

PCC Meeting
Minutes
3/10/11
8:30 am

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

Absent: Joan Stirling, Dr. Mike DeLong, Ruby Johnson

Dr. Dawe opened the meeting with comments about the charge of the PCC committee.

Minutes

Kathryn Langston asked if the Board Chair had signed the Associate of Science in Business Proposal form. Dr. Dawe responded that they did not sign the form. He will talk with Dr. DeLong about the process.

Trish Miller suggestion that the proposals be posted on the committee sites as they go through committees. This will help track the movement of the proposal. Dr. DeLong will be asked to implement a tracking system that can be posted.

In future Board Books the Committee Meeting Updates section should information regarding the Board committee minutes and topics of discussion.

The Academic Affairs Committee met to discuss Action Item C – Adjustment to the full-time faculty overload compensation formula. Dr. Dawe noted that full-time faculty was receiving less compensation for overload than adjunct pay. It was noted that the formula was not previously discussed with faculty council and division chairs.

Holly asked how the Science Lab and College Success classes would be paid. Seat time in Science Labs is not equal to credit time so they are currently paid \$650 for the lab. College Success is paid at \$650 to encourage instructors to teach the course.

Dr. Dawe noted that those two classes are not included in this action. Tina commented that Dr. DeLong had discussed this with her and it would be straight across.

Dr. Dawe noted the proper dialogue about the overload formula has not happened. Trish noted that she could bring it to Faculty Council this Friday.

Michael suggested that the straight across pay would be more money. Holly noted that it was still not fair to the science instructor.

Dr. Dawe noted that the action item would proceed to the Board of Trustees and the Science Labs and Student Success Class would remain at \$650. All other overload pay would follow the new formula.

Tina asked if there is a limit of the amount of overload hours that an instructor can carry. Holly noted that 21 hours is the maximum load but Dr. DeLong has the authority to override this when necessary.

Scott asked there was a conflict with the ability to schedule overload instead of using other instructors. Dr. Dawe noted that faculty overload is sometimes necessary but hiring new instructors should help this issue. He noted that we should prevent overload to the extent that we can.

Action Items

Personnel

A-1 Approve new hires to fill open positions

Dr. Dawe provided an overview of the new position hires.

A-2 Reappoint administration, faculty and staff for the 2011-2012 academic year

B-1 Finance

Tina Wheelis provided an overview of the financial report.

Discussion Items

Dr. Dawe noted that a copy of the HLC team report was included in the Board Book. Ozarka was approved for reaccreditation until 2020. We will work to continue to improve assessment and will attend the HLC Assessment Academy.

Economic Impact Summary

Dr. Dawe highlighted the results of the Economic Impact Study. He provided a copy of the Executive Summary and Fact Sheet and summarized the points of interest. The Fact Sheet will provide excellent talking points for community meetings. The entire 70 page report will be made available for review.

Ozarka Summer Institute

Ron Helm summarized the events that will be included in the Ozarka Summer Institute. The event will be held July 11-14 from 1:00-4:00 pm for seventh through ninth grade students. Future plans for the event will be based on the results of this year's event. The institute will offer a fun learning environment.

May Board of Trustee Planning Meeting

There is discussion about hosting a Board of Trustee Annual Planning Meeting at the College of the Ozarks at the Keeter Center. Visiting the Keeter Center would provide an overview of the possibilities that an expansion of the Culinary Arts program and a Tourism and Hospitality Management program might offer. We may consider holding this retreat in the fall.

Employee Tuition Policy

Dr. Dawe noted that the current Employee Tuition Reimbursement policy has been questioned for clarity. The risk with bringing this policy to the Board of Trustees for review is that the tuition reimbursement program could be considered extravagant considering very few colleges offer such a benefit. We will present suggested changes that clarify the language and define the payback period as one year.

The committee spent time discussing the suggested changes and wording of the policy for further clarity.

Dr. Dawe will advocate for the policy to remain in place with the clarifications; however, as this policy only benefits a small number of people and may be difficult to justify in the current fiscal environment.

Employee Satisfaction Survey

A one page summary is provided in the Board Book. Joan Stirling will present the whole report to the Board of Trustees and it will be released to the employees on myOzarka. The summary will be provided on the webpage. Dr. Dawe discussed the comparison between 2010 and 2011 and noted that there has been substantial progress in several important areas. He also noted that critical comments should be taken as learning opportunities.

Around the Room Discussion

Michael Orf

- Hiring two math and one social science instructor.
- Talked with Thayer, MO counselor and principal about things we could do with them.

Trish Miller

- The All Faculty Meeting will be held the 4th Friday of April
- There will possibly be a presentation by a student for course requirement.

Dr. Dawe noted that he would like to meet with Faculty Council Chair on a regular basis.

Holly Ayers suggested that the Faculty Council Chair be added to the Administrative Council for faculty representation. Dr. Dawe noted that he had been considering this and would discuss with the Administrative Council.

Suellen Davidson

- Gala , March 31
- Concert – April 2 at 7:00 pm – \$15 – Roy Rogers Jr. Band, The Cobb Brothers, Pam Setser, Danny Dozier and Gary Rounds – Ozark Folk Center

Tina Wheelis

- Budget information is due March 15
- Auditors will be here this week
- Facilities Masters Plan – advertisement is currently running
- Ash Flat Parking lot – design is with the with Engineer and should be going to bid soon

Joe Smith – SGA

- Clean up day/Service project scheduled for April 22 for all locations
- Planning a campus wide softball tournament – Planning for the last Saturday of March or the first Saturday of April
- Ron Helm noted that we need to include Mammoth Spring in SGA activities.

Ron Helm

- Graduation Committee will be meeting soon.
- Auditing Degrees and Intent to Graduate forms
- Planning a SGA at Mammoth Spring for next year
- Students services has a new Registrar, Director of Admissions, and Financial Aid Specialist
- Communication is improving between departments

- DOL grant – Ron noted that he appreciated the efforts from everyone in prioritizing the grant information requests. He noted that most of the things being covered in the grant are things we were already pursuing.

Holly Ayers

- Attended professional development for NCAT and Hawkes redesign
- Will be attending an English writing redesign workshop on Friday

Kathryn Langston

- Working on Program Reviews
- Hall Building update is in progress. Carpet will be laid during spring break.
- Working on department budgets

Scott Pinkston

- B-Top grant is progressing. A Fiber optic backbone will be run to Ozark from two directions. A 50x50 fenced hut will be built and the property it sits on will be title to the federal government. The proposed spot for the hut is behind the grounds building. Scott noted that the Engineers will be sending photos of where it will be and what it will look like.

Dr. Dawe suggested that we promote the project on our website to provide information for the community.

Dr. Dawe

- Budget and Personnel requests are through legislative committees. Ozarka received compliments for managing our growth rate effectively and efficiently.
- Senator Irvin submitted a GIF Bill for \$2,000,000. It is progressing. It will not likely net the \$2,000,000 but could provide some General Improvement Funds for the College.
- Thanks for the quick turnaround on the performance reviews. We will start the process earlier next year.

Meeting adjourned at 10:51.

Submitted by Nancy Dust.