

Ozarka College
Board of Trustees Meeting
August 18th, 2016 / 4:30 p.m.
John E. Miller Board room
MINUTES OF MEETING

Present: Jack Yancey, Ben Cooper, Dennis Wiles, Ryan Howard, Fred Holzauer, Dr. Richard Dawe, Dr. Keith McClanahan, Jason Lawrence, Josh Wilson, Suellen Davidson, Tina Wheelis, Scott Pinkston, Chris Lorch, David Mitchell, Ruby Johnson, Wanda McConnaughay, Tess Weatherford and special guest ADHE coordinating Board member, Mr. Bob Crafton

Absent: Darla York, Tim Gammill

Chair Yancey called the meeting to order at 4:30 p.m.

Dr. Dawe introduced special guest, Mr. Bob Crafton, ADHE Coordinating Board member to the meeting.

Chair Yancey welcomed and introduced new Board of Trustee member, Mr. Fred Holzauer.

The Board reviewed the minutes from the May 26th regular meeting. Trustee Wiles made a motion to approve the minutes from the May 26th meeting as presented. Trustee Cooper seconded. Motion passed unanimously.

Area Reports

Academic Affairs

Dr. Keith McClanahan, Provost: Dr. McClanahan welcomed Division Chairs Ruby Johnson and David Mitchell to the meeting. Dr. McClanahan spoke to the Board about the importance of having a full complement Division Chairs on campus. Dr. McClanahan said that Division Chairs are here to help program areas and to ensure that course learning objectives are correct, that faculty members are assessing their programs, and that they are getting the professional development they need and also provide new faculty mentoring and adjunct faculty oversight. Dr. McClanahan said the culinary program has been revamped for fall 2016 by adding a course to the program and ensuring that the Ozarka Café is used as the applied learning lab as conceptualized.

Dr. McClanahan gave the Board an update on enrollment number in the following programs:

- AAS Culinary Program 36
- AS Criminal Justice Program 40
- AS Teaching 80
- AS Aviation 18

Dr. McClanahan was pleased to announce that our AAS in Nursing was granted full “continuing” approval by the ASBN in May 2016 for a five year period.

Dr. McClanahan said the administrative council has been discussing adding new programs to Ozarka. Dr. McClanahan said the College will send out surveys to the service area High Schools on what programs might be desired by students and by industry. Dr. McClanahan said in developing degrees we will get input from the hiring companies on how the degree might be structured in order to meet skill demands.

Dr. McClanahan said some potential program focus areas that the administrative council has discussed are an Associates of Science in Agriculture, welding, HVAC, and a banking emphasis.

Finance

Tina Wheelis, Vice President of Finance: Tina gave the Board an update on the financial reports that are due to the Department Finance and Administration (DFA) and Arkansas Department of Higher Education (ADHE) on September 15th. Tina informed the Board that the long-time auditor for the College has taken a new position and the College will have a new auditor on campus in the spring semester.

Student Services

Josh Wilson, Associate Vice President of Student Services: Josh announced that Zach Thielman is the student receiving the 2016 Academic All-Star scholarship award. Josh gave the Board a recap of the open registration days that took place on all four campuses in June and July and on the New Student Orientation days that took place August 2nd and August 3rd. Josh provided the Board with a handout showing current enrollment data and said as of today current enrollment is at 1,203. Josh said the handout also shows enrollment data broken down into the following areas:

- Age
- Gender/Ethnicity
- Earned credits
- County
- Division
- Programs
- Campus Headcount

Administration

Jason Lawrence, Vice President of Administration: Jason gave the Board a recap of various events that have taken place on campus over the summer; he said the Student Services Center and the Miller building have been used a lot by community members. Jason said some upcoming events include the following:

- August 25th Motivational Speaker, Paul Vitale
- August 26th A “Sonny” Night in August, a tribute to Son Lamb
- September 9th ICARE “Pickin’ for Paws” event

- September 12th Izard County Retired Teachers meeting
- September 15th Cattleman's Association
- September 30th North Central Arkansas District Fair Pageant

Jason gave thanks to the grounds and maintenance staff for doing a great job over the summer keeping all four campuses looking good despite all the rain during the month of July. Jason gave the Board a brief update on the bookstore transition as the beginning of the semester starts. Jason explained to the Board the advantages of outsourcing the bookstore to BBA Solutions, he said for students and for faculty the books are less expensive overall and students have the options to either rent or purchase their books in the store or online.

Planning and Institutional Research

Deltha Shell, Associate Vice President of Planning and Institutional Research: Deltha updated the Board on institutional effectiveness and said she and Dr. Dawe have been meeting with each department to discuss the institutional effectiveness plan.

Deltha said she is also working on the Community College Survey on Student Engagement (CCSSE) report and the College Factbook. Deltha informed the Board that the Blue and You Grant proposal has been submitted and if Ozarka is awarded this grant we will be able to purchase 18 pieces of cardio equipment for the fitness center, offer nutrition programs and an employee wellness program. Deltha informed the Board that Ozarka is also pursuing a new grant opportunity called Upward Bound. Deltha explained that Upward Bound is a branch of the TRIO program and if awarded, the Upward Bound program would start in September 2017.

Advancement

Suellen Davidson, Director of Advancement: Suellen spoke to the Board about the upcoming Scholarship Reception, she informed the Board there are 61 endowed scholarships that will be awarded this year. Suellen also updated the Board on upcoming Foundation events:

- August 26th A "Sonny" Night in August A tribute to Son Lamb
- September 3rd Mammoth Spring 5K
- September 20th Scholarship Reception
- September 24 Fall Concert
- October 1st Ozarka Golf Tournament

Suellen informed the Board that the Foundation has a new Board member, Randy Ratliff from Sharp County.

Information Systems

Scott Pinkston, Chief Information Office: Scott updated the Board on the high level overview of security measures that have been installed on campus. Scott provided the Board with a copy of information on the security report. Scott said over the summer the IST crew updated all campus computers with the latest version of Windows10.

President's Report – Discussion Items 6.A-6.B

Unfunded Priorities: Dr. Dawe provided the Board with a copy of the unfunded priorities list and budget information as he explained the need for the following:

- Fleet vehicle
- Parking lot repairs on the Melbourne campus
- Parking lot at Mammoth Spring
- Miller auditorium floor repairs

Dr. Dawe said this list is Ozarka's highest unfunded priorities that should be funded when revenues allow.

Jason and Dr. Dawe explained the need for the parking lot repair in front of the Miller building and the need for repairs to the floor of the auditorium in the Miller building.

Trustee Wiles informed the Board that a community member approached him about the signage for the Ash Flat campus. Trustee Wiles said the person hoped that we could add signage to the entrance of the Ash Flat campus. The Board discussed current signage at all four locations and possibly adding signage on the Ash Flat campus.

2017 Board Planning Retreat: Dr. Dawe and the Board discussed next summer's planning retreat that will take place at the Keeter Center at College of the Ozarks in Branson on May 19-21. Dr. Dawe asked the Board to take some time to think about possible development/training opportunities that they could participate in during the retreat.

Dr. Dawe and the Board discussed possible areas of interest for the 2017 planning retreat such as assessment, planning and institutional research and enrollment.

Information Items- Personnel 7.A.1-7.C.7

Dr. Dawe shared information on the following new employees: Shane Kinion, Landscape Supervisor; Andrew Finne, Aviation Faculty; Allen Wallis, Criminal Justice Faculty; Janice Crider, Food Preparation Coordinator/Café Manger and Rylie Bevill, Associate Director of Admissions/Recruiter

New part-time personnel: Koty Jones, Maintenance and Jim Weston, Courier.

Resignations include: Amber Whitaker, Director of Admissions; Alan Vickery, Maintenance; Kelly Shell, Part-time Library; Robin Pollard, Part-time Student Services, Kim Powell, Part-time Testing Center Coordinator and Madison DeLoach, Part-time Fitness Center, Clay Jones, Part-time night maintenance.

Action Item-FY2016 End-of-Year Financial Report 8.A.1

Tina presented and explained the FY2016 End-of-Year financial report to the Board. With no questions about the financials that were presented, Chair Yancey asks that a motion be made to approve Action Item 8.A.1 as presented.

Trustee Wiles made a motion to approve Action Item 8.A.1 the FY2016 End-of-Year financial report as presented. Trustee Howard seconded. Motion passed unanimously.

Action Item- End-of-Month and Year-to-Date Financial Reports 8.A.2

Tina presented and explained the End-of Month and Year-to-Date Financial Reports to the Board as they reviewed them. With no questions concerning the financial reports that were presented, Chair Yancey asked that a motion be made to approve Action Item 8.A.2 as presented.

Trustee Cooper made a motion to approve Action Item 8.A.2 End-of-Month and Year-to-Date financial reports as presented. Trustee Wiles seconded. Motion passed unanimously.

Dr. Dawe showed the Board and Mr. Bob Crafton the aviation commercial that is currently being aired on television.

With no further business, Trustee Holzhauser made a motion to adjourn the meeting. Trustee Howard seconded. The motion passed unanimously.

The meeting was adjourned at 5:39 p.m.