

**Ozarka College Board of Trustees  
Regular Meeting Minutes  
Thursday, September 16, 2010  
4:30 p.m.**

**DRAFT**

**Attendees:** Chair Ben Cooper, Vice Chair Dennis Wiles, Barbara Perryman, Larry Sullivan, Bob Evins, Paul Weaver, Jack Yancey, Dr. Richard Dawe, Ron Helm, Tina Wheelis, Joan Stirling, Suellen Davidson, Michael Orf, James Spurlock, Nancy Dust

Dr. Mike DeLong joined the meeting at 6:00 pm (returned from a meeting in Little Rock)

Chair Cooper called the meeting to order at 4:30 pm.

Bob Evins made a motion to approve the minutes as submitted. Larry Sullivan seconded the motion. The motion was unanimously approved.

Dr. Dawe welcomed Jack Yancey to his first quarterly Board Meeting as a new Trustee.

**Action Items**

**Item A Personnel**

Consideration of new hires:

Jennifer Cannon – Registrar

Laura Lawrence – Director of Financial Aid

Kendra Smith – Community Outreach Specialist, Perkins

Mickey Freeze – Advising Coordinator, Perkins Grant

Candace Jeffery – Advising Specialist – Ash Flat, Perkins Grant

Paige Holloway – Advising Specialist – Mountain View

Suellen Davidson – Director of Advancement

Nancy Dust – Assistant to the President and Interim Director of Development

Bryan Jeffery – TRiO Transfer Specialist

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

Mr. Weaver asked if there are funds available for these hires and positions. Dr. Dawe replied that yes, the money is available.

**Item B Financial Report**

Tina Wheelis, Vice President of Finance, provided a summary of the end-of-year and year-to-date financial reports. She reminded the Board Members that majority of the funding comes in September and February.

Paul Weaver made a motion to approve the end-of-year and year-to-date financial reports. Dennis Wiles seconded the motion. The motion was unanimously approved.

### **Item C Updates of Board Policies**

To approve changes to Board Policies:

Dr. Dawe introduced the proposed changes to the Board Policies by separating policies and procedures and updating policies to better serve the mission of the college. The following changes were presented.

- Section 1 Governance
  - 1.20 Board of Trustees
    - Update Qualifications based on changes to Act 82 in the State of Arkansas 87th General Assembly Regular Session 2009*
  - 1.30 College Organization
    - Remove Committee Structure from policy to an administrative procedure*
  - 1.50 Review of Board Policies Manual
    - Updated to separate policies and procedures*
  
- Section 2 Personnel Policies
  - 2.21 Compensation and Categorization of Faculty
    - Combine Policies 2.21 and 2.24*
  - 2.48 Sexual Harassment
    - Added sections concerning Reporting Requirement and False Allegations*
  - 2.60 Retirement Benefits
    - Updated changes in percentages and offerings*
  
- Section 3 Finance and Administration
  - 3.24 Endowment Management
    - Submitted for review and discussion*
  - 3.32 Use of College Facilities for other than College Activities
    - Remove the procedural section from policy to an administrative procedure*
  
- Section 4 Academic Policies
  - 4.10 Institutional Assessment
    - Updated operational definitions and Assessment Implementation and Review*
  - 4.25 Faculty Loading
    - Updated policy*
  - 4.53 Credit for Correspondence Courses
    - Delete policy*
  
- Section 5 Student Services
  - 5.40 Student Conduct
    - Updated item 17: Sexual Assault, Stalking and Domestic/Dating Violence*

5.54 Student Organizations  
*Changed Student Council to Student Government Association and updated  
Trade and Professional Societies*

*Edit policy 2.21 Compensation and Categorization of Faculty to include the statement:  
The Vice President of Academic Affairs may approve by exception deviations to the minimum  
enrollment of 10 students.*

*Policy 3.24 Endowment Management  
This policy will be discussed with the Foundation Board at their December meeting. At the next  
Board of Trustee Meeting the Policy will be presented for approval for the change of the  
Investment Committee meeting frequency to "as needed and no less than quarterly."*

There was discussion about the appropriateness of separating Board policies from administrative procedures, the Board's control with this separation and the process followed in making these changes.

Barbara Perryman made a motion to accept the updated Board Policies with additional language as amended. Larry Sullivan seconded the motion. The motion was unanimously approved.

**Item D Memorandum of Understanding with the Gorno-Altai University in Russia**

Dr. Dawe described the cultural exchange opportunities that have been happening with students at the Mountain View site and Gorno-Altai University in Russia. An agreement has been submitted for Board Approval for the cultural exchange.

Dennis Wiles made a motion to approve the Memorandum of Understanding for a partnership between Ozarka College and Gorno-Altai University. Bob Evins seconded the motion. The motion was unanimously approved.

**Item E Core Strategic Plan**

Dr. Dawe reviewed the Core Strategic Plan. He noted that once approved action items will be added giving departmental and personal responsibility for how the goals of the plan will be accomplished.

Paul Weaver made a motion to approve the core Strategic Plan as proposed by the administration. Barbara Perryman seconded the motion. The motion was unanimously approved.

**Item F Secretary of the Board of Trustees**

Dennis Wiles made a motion to elect Larry Sullivan as the Secretary to the Board of Trustees. Paul Weaver seconded the motion. The motion was unanimously approved.

**Discussion items – Dr. Richard Dawe**

**Enrollment Growth**

Dr. Dawe commented that he is pleased to report our fall 2010 enrollment has increased from 1,364 to 1,591 since last fall semester (15 percent growth). The Full Time equivalent, or FTE, is up by 23 percent which shows that our students are continue to increase the number of courses taken each semester. We now have a slightly higher percentage of male students at 28 percent of the student body and ages range between 14 and 80 years of age. The following data represent growth at all Ozarka locations:

Melbourne: 2009-547 (FTE 288); 2010-482 (FTE 294)  
Ash Flat: 2009-347 (FTE 205); 2010-444 (FTE 258)  
Mountain View: 2009-291 (FTE 188); 2010-392 (FTE 255)  
Mammoth Spring: 2010-48 (FTE 17)  
Internet Classes: 2009-452 (FTE 167); 2010-638 (FTE 242)

Fall enrollment typically runs higher than spring for colleges but he would anticipate continued growth in Ash Flat, Mountain View and Mammoth Spring next semester. Fall 2011 could result in an additional 100 in all three sites and we will look closely at Melbourne numbers to seek growth on the main campus. Marketing and awareness of new and existing programs will be emphasized. Dr. Dawe noted that Kim Whitten has done an excellent job with Public Relations for the programs.

#### **Board of Trustees Self Assessment**

Dr. Dawe proposed that the Board of Trustees conduct a self-assessment the next Board meeting (December) to assess Board performance not of individual Board Members but rather of the Board as a whole. This is considered important by the Higher learning Commission and is a best practice in colleges nationwide. If approved, he will develop a recommended format prior to the meeting and then provide it to each Trustee prior to the meeting in December in order to have results to present to the full Board.

#### **Proxy Vote**

It has been suggested that the Board of Trustees may want to consider allowing proxy votes in the future. Proxy votes are currently prohibited in the Board of Trustee Bylaws. Consideration should be given to the likelihood that this would result in an increased number of absences at Board meetings.

BPM 1.21 Meetings and By-Laws of the Board states:

"Power to Vote. All members of the Board may vote on all matters coming before the Board for consideration, but no member may vote by proxy. It shall require a majority of the members present to take official action on a matter."

The majority of the Board members expressed their preference to keep the policy as is.

#### **University Center**

Ozarka College is developing a "University Center" on the Melbourne campus to facilitate those students who wish to stay in the local area to pursue a Bachelor degree or for those college

graduates who want to obtain graduate hours toward a Masters. Dr. Dawe and Dr. DeLong have met with several universities laying the groundwork for this new opportunity for our community:

- Arkansas State University – Jonesboro has expressed an interest in partnering in the Business, Education, Animal Science, Agriculture, Hospitality, and Nursing areas
  - Dr. DeLong and Michael Orf met with the Provost and Deans during the summer to discuss which programs may benefit our students
  - Additional meetings are being scheduled in the September/October timeframe to refine the plans.
- Henderson State has discussed aviation
  - Our administration is still considering the aviation opportunity
- University of Arkansas – Fort Smith would like to offer the Bachelor of Applied Science at Melbourne
  - A meeting is currently being scheduled in September to finalize.
- University of Central Arkansas
  - Lance Grahn, Provost and CAO, will be meeting with Dr. Dawe and Dr. DeLong on Sept. 20<sup>th</sup> to discuss degree options

Some of these programs could begin as soon as this Spring depending on the program, the partner universities' resources and overall marketing. A good target date would be next Fall.

The Ozarka University Center will potentially establish the college as a regional resource for four-year degrees and/or graduate programs. In obtaining this recognition, Ozarka begins the process to offer its own four-year programs.

## **Area Reports**

### **Academic Affairs - Dr. Mike DeLong**

Dr. DeLong reported that Academic Affairs is starting the spring and summer scheduling process. They are also looking at scheduling for Mammoth Spring. Hybrid courses to allow for more scheduling options are being considered for the Spring. The schedule deadline is the end of October.

### **Student Services - Ron Helm**

Ron Helm provided demographic information for the fall semester.

- 370 first time full time
- Ages 14-80
- Average age 30
- Increased in each county
  - 151 to 214 in Fulton County
- 169 students are high school students

### **Finance - Tina Wheelis**

Tina Wheelis reported that there is a new roof on the John E. Miller building and the project came in under budget. This project was funded by ARRA funds and a request has been submitted for approval to spend the remaining funds on another project.

The audit report has been through the legislative committee. It was a no finding audit. Tina commended her staff for their excellent work to make the audit process easier.

The Ash Flat Parking lot construction will require a survey before the work begins. The survey is scheduled for next week. A civil engineering firm will assist with this project.

Tina provided the Bookstore Taskforce Report that was requested by Mr. Weaver.

### **Advancement - Suellen Davidson**

Suellen Davidson thanked the Board members for their attendance and support given to the Foundation Board and their fundraising efforts.

Suellen reported on

- Scholarship Reception
  - 26 recipients honored
  - 130 attendees
- Annual Foundation Board Retreat
  - Tim Huddleston, Dean of Development from the College of the Ozarks was the guest speaker
- Golf Tournament
  - Saturday, September 18 at Cooper's Hawk Golf Course
  - 30 teams/120 participants
  - Hole in One sponsored by Mr. Jack Yancey and Freedom Ford
  - Over 50 sponsors at various levels
  - Major Sponsors
    - FNBC – Corporate Sponsor
    - Liberty Bank, Mr. Bob Evins – Lunch Sponsor
    - CenturyLink
    - Simmons Bank
    - NAEC
- Mountain View Capital Campaign
  - One room left for \$25,000 (in progress)
- Planning for a concert in the fall
- Planning for a Christmas Open House including the new movie screen

### **Planning and Institutional Research – Joan Stirling**

Joan Stirling reported on the Self Study. She provided a copy of the final Self Study Report to each Board member. She noted that the Higher Learning Commission site visit is scheduled for November 15-17. She told the members that on one of those days they will request to meet with the Board of Trustees. Joan asked that the members all try to read the report noted that at the end of each of the five central chapters, there is a section that identifies the strengths and challenges of the College.

### **Information Systems – Scott Pinkston (absent)**

Scott Pinkston was excused from the meeting due to power failure in the early morning hours that required him to be in the office before 3:00 am.

Dr. Dawe noted that the AREON grant that was received by UAMS will provide a fiber optic backbone that the colleges will be able to connect to for faster service.

**Other**

**Ceremonial Mace**

Dr. DeLong presented the Ceremonial Mace that was created by Dr. Wright Pillow, former Director of the Arkansas Craft School, and gifted to the College. The Mace will be used in the graduation ceremony.

**Mountain View Construction**

Dr. Dawe reported that the parking lot has had a five day delay due to difficulties with installation of the light poles. At two to four feet, the contactor hit rock, so they are using an alternate type of installation for the lights. The construction should be completed with September 24. The building is scheduled to be completed in June/July of 2011.

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

Meeting adjourned at 6:41pm.

Submitted by Nancy Dust