

Ozarka College Board of Trustees
Minutes
September 13, 2011
4:30 p.m.

Attendees: Chair Ben Cooper, Vice Chair Dennis Wiles, Secretary Larry Sullivan, Bob Evins, 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 Ben Cooper called the meeting to order at 4:30 p.m.

Trustee Evins made a motion to accept the minutes of the May 21, 2011 Meeting and Retreat and the Special Meeting of August 10, 2011 as presented. Trustee Sullivan seconded the motion. The motion was unanimously approved.

Chair Ben Cooper welcomed Trustee Darla York to the Board of Trustees.

Science Instructor, David Mitchell, introduced Anna Mickler, student and Academic All-Star for a presentation on Community Structure and Microhabitat Preferences of Macroinvertebrates in a Headwater Stream. Anna provided an excellent presentation that represented the quality of learning being achieved by students involved in the independent study biology courses with Mr. Mitchell.

Dr. Dawe presented letters of appreciation for the City of Melbourne and IZARD County for their support in the Ozarka Kids Academy project. Chair Ben Cooper signed the letters on behalf of the Board of Trustees.

Finance Committee Meeting Update

Trustee Wiles gave a report of the Finance Committee Meeting held on September 6. He noted that the committee was satisfied that all questions asked concerning the reports were answered and would recommend approval of the financial reports and requests.

Academic Affairs Committee Meeting Update

Larry Sullivan reported that the Academic Affairs Committee met on September 6 to discuss proposed and new programs, an overview of the Learning College, and proposed policy changes.

Action Items

A. Selection of Board of Trustees Officers and Committees

Trustee Weaver suggested that Ben Cooper continue as the Chair.

1. Trustee Yancey made a motion to elect Ben Cooper as Chair.

Trustee Weaver seconded the motion.

After discussion about succession and the ability to serve based on the seven year term of Board Members. Board members expressed support for Chair Cooper and appreciation for his service as Chair for the past two years. Chair Cooper commented that he believes it is time for someone else to serve. Dennis Wiles noted that if someone wants to serve as an officer they need to get in line to serve or they will not have an opportunity to serve. Dr. Dawe was asked for his opinion. He commented that he was been very pleased with the service of Chair Cooper and would support whatever decision was made.

Trustee Yancey withdrew his motion.

Trustee Evins made a motion to elect Trustee Wiles as Chair of the Board. Trustee Yancey seconded the motion. The motion was unanimously approved.

Trustee Wiles made a motion to elect Trustee Evins as the Vice Chair of the Board. Trustee Sullivan seconded the motion. The motion was unanimously approved.

Trustee Weaver made a motion to re-elect Trustee Sullivan as Secretary until the end of his current term. Trustee Yancey seconded the motion. The motion was unanimously approved.

The newly elected Chair, Dennis Wiles, will preside over the next meeting.

2. The Board unanimously agreed to appoint Trustees Evins, Wiles and Cooper to serve on the Finance Committee with Trustee Evins serving as Chair and Trustees Sullivan, York and Weaver to serve on the Academic Affairs Committee with Trustee Weaver serving as Chair of the committee.

B. Personnel

1. Approve new hires to fill open positions.
 - a. Drexene Winey – Financial Aid Specialist
 - b. John Kelley – Institutional Services Assistant
 - c. Robin Coggins – Bookstore Office Manager
 - d. Hannah McWilliams – Development/Alumni Relations Officer
 - e. Cheryl Ekenes – Instructor: LPN – Ash Flat
 - f. Loretta Trammell – Instructor: LPN – Mountain View
 - g. Luran-Marie DiPierdomenico – Child Care Technician
 - h. William Ross Jackson – Fitness Center Coordinator
 - i. Tracy Cone – Academic Advising Coordinator – TRiO
 - j. Molly Carpenter – Public Relations Specialist
 - k. Eric Morgan – Arkansas Works Career Coach – Mountain View
 - l. Amy Plaster – Instructor: Criminal Justice
 - m. Brandy Gore – Instructor: Developmental Education

- n. Jeannie Hudspeth – Instructor: Psychology
- o. Jedidiah O'Brien – Instructor: Mathematics Instructor
- p. Justin Ward – Instructor: Developmental Education/Mathematics
- q. Karin Brown – Instructor: Education
- r. Lindsay Wilson-Galloway – Counselor/Student Advisor Career Pathways
- s. Amanda Dobbs – Director of Admissions

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

Dr. Dawe noted that we are looking at having full time positions at the Mountain View and Ash Flat site in the future to better serve students.

Dr. Dawe added that in the future the employee information sheets will include primary site for new hires and will list the discipline.

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

C. Finance

Tina Wheelis provided details on the reports listed below.

1. Approve the end-of-year financial report as of June 30, 2011.
Tina Wheelis provided details of the reports and the unfunded priority request list – Tina provided an explanation of the proposed fund transfers and purchases for the carryover funds which outlined in the Board Book. The Finance Committee previously reviewed this information and recommends it for approval.
 - a. Trustee Evins made a motion to approve the end-of-year financial report as of June 30, 2011. Trustee Sullivan seconded the motion. The motion was unanimously approved.
2. Approve the year-to-date financial report.
 - a. Trustee Weaver made a motion to approve the year-to-date financial report. Trustee Sullivan seconded the motion. The motion was unanimously approved.
3. Approve the revised 2012 operating budget.
 - a. Trustee Evins made a motion to approve the revised 2012 operating budget. Trustee Wiles seconded the motion. The motion was unanimously approved.
4. Approval to submit a request for an Accounting Coordinator position from the two-year college growth pool for the 2011-2013 biennium.
Tina outlined the need for a position that requires accounting degree skills.
 - a. Trustee Wiles made a motion to approve submitting a request for an Accounting Coordinator position from the two-year growth pool for the 2011-2013 biennium. Trustee Yancey seconded the motion. The motion was unanimously approved.

D. Board Policy Updates

1. Approval of changes to Board Policy Section 2 Personnel Policies, Policy 2.10 Employee Recruitment and Selection which include:
"All costs for interviewing a candidate are to be paid from money budgeted for this purpose. All out-of-state president and vice president candidates brought to campus for interview will be reimbursed for actual expenses according to College travel regulations and restrictions. If any out-of-state candidate is offered employment and rejects the offer, the College will not reimburse for an interview expenses. It is the responsibility of the Director of Human Resources to notify the candidate of this policy prior to invitation to interview."

Trustee Wiles made a motion to approve the changes to Board Policy 2.10 as stated. Trustee Evins seconded the motion. The motion was unanimously approved.

2. Approval of changes to Board Policy: Section 2 Personnel Policies, Policy 2.11 Job Vacancy Posting which include:
"To be considered for these positions, the employee must follow these procedures:
 - i. Have been in their current position for at least one year.
 - ii. Upon reading the posted vacancy, the interested employee may discuss the posting with the Director of Human Resources to determining continuing interest. Note: The President may waive the one year requirement in rare circumstances if it is deemed to be in the best interest of Ozarka College."

Trustee Evins made a motion to approve the changes to Board Policy 2.11 as stated. Trustee Sullivan seconded the motion. The motion was unanimously approved.

3. Approval of changes to Board Policy: Section 4 Academic Policies, Policy 4.32 Standards of Progress to change the GPA for the eligibility for the President's List to 4.0 and create a VPAA's List for a GPA of 3.5 up to 4.0. Additional changes include deleting reference to the Physical Therapist Assistant program which is not longer exists in the college.

Trustee Wiles made a motion to approve the changes to Board Policy 4.32 Standards of Progress *as revised with the amendment to remove "and who has no "D" or "F" grade for the term involved."* Trustee Evins seconded the motion. The motion was unanimously approved.

President's Report – Items for Discussion

ACCT Trustee Committees

Dr. Dawe provided information about regional nominating committees

Trustee Evins noted that he was blessed to be able to represent the College at that ACCT Convention at Washington DC in August. Trustee Evins provided an overview of topics of discussion from the convention. These included:

- Responsibilities of the Board of Trustees for colleges of the US. He noted that he now has a better understanding of what a tremendous responsibility a Trustee has as a Board Member of the College.
- Interaction between faculty and staff and the trustees.
- Retreats: Mr. Evins reported that most Boards have a minimum of two retreats. Boards should budget for these retreats.
- Responsibilities Trustees have with school budgets and Foundations. He noted that the information provided concluded that:
 - The Board of Trustees should be controlling the Foundations and if this is not the case, it should be.
 - The Board should clearly understand the mission of the Foundation and the College.
 - Some Colleges have more than one foundation – some for capital improvement, some to just scholarship activities
 - The Board should approve all appointments to the Foundation.
 - There should be a memo of understanding between the Board of Trustees and the Foundation.

Ben Cooper noted that we have made some moves to bring the Foundation closer to the Board in the last year.

- Regional Accreditation Discussions
- Accountability of the Trustee to Assessment, Planning and Budgeting
- Advocacy
 - Trustee should understand the mission of the college.
 - Somewhat politically connected to use contacts for the college
 - Community liaison.
 - Be connected via Twitter /web.
- Budget control act of 2011
 - New caps on discretionary spending 2012-2021
 - Pell Grants will be dropping from ten billion to seven billion in 2013.

Trustee Evins noted that it was good to interact with other Trustees around the country. He also commented on the difference in appointed and elected Trustees. The elections appear to be very politically charged. Dr. Dawe noted that with a transition to a community college the trustees will be elected.

Trustee Wiles asked if other Arkansas trustees attended the conference. Trustee Evins noted that North Arkansas Community College at Harrison and Pulaski Tech had representation at the conference.

Trustee Yancey asked if this type of training could be arranged for a retreat.

Trustee Evins noted that ACCT can provide assistance in arranging for guest speakers. Trustee Evins also noted that he would like to have a spring and fall retreat that included faculty and the foundation for developmental training and socialization.

There was discussion about the issue of the Board of Trustees being responsible for the activities of the Foundation and whether the Foundation Board currently operates under the Board of Trustees. It was agreed that the Foundation Board is doing excellent work and that efforts have been made to bring the two boards closer together. Trustee Evins serves as a Liaison between the Boards and Foundation Board Chair Garry Lawrence frequently attends Board of Trustee meetings as well. Trustee Evins noted that according to the cases cited at the ACCT convention, Trustees are legally responsible for the actions of the Foundation. After additional discussion, Trustee Wiles asked that the Foundation Board provide a quarterly report to the Board of Trustees for review and transparency. Again, Trustee Evins noted that he believed the Foundation Board is doing an exceptional job.

Dr. Dawe asked if the Board would be interested in a developmental and social event for the two boards. Trustee Evins commented that most schools have one combination retreat between the boards.

Facilities Master Planning progress report

Dr. Dawe noted that the Facilities Master Planning committee has met with the architectural firm of WD&D three times. The current focus is on the Melbourne Campus and there is a consensus that we need a college center facility to bring all of student services together. The architects are currently working on a rendering that will be available for use in the tax proposal.

Dr. Dawe noted that there will be discussion of a possible bond issue in the future and the City of Melbourne is moving forward with the tax initiative.

Letter of Appreciation from Senator Irvin was included in the Board Book for awareness.

Area Reports

Academic Affairs – Dr. Mike DeLong

Learning College information will be presented at the December meeting.

Student Services – Ron Helm (absent due to college obligations)

FTE is up 5% from last fall.

Finance – Tina Wheelis

The Audit Review by the Legislature was held last week. Trustees should be receiving the reports soon.

Pell Disbursement will be September 15 - \$2.7 Million in Pell funds will be drawn down with \$1.1 Million refunded to the Students

Advancement – Suellen Davidson

Suellen commented that she was very pleased with Hannah McWilliams and Molly Carpenter as new members of her department.

The Mountain View Ribbon Cutting was very well attended and a great event for the new building.

Scholarship Reception was held last Thursday with 110 in attendance; 24 scholarship recipients.

The Golf Tournament at Coopers Hawk is scheduled for September 24. Suellen expressed her thanks for the support from the Board and noted that the team slots are full.

The Foundation Board meeting was held on Monday.

Planning and Institutional Research – Joan Stirling

Joan Stirling provided a graph that shows students by our five main campuses which depicts that internet is our largest "campus" due to needs of our students.

Dr. Dawe mentioned that in the future we will be looking for a Distance Education Coordinator to ensure continued success and rigor of the internet division.

She also provided a graph that shows Ozarka College Completers for 2010-2011 by degree.

Joan noted that Dr. DeLong has applied for formal approval for Mammoth Spring as an official site from HLC. The site is approved but a site visit is pending.

Information Systems – Scott Pinkston

Scott noted that his department works to provide infrastructure for the college. He commented that his department was extremely busy this summer and he would like to formally recognize Chaney Coleman for his efforts above and beyond the normal requirements.

Other

Chair Cooper noted that there would most likely be a Special Meeting in the near future. He also noted that the City is working toward a Special Election for the proposed sales tax. He noted that the planning needs to be more visual to the public before the vote on the sales tax.

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

Meeting adjourned at 6:55 p.m.

Submitted by Nancy Dust.

