

**Ozarka College  
Board of Trustees  
Regular Meeting  
March 19<sup>th</sup>, 2015  
3:30 p.m.  
Student Services Center Conference Room  
MINUTES OF MEETING**

**Attendees:** Chair Bob Evins, Vice Chair Jack Yancey, Dennis Wiles, Ben Cooper, Tim Gammill, Paul Weaver and Darla York- via conference call

**College Personnel Attending:** Dr. Richard Dawe, Dr. Dennis Rittle, Joan Stirling, Jason Lawrence, Tina Wheelis, Suellen Davidson, Scott Pinkston, Josh Wilson, Zeda Wilkerson, Courtney Lock and Tess Weatherford

Absent: Ron Helm, Chris Lorch

Chair Evins called the meeting to order at 3:30 p.m.

**Minutes of Meeting**

Chair Evins moved to approve the minutes from the December 18<sup>th</sup> 2014, regular meeting. Trustee Weaver seconded the motion. The motion passed unanimously.

**Area Reports**

**Academic Affairs**

Dr. Dennis Rittle, Provost, updated the Board on the following events in the Academic Affairs department:

- Ozarka College has received approval to be an official Digital Learning Provider for secondary partners. This approval will permit Ozarka College to transmit educational coursework into the local school systems in support of high school student learning requirements.
- Ozarka has partnered with five other two-year colleges and received a grant which has funded a new 3G SIM Man (USDA Delta Grant). The SIM Man will be installed in early April and faculty training will begin in early May. Dr. Rittle explained that this technology will allow nursing students to complete some of their clinical requirements in the skills lab using the SIM Man.
- Dr. Rittle was pleased to announce that the Ozarka College Adult Education Department received approval to become an official Workforce Alliance for Growth in the Economy (WAGE) Center. Dr. Rittle said this program is designed to develop workforce readiness skills in unemployed and underemployed Arkansans. The next closest WAGE Center in the state is located in Conway.

- Nursing faculty members, Susan Thielemier and Valerie West, have contacted area high school students interested in a career in nursing and have begun a pilot for them to begin Practical Nursing in the fall if they can meet all pre-requisite courses. Dr. Rittle said these courses are occurring in area high schools such as Melbourne and Highland.
- Dr. Rittle updated the Board on the Aviation program, he said that Ozarka has received approval from the higher learning commission to begin the Aviation program and by next week Ozarka will begin securing the approval from the Federal Aviation Administration. Dr. Rittle was pleased to announce that Ozarka has received and installed the flight simulator at the Melbourne airport.
- Dr. Rittle updated the Board on the Information Science Technology program: He said Ozarka has received approval for the CP and TC in Information Science Technology program and the technical certificate will begins in Fall of 2015. Dr. Rittle told the Board that academics is currently working on an Associate of Applied Science (2 year degree) to begin in Fall of 2016.
- Dr. Rittle said the IST lab will receive the following through the Perkins Grant:
  - Second Server with Virtualization capabilities (feed software to other PCs and to permit multiple operation systems to exist on multiple PCs)
  - Android Tablets (2)
  - Computer Tool Kits (4) to allow students to complete maintenance and repairs on PCs
  - Power Supply Testing Equipment
  - Multi-meter (test electricity flow throughout a PC)
  - Approved to be a Testing Center for Industry Credentials such as A+ certifications

### **Finance**

Tina Wheelis, Vice President of Finance, briefed the Board on business in the finance department. She said that work on the 2016 budget and requests from the legislature have kept the finance department busy. Tina informed the Board that the salary projection is finished, employee performance reviews are complete and the department budgets have been submitted.

### **Student Services**

Zeda Wilkerson, Registrar, reported on the following for Student Services in Ron Helm's absence:

- The TRiO grant application was submitted for reaffirmation in February. Zeda said Ozarka should know the outcome before August 1<sup>st</sup>. Zeda reminded the Board that TRiO serves over 200 students and one of the strongest indicators of the success of the TRiO program is their student persistence rate, which currently stands at 75%.
- Recently with Perkins grant funds we purchased equipment for the IST lab in Ash Flat, including: A Galaxy Tab pro-tablet, power supply tester, a Metro Vacuum Data Vac., and

other items. Zeda said also purchased was an Exam Vouchers for the CompTIA A+ Certification Exam. In addition, two nursing beds were purchased for the Allied Health Labs.

- Zeda said that this past December Ozarka had 206 credentials completed. We had 210 the previous December. So far for the Academic Year we 209 unduplicated graduates.
- The 2012 three year cohort default draft rate is currently at 19.3%, 2013 is at 11.84% (20.75 worst case scenario and will close this September) and 2014 is at 6.63% Sept. 2016. These rates are more than 50% lower than the previous three-year cohort default rates.

### **Administration**

Jason Lawrence, Vice President of Administration, updated the Board on past and present events that have taken place on the Melbourne campus. Jason said maintenance is planning to install sprinkler system for the Student Services Center over Spring Break if weather permits. Jason said that over the next few weeks maintenance will install the AED units across campus.

### **Planning and Institutional Research**

Joan Stirling, Vice President of Planning and Institutional Research, provided the Board with a copy of the program for this year's American Voices Series. Joan talked to the Board about this year's event: "Americans with Disabilities," she said the event will take place on Tuesday, April 7<sup>th</sup> at 10:30 a.m. in the Lecture Hall of the John E. Miller building. Joan said she has been busy finishing up work before her retirement in mid-April.

### **Advancement**

Suellen Davidson, Director of Advancement, reported on past and present Foundation events:

- February 3<sup>rd</sup> Foundation Board meeting
- March 7<sup>th</sup> Ladies Luncheon- 83 tickets sold
- Foundation Gala April 9<sup>th</sup> at 6:00 p.m. in the Student Services Center
- Fulton County Golf Tournament June 6<sup>th</sup> at 9:00 a.m.

### **Information Systems**

Scott Pinkston, Chief Information Officer spoke to the Board about how the students are using the new computer lab located on the second floor of the Student Services Center. Scott informed the Board of the new ALERTUS notification system that Ozarka received from the Blue and You Grant. Scott explained what the ALERTUS system would do for all Ozarka campuses, he said they to install the ALERTUS notification system by mid-May. Lastly, Scott's spoke to the Board about the expansion of the IST program on the Ash Flat campus.

### **Student Government Association**

Zeda Wilkerson introduced County Lock, SGA Vice President, to the meeting. Courtney updated the Board on the past and present SGA activities:

- SGA students Mountain View campus raised \$165 for Arkansas Children's Hospital
- April 20<sup>th</sup> 10:00 a.m. SGA trash pick-up day on the Melbourne campus

- April 23<sup>rd</sup> 11:00 a.m. SGA volley ball tournament and cookout

### **President's Report – Discussion Items**

**Presentation to the Board of Trustees regarding enrollment, facilities usage and needs for the Ash Flat campus:** Dr. Dawe and Joan Stirling presented a power point presentation on the Ash Flat space utilization. The Board reviewed the hand-out as Joan explained the following:

- Estimated usage of the Mountain View Education Center and Student Center in Fall 2010
- Estimated usage of the Mountain View Education Center and Student Center in Fall 2011
- Estimated usage of the Ash Flat Education Center and Student Center in Fall 2014
- Utilization Factor: Students per available room hour for Mountain View and Ash Flat
- Utilization Factor: Students per available room hours for all four Ozarka campuses

The Board discussed the data that was presented and Dr. Dawe explained that Ozarka needs to grow in enrollment before building again on the Ash Flat campus.

Board Chair, Bob Evins, thanked Joan for her many years of service at Ozarka College and congratulated her on her upcoming retirement in mid-April.

**Legislative Bill update:** Dr. Dawe provided the Board with the latest copy of House Bill 1077 – Concerning the possession of a concealed handgun in a university, college, or community college building or grounds.

Dr. Dawe and the Board discussed the bill and what would be done if the bill is passed.

Dr. Dawe also discussed the following legislative bills with the Board:

- House Bill 1054: To Preserve the integrity of executive sessions; to ensure that closed meetings held by public entities are conducted lawfully; and to amend sections of the freedom of information act of 1967.
- Senate Bill 382 with the Board. Dr. Dawe discussed the highway bill (refer to AC notes) with the Board.
- Workforce 2000 Funding

**Discuss a date and location for the 2015 Board of Trustee Planning Retreat:** Dr. Dawe and the Board discussed a date and location for the 2015 Board of Trustees Retreat. Tess provided the Board with a list of options for the retreat. Dr. Dawe informed the Board that he has contacted Gaston's about available dates in May. The Board discussed having the retreat at Gaston's Resort or having a one day retreat on the Melbourne campus. Dr. Dawe and the Board decided to wait until next week to confirm a date and location for the Retreat.

### **Information Items**

Dr. Dawe shared information on the following new part-time employees: Kelly Shell, part-time library assistant; Jerry Reed, part-time maintenance; Billy Banks, part-time maintenance; Tammy McGehee, part-time secretary for Student Services.

Dr. Dawe added that Josh Wilson has been hired to replace Joan Stirling as the Associate Vice President of Planning and IR starting in April when Joan retires.

Resignations include: Chantel Jelks-Pitcock, Administrative Assistant for Advancement; Linda Hall, part-time secretary Ash Flat; Zachary Adams, part-time maintenance; Megan Cannon, part-time Kids Academy; Murphy Williams, part-time secretary Student Services; Eric Holowell, night watchman Melbourne campus.

**Action Item 6.A.1 – Reappoint full-time administration, faculty, and classified staff for 2015-2016**

All full-time administration, faculty and staff personnel have received a professional review during the spring 2015 semester and are recommended for reemployment by the president.

The Board reviewed the list of reappointments.

Trustee Wiles made a motion to approve the reappointment as presented.

Trustee Gammill seconded. Motion passed unanimously.

**Action Item 6.A.2– Approve the following provisional positions for 2015-2016**

- Program Director – TRiO
- Academic Advisor– TRiO (2 positions)
- Administrative Specialist III – TRiO
- Placement Coordinator – TRiO
- Program Director – Career Pathways
- Coordinator of Community Relations – Career Pathways
- Counselor – Career Pathways
- Administrative Specialist III – Career Pathways
- Advising Coordinator – Career Pathways
- Academic Advisor – Carl Perkins Grant (2 positions)
- Project/Program Specialist – Carl Perkins Grant (1 position)
- Project Coordinator – PACE Grant

- Faculty – General Adult Education Grant ( 10 positions)
- Part-Time Faculty– Adult Education (9 positions)
- Administrative Specialist II – General Adult Education Grant
- Administrative Specialist III– General Adult Education Grant

Trustee Weaver made a motion to approve the provisional positions as presented.

Trustee Gammill seconded. Motion passed unanimously.

**Action Item 6.B** Executive Session (as needed)

Board Chair, Bob Evins, said an executive session was not needed at the meeting.

**Action Item 6.C.1- Approve revised Board Policy: 1.03 Non-Discrimination**

The Board reviewed revised Board Policy 1.03 Non-Discrimination. Dr. Dawe explained the importance of the three board policies presented at the meeting and why each policy was moved to the Governance section of the Ozarka Board Policy Manual.

Trustee Gammill made a motion to approve Board Policy 1.03 Non-Discrimination as presented.

Trustee Cooper seconded. Motion passed unanimously.

**Action Item 6.C.2- Approve revised Board Policy: 1.04 Sexual Harassment**

The Board reviewed the revised Board Policy 1.04 Sexual Harassment. Jason Lawrence, who serve as the Title IX coordinator for Ozarka College explained the importance of having the sexual harassment policy and its administrative procedure.

Trustee Gammill made a motion to approve the Board Policy 1.04 Sexual Harassment as presented. Trustee Wiles seconded. Motion passed unanimously.

**Action Item 6.C.3- Approve revised Board Policy 1.05 Sexual Assault, Stalking, and Dating/Domestic Violence**

Jason explained the changes that were made to Board Policy 1.05 Sexual Assault, Stalking, and Dating/Domestic Violence. He also explained the importance for the administrative procedure related to this policy.

Trustee Wiles made a motion to approve the Board Policy 1.05 Sexual Assault, Stalking, and Dating/Domestic Violence as presented. Trustee Cooper seconded. Motion passed unanimously.

**Action Item 6.D.1 –Approve the End-of-Month and Year-to-Date Financial Report**

Tina explained the end-of month and year-to-date 2014-2015 financial reports to the Board. The Board reviewed and discussed the financial reports.

Trustee Yancey made a motion to approve the financial reports as presented.  
Trustee Wiles Seconded. Motion passed unanimously.

There being no further business, Trustee Wiles made a motion to adjourn the meeting.  
Trustee Weaver seconded. Motion passed. The meeting was adjourned at 4:57 p.m