

Ozarka College Board of Trustees

Minutes

May 21, 2011

9:00 a.m.

The Keeter Center

Draft

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

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

Absent: Barbara Perryman

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

Trustee Wiles made a motion to accept the minutes as presented. Trustee Evins seconded the motion. The motion was unanimously approved.

Trustee Service Recognition – Barbara Perryman – Trustee Perryman was unable to attend the meeting. The plaque will be presented to Trustee Perryman by Dr. Dawe.

Action Items

A. Personnel

1. Approve new hires to fill open positions.
 - a. Cynthia Pitchford – Administrative Specialist I – Mammoth Spring
 - b. Pamela McFarlin – Administrative Specialist I – Information Systems
 - c. Jeannie Hudspeth – Psychology Instructor
 - d. Justin Ward – Math and Developmental Education Instructor

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

Trustee Evins made a motion to appoint the personnel for staff positions as proposed by the administration. Trustee Sullivan seconded the motion. The motion was unanimously approved.

2. Approve 2011-2012 provisional positions.

Trustee Wiles made a motion to approve the provisional position for 2011-2012. Trustee Evins seconded the motion. The motion was unanimously approved.

3. Approve the position for Director of Off-Campus Operations – Mammoth Spring for the 2011-2013 biennium

Dr. Dawe explained the process of requesting a position from the growth pool. He noted that the Board had previously approved the request of the position; however, the approval specified a time period of the 2011 fiscal year. To complete this process, approval is needed for the 2011-2013 biennium. The Board discussed salary difference, enrollment numbers and site activities.

Trustee Evins made a motion to approve submission of a request for an additional Director of Off-Campus Operations from the two-year college growth pool for the 2011-2013 biennium. Trustee Sullivan seconded the motion. The motion was unanimously approved.

4. President's Evaluation and Contract

Chair Cooper called for a recess to Executive Session to discuss the President's Evaluation and Contract. Trustee Weaver made a motion that the Board of Trustees enter into Executive Session. Trustee Evins seconded the motion. The motion was unanimously approved. Meeting attendees exited the meeting room at 9:30 for the Executive Session.

Chair Cooper invited Tina Wheelis, Vice President of Finance, into the Executive Session to answer questions related to salary and benefits.

After a short break, the Board of Trustees invited Dr. Richard Dawe, President, into the Executive Session to discuss his evaluation and contract.

Executive Session was dismissed at 10:42.

Chair Cooper called the meeting to order at 10:44.

Trustee Wiles stated that the Board of Trustees reviewed the President's evaluation and discussed the President's contract in Executive Session. The Board of Trustees wants to state on record that they are highly supportive of Dr. Dawe in his position as President and feel he is doing an outstanding job. The Board feels that he and the Board of Trustees are united in the mission and purpose of the College.

Trustee Wiles made a motion to approve the President's contract at a salary of \$142,850 with a housing allowance of \$16,800. This is a two year contract and is at the same rate as the previous contract. Trustee Evins seconded the motion. The motion was unanimously approved.

C. Finance

1. Bob Evins provided a report of the Finance Committee Meeting held on Tuesday, May 17. He noted that the committee discussed and supported the recommendations presented to the Board for the following topics:
 - a. Change in testing fees structure to cover increases from the testing companies. This increase is to cover expenses that have been passed along to the College.

- b. Set the designated reserve to seven percent. Last year the reserve was set at eight percent.
 - c. Audit and financial reports
 - d. Operating Budget
2. Adjust Testing fee structure to reflect current market costs applicable to each test for the Nursing Students.

Trustee Yancey made a motion to adjust testing fees to reflect the current market cost from the testing companies. Trustee Weaver seconded the motion. The motion was unanimously approved.

3. End of month and year to date financial reports.
Tina Wheelis provided an overview of the financial reports for end of month and year to date. Trustee Wiles asked if it would be possible to include previous year actual numbers in a column on the spreadsheet provided for the Board. Tina will provide this information in future reports.

Trustee Wiles made a motion to approve the end of month and year to date financial reports. Trustee Evins seconded the motion. The motion was unanimously approved.

4. Establish the designated reserve balance for the unrestricted operating budget for 2011-2012.

Trustee Evins made a motion to establish and maintain a designated reserve balance of seven percent of the unrestricted operating budget for 2011-2012. Trustee Sullivan seconded the motion. The motion was unanimously approved.

5. Approval of the 2011-2012 Budget.
Tina Wheelis presented the operating budget for 2011-2012. She and Dr. Dawe clarified that the State did not approve a COLA for this year. She noted that the increase is to fund three new faculty, two classified positions for cleaning staff for Mountain View and Ash Flat, a full time manager of the bookstore and, and a part time position that the day care expansion will necessitate. Tina noted that supplies and services have gone up and the Bookstore has increased sales. The new facility at Mountain View and Mammoth Spring will have additional anticipated operating and utility expenses.

Trustee Weaver asked if the six percent increase in expenses comes from additional students. Dr. Dawe and Tina answered in the affirmative.

Dr. Dawe noted that this is a conservative budget that addresses our growth and there is nothing controversial in the budget.

Trustee Weaver made a motion to approve the 2011-2012 Budget. Larry Sullivan seconded the motion. The motion was unanimously approved.

6. Authorization to proceed with solicitation of a design professional for architectural services for the Amphitheatre project at Mountain View.

Dr. Dawe noted that the amphitheatre was not included in the original scope of the building project so it must be re-bid.

Trustee Evins made a motion to authorize the administration to proceed with solicitation and selection of a design professional to provide architectural services for the Amphitheatre project at Mountain View. Trustee Sullivan seconded the motion. The motion was unanimously approved.

D. Selection of the architectural firm for the Facilities Master Plan

Dr. Dawe discussed the need for the Facilities Master Plan, the Board's previous approval of funding, and the Administrative Council's review of the submittals. He asked that the Board of Trustees approve the selection of Wittenberg, Delony & Davidson to provide architectural services for the Facilities Master Plan.

Trustee Wiles asked about the process after the board approves the selection of the architect. Dr. Dawe noted that there will be 4-6 months of planning meetings with staff, community and Board members.

The expense of a Facilities Master Plan continues until the project is complete as it is a "living" document that requires changes.

Trustee Wiles clarified that at the completion of the plan the college looks at its needs and selects a project that is most needed. The Board of Trustees approves that project and proceeds with implementing the selected part of the plan.

Trustee Wiles made a motion to approve the administration to proceed with the selection of Wittenberg, Delony & Davidson to provide architectural services for a Facilities Master Plan. Trustee Evins seconded the motion. The motion was unanimously approved.

E. Policy updates and additions

1. Approve changes to Board Policy: Section 3 Finance and Administration, Policy 3.01 – Annual Internal Budget.

Updates to this policy include:

"The administration will recommend a designated budgetary reserve amount to the Board of Trustees for consideration and approval. The recommended percentage of the operating budget will be based on the anticipated state funding level and corresponding economic conditions expected for the budget year. This percentage may vary year to year, as approved by the Board, depending on the fiscal health of the College and the economic conditions of the state."

2. Approve changes to Board Policy: Section 2 Policy 2.62 – Employee Scholarships and Tuition Reimbursement.

Updates to this policy include:

"The acceptance of tuition reimbursement includes the commitment to continue working at the institution for one contract year, as defined by your position, after the most recent reimbursement period unless the employee is terminated for reduction in force. A contract year is defined by position, such as classified staff 12 months and all contract employees by their normal contract year length. The dissolution of a grant contract does not qualify as termination due to reduction in force. If employment ends before the one contract year period, the employee is responsible to reimburse the College for all tuition reimbursement received. Repayment is due by the final day of employment. Balances not paid will be submitted to the State of Arkansas for collection action. Employees are encouraged to seek clarification of these terms before accepting an employee tuition scholarship.

The general guidelines and application form are available on the Ozarka College website.

All coursework will require successful completion with a "C" or better for undergraduate courses or a "B" or better for graduate courses to qualify for reimbursement. "

A new form has been created to reflect the updated policy and will be implemented upon policy approval.

3. Adopt Board Policy: Section 3 Finance and Administration, Policy 3.25 – Official Functions Policy.

This is a new policy that establishes guidelines for official functions that can be financially supported by the College.

Trustee Weaver made a motion to accept the changes to Board Policies 3.01, 2.62, and 3.25 as presented. Trustee Wiles seconded the motion. The motion was unanimously approved.

President's Discussion

Dr. Dawe provided the following information as an update for the Board of Trustees.

Facilities Master Plan:

- An architectural firm for facilities master planning has been selected by the administration for approval by the Board of Trustees. The firm of WD&D, Wittenberg, Delony & Davidson has extensive experience working with Arkansas colleges and universities and a track record of significant expertise in master planning projects. They are located in Fayetteville and have completed over 200 projects on 20 Arkansas

campuses. Phase one of the four phase project will begin this summer and we can anticipate a duration of approximately six months to complete. All stakeholders of the college community will be represented to include community members. The main campus in Melbourne will be the first priority for identifying future physical plant needs.

Construction Project Update for Sites:

- We anticipate completion of the Mountain View building by July 12th at the latest. Furniture and equipment have been ordered and we should have no problem being ready for the fall semester as planned. Ribbon cutting and dedication ceremony is scheduled for August 11TH at the Mountain View campus. We recently were awarded a grant from the ANCRC for \$165,000 for our amphitheatre in Mountain View. This, combined with the already raised sum of \$30,500 will complete the project so we plan to submit for bids as soon as possible.
- We will begin the expansion of the Ozarka Kids Academy building, a collaborative project with the City of Melbourne, sometime this summer. No children will be displaced from child care during the project and great care will be taken to ensure the facility is safe for all.
- We are in the process of receiving bids for the contract to add parking space to the Ash Flat campus. Will be completed prior to the fall semester.

Alumni Association:

- We are formally establishing an alumni association as of the 2011 graduating class. The association will be open to all graduates, certificate completers and transfer students who have completed at least 30 hours at Ozarka College. Membership will be at no cost initially and the goals will included finding ways to stay in contact with alumni, keep them informed of college events and accomplishments, and to provide opportunities for alumni to help advance the college mission. This is somewhat rare for two year colleges but an important opportunity to develop.

Trustee Weaver asked if the division chair increases were approved when the budget was approved. When this question was affirmed, he asked to go on record as not voting to give four people raises when others cannot have a raise.

Chair Cooper Adjourned the meeting for lunch at 11:29.

During lunch, Professor Jerry Shackette provided an informative talk about the College of the Ozarks Hospitality and Culinary program as well as some of the difficulties and successes of implementing these programs. He mentioned possible articulation agreements with Ozarka College and offered to provide guidance and support needed to help Ozarka with their proposed hospitality program.

Chair Cooper called the Board Meeting back to order at 1:11 pm.

Trustee Weaver left the meeting.

Area Reports

Academic Affairs – Dr. Mike DeLong

Submitted 3 programs to ADHE for approval– 2 due to changes in ADHE policy

- Human Relations program in partnership with ASU
- Applied Design program in partnership with UALR
- Associate of Science in Corrections
 1. We have a Certificate of Proficiency currently with some high schools with concurrent enrollment
 2. For the Associate of Science we will hire an instructor and begin the program in the Fall as a partnership with ASU

Student Services – Ron Helm

- Fall enrollment is on track, Summer I and II already have record enrollment numbers.
- TRiO held Leadership Conference with about 35 students in attendance.
- Academic All Star selection will be made by June 1.
- Working on Student Government this summer to get more involvement from the students.
- Summer Institute – A week long session for junior high students is planned for the summer.

Finance – Tina Wheelis

- 2010 audit completed. The Audit report will go to legislative review for approval and then be distributed for Board review. The audit was very successful with no significant findings.
- Ash Flat Parking Lot - Opened Bids on May 12 – Wednesday will be contract signing with TriCo, who submitted a bid of \$111,000.
- Kids Academy Construction – Advertising for bids mid June.

Advancement – Suellen Davidson

- Spring Gala – The Spring Gala exceeded its fund raising goal of \$15,000 with a total profit of \$15,700.
 - The lobby of the Miller Building will seat about 175 people.
- Mountain View Music Festival – bottom line \$4,475.
- Mountain View golf tournament – June 5 at 2:00 pm.
- Mammoth Spring golf tournament at Cherokee Village South – June 11.
- Foundation Board Meeting is scheduled for June 6 at 9:30 am.
- Suellen provided a list of Foundation Scholarships that have been awarded for the fall.

Planning and Institutional Research – Joan Stirling

- HLC Assessment Academy – 7 attendees – Dr. Dawe, Dr. DeLong, Division Chairs, Joan Stirling.
- Joan discussed a tentative timeline for converting to a Learning College and how the process would involve the six general learning objectives.

- Planning – Four three hour planning sessions were held to further develop the action items related to the supporting strategies of the strategic plan.
- Ozarka received an Arkansas Natural and Cultural Resource Council (ANCRC) Grant totaling \$165,000 to help fund the Amphitheatre in Mountain View. Joan noted that Gin Brown and Kay Adkins did a great job on the grant and that Dr. Dawe did an excellent job with the presentation. Dr. Dawe noted that Karla Rush initiated this grant process before she resigned and that she deserves recognition for her work.

Information Systems – Scott Pinkston

- Updated the technology in the Business Lab in the Hall Building and compressed video room.
- Mountain View – An IT review has been completed for the new building.
- The Learning Lab in the Miller Building is being updated.
- Purchasing and setting up a mobile laptop lab for the Hawkes program for the Developmental Education program.

Planning Meeting 1:29 pm

Visioning

Dr. Dawe introduced the topic of visioning of future programs for the Board to discuss and for brainstorming.

Culinary – Dr. Dawe noted that all campuses would like to offer culinary instruction. He mentioned that we could expand the program size in Melbourne or could add a program to other locations.

Corrections – moving ahead with this program.

Trustee Evins suggested that training in fast food management might be considered as that industry needs people that are trained in that field.

Dr. Dawe noted this could be a component or track of the Culinary program. Dr. Dawe commented that Ozarka could consider starting another culinary site. He noted that he has been approached by people from other locations about having a culinary program. He also commented that it might be better to stay with the current program and expand the program as well as adding a banquet hall to the Melbourne Campus.

Dr. DeLong commented that the management aspect of a fast food track could be added at other locations.

Chair Cooper commented that when you design the curriculum, tracks could be established to offer both options. He noted that we need to know where we are going first.

Chair Cooper asked about the Curriculum on Criminal Justice. He asked how many of these courses can be taught right now. Dr. DeLong noted that only one course for the program still

needs to be developed. He also noted that current employees can attend online for the corrections department will be able to take online courses that work with their job schedules.

Dr. DeLong reported that he has submitted the program approval to ADHE for the July Coordinating Board. The Memorandum of Understanding with ASU has not been submitted at this time. The latest the Associate of Science for Criminal Justice program will begin is spring 2012. The Certificate of Proficiency is currently in place.

Dr. Dawe commented that an evening Diesel program might be started by using the same facilities as the Automotive program.

Chair Cooper commented that he felt that the Criminal Justice program would be the most important program to implement at this time.

Dr. Dawe asked if there was interest in Expanding culinary arts. Dr. DeLong mentioned that Ina Ramsey has a home that is listed on the National Registry of Historic Homes. She is interested in possibly donating this property to Ozarka. The home was built in the early 1800's. Dr. DeLong noted that he is looking at grant possibilities for restoration of the property. This historic home could be a tourist attraction and might be a project that an ANCRC grant might fund.

The University Center is progressing. ASU is getting approval to offer a Bachelor level Business Management program at Ozarka. Arkansas Tech is currently providing a Teaching program.

Trustee Yancey asked if there would be any potential for an Agricultural program with ASU that would focus on the farm to table concept. He noted that there was a lot of interest in farmers market. He suggested that agriculture and horticulture might be possible areas of interest. Chair Cooper agreed that farm colleges received a lot of interest and could provide valuable training.

Sustained Revenue Support

Chair Cooper commented that it would be extremely important that a proposed tax pass the first time it is on the ballot. He suggested a sales tax that was divided between all of the towns in IZARD County and the College.

There was discussion about how to approach a tax for IZARD County for sustained support of the College. It was noted that Ash Flat has a 3/8 cent sales tax that provides sustained support for the Ash Flat location. Possible partnership combinations were discussed as well as noting that IZARD County should lead the way in showing support of the College as the main campus is based in IZARD County. It appears that Stone County is showing some interest in attempting to establish tax support for the Mountain View site.

Trustee Wiles commented that as the Facilities Master Plan is developed, it could be used so people can see what the needs are. The plan will show that the tax is productive and contributes back to the college and community.

Dr. Dawe noted that he and Melbourne Mayor Wommack had been talking about partnering with the city for a tax. He agreed that it might be more effective to delay partnering in a sales tax until the Facilities Master Plan is in place to use it as a tool to show need.

Dr. Dawe also recommended that Ozarka avoid a sundown tax if possible.

Trustee Wiles made a motion to adjourn the meeting. Trustee Evins seconded the meeting. The motion was unanimously approved.

Meeting adjourned at 2:11

Submitted by Nancy Dust