing the documents at the College. He believes that if the College has interest in the items, a large collection of documents from John E. Miller's 42 years of service, a proposal should be presented to the Miller family.

Dennis Wiles asked if it would be appropriate to go on record that the Board would like to establish a dialogue with the John E. Miller family about the possibility of receiving the collection.

Chair Cooper asked Trustee Jack Yancey to volunteer to approach the Miller family about these documents and to get more information from the Miller family. This topic will be agendaized at the next meeting.

Other

Dr. Dawe reported on the progress of the health issues of Charlotte Knox.

Dr. Dawe thanked the Trustees for their participation in the ADHE Annual Trustee Conference and thanked Foundation Board Chair Garry Lawrence and Vice Chair Diane Zook for attending the Board of Trustees meeting.

Area Reports

Academic Affairs – Dr. Mike DeLong

- Enrollment is currently in progress.
- Current enrollment is 1296. This is two percent below highest number from last year.
- ARNEC graduates took the end of course test and scored in the top 1% in the nation.
- We have received a \$9,000 grant for EMT Scholarships.
- Arkansas Craft School elected Dr. DeLong as president of the board.

Student Services – Ron Helm

- Mammoth Spring enrollment is currently 63 students thus far.
- Student Services is serving all students by rotating staff from all departments to all four sites.

Finance and Human Resources – Tina Wheelis

- Finished re-roofing project for the Miller Building.
- Finished the Mammoth Spring project.
- Beginning the Ash Flat parking lot project.

Advancement – Suellen Davidson

Suellen Davidson expressed her thanks to the Board of Trustees for the willingness and commitment to work with the foundation board.

- The Spring Gala will be March 31, 2011.
- Held the Mammoth Spring open house.
- Held the Ozarka Holiday Express and had 560 people in attendance.
- Participated in the Ash Flat Parade.
- Mammoth Spring parade was postponed until this weekend.
- End of year solicitation letter was sent from the President to 240 constituents.

Planning and Institutional Research – Joan Stirling

- The HLC site visit team will present a report that identifies Ozarka's strengths and weaknesses. One area that we had identified as needing improvement was assessment. Ozarka will attend the HLC Assessment Academy to learn more about assessment.
- Planning will begin to identify Key Performance Indicators and establish a dashboard for tracking data.

Information Systems – Scott Pinkston

- AERON grant – The fiber optic connection will go through Melbourne and be located at Ozarka. This will bring in infrastructure highway through us and increase our capabilities. The grant was for \$102 million for AR with \$40 million designated for two year colleges. The completion timeframe is 2012.

Dr. Dawe noted that the biggest challenge for us will be to explore the possibilities of how we can use this bandwidth. This event is truly a transformational opportunity.

Other

Chair Ben Cooper thanked Jack Yancey for volunteering to talk with the Miller family about the John E. Miller documents. Chair Cooper noted that he believed this was a great idea and would be a great addition for the College and area.

Dennis Wiles made a motion to adjourn. Barbara Perryman seconded the motion. The motion was unanimously approved.

Meeting adjourned at 6:05 p.m.

Submitted by Nancy Dust