

President's Consultation Council Meeting

Minutes

12/8/10

8:30 a.m.

Attendees: Dr. Richard Dawe, Dr. Michael DeLong, Ron Helm, Tina Wheelis, Joan Stirling, Scott Pinkston, Suellen Davidson, Michael Orf, Kathryn Langston, Ruby Johnson, Holly Ayers, Trish Miller, Joe Smith, Nancy Dust

Dr. Dawe greeted everyone and commented on the excellent HLC self study results. He noted that work will begin to improve assessment through involvement in the HLC Assessment Academy while continuing to maintain and improve quality in other areas.

The purpose of this meeting is to review of Board of Trustee Agenda for the December 16, 2010 Board of Trustees Meeting.

Agenda items include:

Call to order

Approval of Minutes from September 16, 2010.

Dr. Dawe presented highlights from the previous Board meeting including:

- Policies – Boards are in charge of polices but the procedures are the managerial part of running the college.
- The PAC will begin work on the Strategic Plan to add the detail to achieve our goals.

Action items

Personnel

- Karen Hall – Director of Kids Academy
- Anthem Eder – Administrative Coordinator of the Mammoth Spring site – Classified position

Dr. Dawe noted that though not on the agenda, the following issues will be dealt with in January:

- The position for accounts payable and a full time grounds assistant will be filled in January.
- Paige Holloway has resigned and her position will be advertised soon.

Associate of Science in Business

- This program will streamline the transfer from two-year to four-year institutions for the Associate of Science in Business transfers. This program will begin in the spring. Joan reminded Dr. DeLong to check with HLC for their requirements of this program. Dr. DeLong will research and ensure we have the required approvals.

Finance report

- Tina Wheelis summarized the year-to-date financial report.

Budget Revisions

- Dr. Dawe explained the Board's position on the eight percent reserve and the accumulated cash reserve.

- Tina Wheelis reviewed the suggested revisions to the budget for the year-end cash accumulation.
- Dr. Dawe discussed the need for a facilities master plan.

Endowment Management Policy

- Dr Dawe discussed the Endowment Management Policy change which requires the Investment Committee to meet at least twice per year.
- This policy also designates that the Chair and Secretary of the Board attend the Investment Committee meetings.
- Dr. Dawe and Suellen Davidson will encourage liaisons from each board to attend the respective Board meetings.
- Dr. Dawe noted that endowment contributions and other donations must be agendaized and approved by the Board of Trustees.

Items for Discussion

Dr. Dawe noted that he would address the following topics with the Board. The comments below are taken directly from the Board Book for December 16, 2010.

A. Board of Trustees 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 its 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 visit 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.

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.

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 large amounts 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.

Comments concerning the John E. Miller historical documents included:

- Ruby Johnson – Arkansas Historical Society has grants for preservation of the history
- Joan Stirling – The Clinton School might use this as a project for students
- Holly Ayers – Rockefeller Center might use this as a doctoral study
- Joe Smith– Could have glass display cases in the lobby to display some of the items to encourage support
- Trish Miller– Keep it in the Miller building once another building is built

Area Reports

Dr. Dawe and Tina Wheelis – COLA – Ozarka employees, as appropriate, will receive a retroactive two percent COLA and the career service awards that should have been paid.

Trish Miller – Sandra Miller is back and doing well. Kendall Morrison is having some tests run.

Holly Ayers – Developmental redesign team meeting on Friday.

Ron Helm

- Enrollment is ahead of schedule.
- We have 60 registered at Mammoth Spring so far.
- Wanda McConnaughay, Joyce Baker, Charlotte Knox have all been off due to illness or family illness.

Suellen Davidson – Had the quarterly Foundation Board Meeting on Monday.

Dr. Dawe

- Budget going through legislative process at this time.
- Will be going to the legislative sessions this spring.
- Ozarka Holiday Express – good event – 560 in attendance
- Ribbon cutting at 10:30 for College Drive

Joe Smith

- Students are thankful to have benches back in the Miller Building.
- Several people asking about increased activities (basketball, gym use, etc).
- Students asking for resources other than the scheduled tutors.
- SGA – four student body present at the last meeting – would like to use the compressed video rooms.

- Mountain View has filled all of their SGA governing positions now.

Dr. DeLong – A draft of the Academic calendar for 2011-2012 has been completed. It is for 169 days instead of the historical 180 days.

Ruby Johnson

- Made selections for the 40 RN's for January.
- Mammoth Spring CNA class has eight students registered.
- TEAS test is changing again. Attrition may go up due to the change in the test.
- Evening and weekend classes are doing well. Deborah Kirtley is doing well with her classes.
- Mountain View nursing classes are looking forward to moving in the fall.
- Ruby noted that she is proud of all of her instructors and students.
- HIM will have 10 to 12 graduates.

Kathryn Langston – Registering and adding sessions.

Michael Orf – Rowdy Ross at Mountain View has show interest in the Criminal Justice program.

Scott Pinkston

- Asked if there were any registration issues.
- The first AREON/BTOP grant meeting will be on Monday. Chaney, Scott and Tina will attend. The backbone should be in place by 2013. We will need to begin looking at how we will use this technology. (ARNEC, 4-Year possibilities, SKYPE)
- Working on revamp of Developmental test scores
- Working on redesign with ARNEC
- Still experiencing problems with ASIS

Joan Stirling

- HLC recommended the Assessment Academy, which we had already joined. There will be a pre-session in April and the Academy is in June. Dr. Dawe, Dr. DeLong, Joan and the Division Chairs will attend.
- Planning – Process will begin shortly
- Institutional Research – Joan has a form that should be filled out for any institutional research inquiries.
- IPEDS – The IPEDS report open for winter information. Joan will be distributing information about that today.

Meeting adjourned at 10:05.

Submitted by Nancy Dust