

Ozarka College
Board of Trustees Quarterly Meeting
Thursday, December 14, 2017
4:30 p.m.
Ozarka College – Melbourne
John E. Miller Board Room

MINUTES OF MEETING

The Ozarka College Board of Trustees met at 4:30 p.m. on Thursday, December 14, in the John E. Miller Board Room on the Melbourne campus.

Present: Dennis Wiles, Tim Gammill, Fred Holzhauer, Ryan Howard, Darla York via conference call, Robert Wright, Dr. Richard Dawe, Dr. Keith McClanahan, Tina Wheelis, Scott Pinkston, Dr. Deltha Sharp, Suellen Davidson, Jason Lawrence, Dr. Josh Wilson, Chris Lorch, Katie Norris, and David Carpenter

Absent: Chair Ben Cooper

Vice-Chair Wiles called the meeting to order at 4:30 p.m.

Vice-Chair Wiles led the Board in the Pledge of Allegiance.

Vice-Chair Wiles welcomed newly-appointed Trustee Robert Wright to his first Board meeting.

Trustee Howard made a motion to approve the minutes from the August 17, 2017 regular meeting. Trustee Gammill seconded the motion. The motion was passed unanimously.

Area Reports

Academic Affairs

Dr. Keith McClanahan, Provost

- Dr. McClanahan informed the Board that the College has been approached by Highland High School regarding a potential arrangement in which the College would develop CTE programs to be housed in vacant HHS facilities that are anticipated to be replaced by planned new construction. Additional details will be provided to the Board as they become available.
- Dr. McClanahan informed the Board about a planned Memorandum of Understanding (MOU) with Middle Tennessee State University for Ozarka students who graduate with an AS in Aviation. Negotiations are ongoing with a final agreement anticipated in the near future.
- Dr. McClanahan informed the Board that the Nursing Program Capping and Pinning Ceremony was held on November 28. Thirty-six students graduated as LPNs and forty-

eight students graduated as RNs. Dr. McClanahan noted that the program is currently at full capacity.

- Dr. McClanahan informed the Board that spring semester enrollments are up as compared to the previous year. The increase is attributed to early enrollment efforts implemented by Student Services personnel.

Finance

Tina Wheelis, Vice President of Finance

- Tina informed the Board that the College is transitioning into the spring budgeting cycle which coincides with the annual mid-year review. During this period, the current year's budgets will be re-examined to look for under-utilized resources that may be reallocated to fund projects that have been identified as high priority.
- Tina informed the Board about the improved status of the insurance consortium with which the College participates. She noted that last year at this time, the consortium had 5,900 unpaid claims totaling approximately two million dollars, sixty-four percent of which were over thirty days past due. In comparison, there are currently only 111 outstanding claims now totaling about one hundred five thousand dollars. Only nine percent of those claims are more than thirty days past due. Dr. Dawe informed the Board that Deedee Steed, Human Resources director at the College, has been instrumental in leading the efforts to improve the financial stability and transparency of consortium practices. He wished to highlight the extraordinary efforts of both Tina and Deedee in this matter.

Student Services

Dr. Josh Wilson, Associate Vice President of Student Services

- Dr. Wilson informed the Board that three Ozarka students, Melissa Buckman of Melbourne, Taylor Knapp of Mountain View, and Kennedy Wallis of Franklin had recently attended the ACC-sponsored Student Leadership Academy retreat. The students had each been nominated by faculty, held a 4.00 grade point average for all course work, and were enrolled in a transfer program.
- Dr. Wilson informed the Board about dramatic improvements in the financial aid default rate of Ozarka students. As recently as 2010, the rate was 42 percent, but measures undertaken by financial aid and student services staff including robust personal finance counseling have led to a rate that is now only 12.6 percent, well below the national average of 18.3 percent for two-year colleges. Dr. Dawe added that student lending amounts at the College has decreased by about one million dollars to the current total of approximately 3.5 million. Ozarka College is recognized nationally for its success in managing student debt.
- Dr. Wilson informed the Board that student enrollment for the spring semester is currently 972, an increase over this time last year, and the goal to register one thousand

students by the beginning of the Christmas break is reachable. Dr. Wilson stressed that this success was the result of college-wide efforts and highlighted the contributions by Chris, Scott, and Dr. Sharp in data-driven enrollment strategies.

- Dr. Wilson introduced Student Government Association (SGA) President, Katie Norris, to the Board.

Administration

Jason Lawrence, Vice President of Administration

- Jason informed the Board about recent events on the Melbourne campus:
 - Arkansas District Fair Pageant
 - Quiz Bowl
 - Spelling Bee
 - 4H Banquet
- Jason informed the Board about two construction projects currently underway:
 - The installation of new flooring in the fitness center
 - The placement of new signage on the Mountain View campus
- Jason informed the Board that the signage contractor, Stone County Ironworks, had completed the foundation and electrical installation. Vice-Chair Wiles asked about the cost of the project and Jason informed the Board that the cost was \$18,000. Dr. Dawe noted that the cost of the project was underwritten by the Ozarka College Foundation with \$20,000 raised, primarily through efforts by its Stone County members.

Planning and Institutional Research

Dr. Deltha Sharp, Associate Vice President of Planning and Institutional Research

- Dr. Sharp informed the Board that she and Chris have been involved monitoring the assessment activities of faculty and the end-of-semester assessment review that is used to gauge the effectiveness of data collection and data analysis at the College.
- Dr. Sharp informed the Board about ongoing preparations for the Higher Learning Commission (HLC) reaccreditation visit due in two years.
- Dr. Sharp informed the Board about the *Blue and You* grant of almost fifty thousand dollars that was recently awarded to the College. She provided handouts to the Trustees that listed the planned equipment upgrades and flooring installation at the fitness center. New programs to improve the health of residents in counties served by the College have been developed after discussions with local extension agents and health coordinators.
- Dr. Dawe highlighted the assessment efforts by staff and faculty at the College, led by Dr. Sharp, Chris, and Scott. He emphasized how they, assisted by a high degree of faculty participation, had created one of the finest assessment models to be found in higher education at any level.

Advancement

Suellen Davidson, Director of Advancement

- Suellen informed the Board about the progress of the new signage at the Mountain View campus and distributed an artist rendering for review. She added that the stacked rock foundation was chosen to represent the types of rock native to the area.
- Suellen informed the Board about Fall events:
 - Fall Concert at Mountain View
 - 5K Run at Mammoth Spring
 - Golf Tournament at Cooper's Hawk golf course in Melbourne, chaired by Joey Cooper and Connie Moser
- Suellen informed the Board that the Foundation continues to be financially healthy with endowments in excess of two million dollars.
- Suellen informed the Board about the upcoming Spring Gala, scheduled for Thursday, April 5. She added that the event will be catered by 109 Main, a popular Batesville restaurant managed by Cliff Brown.
- Dr. Dawe informed the Board that the event will be catered by an outside agency because of current low enrollment numbers in our culinary program. He emphasized that it is important that the event continues with the same high level of quality and service expected by our patrons. Plans are in place to reinvigorate the culinary program, and catering will once again be handled internally in future events.

Information Systems

Scott Pinkston, Chief Information Officer

- Scott informed the Board about a proposal to upgrade internet connectivity capacity at the Mountain View, Ash Flat, and Mammoth Spring campuses. Currently only the Melbourne campus is directly connected to the Arkansas Research and Education Optical Network (ARE-ON). The other campuses are connected to the Melbourne fiber optic feed, but each will gain significantly enhanced bandwidth if they also become directly connected. Scott will present bid amounts to Dr. Dawe and the Administrative Council, and if the proposal is approved, work on the improvements is expected to begin possibly as early as January.
- Scott informed the Board that he is gratified to see the widespread faculty use of the assessment features added to MyOzarka.

Student Government Association

Katie Norris, Student Government Association President

- Dr. Dawe introduced Ms. Norris to the Board.
- Katie informed the Board about recent SGA activities:

- A canned food drive at Melbourne that collected over one hundred pounds of food that was donated to DHS
- A hot chocolate station during the Christmas parade at Mammoth Spring
- “Hunker Heroes” canned food drive by Mammoth Spring SGA members
- Participation by SGA members Taylor Knapp and Melissa Buckman in a statewide leadership academy
- Katie informed the Board of planned SGA activities for the spring semester:
 - A drug and alcohol prevention program
 - A drive for pet supplies to support the Stone County Humane Society
 - A stress relief initiative for Ozarka students during finals week

President’s Report – Discussion Items 5.A-5.B

Dr. Dawe presented the following President’s Report items:

- Dr. Dawe informed the Board about recent communication between the College and HLC regarding our current Composite Financial Index (CFI) score. He provided copies of a letter from HLC received in November of this year notifying the College that its fiscal year 2016 CFI had decreased to a level of 0.2, labeled by the accrediting agency as “in zone,” a designation intended to advise an institution that its fiscal condition, while still nominally healthy, should be strengthened. He further noted that, under HLC policy, the notification letter should have been received one year earlier than it was, and that, during the past year the College had already implemented its normal, prudent fiscal practices used to ensure its continued fiscal health. Steps had previously been taken to address fiscal realities including the closure of the Kids Academy and cafeteria, bond refinancing, and modification of benefits for new employees. These actions have been part of a broad, measured approach that has improved the College CFI score to its current level of 1.4. Vice-Chair Wiles asked what would be considered the target CFI score, and Dr. Dawe responded that a score of 1.0 or above is considered “above zone,” signifying that an institution is in sound fiscal condition. The fact that the College had improved its score before any notification by HLC validates its proactive approach to fiscal responsibility during a period when other two-year colleges in the state are in distress because of short-sighted budgetary missteps.
- Dr. Sharp informed the Board about preparations for the upcoming HLC reaccreditation process which will include a campus visit by an HLC peer review team in about two years, noting the importance of accreditation for colleges who would lose access to federal financial aid funding for its students if its regional accreditation was lost. She provided handouts to the Board offering a general overview of the five criteria that will be scrutinized by the HLC team. She has assembled a steering committee of about twenty members who meet regularly to monitor the progress of these preparations. Dr. Dawe added that he and Dr. McClanahan have previously been a part of HLC visiting teams

and would help the Board prepare for questions that may be posed to Board members during the upcoming visit. Dr. Dawe responded that the HLC team will want to meet with at least the Board chair but would prefer to meet with the full board. They will ask Board members about Board involvement in the policy-making process at the College and that Board members should answer candidly any questions asked by the HLC team. Because of the sound management policies already in place at Ozarka, the HLC visit will offer an opportunity for the HLC team to see the excellent oversight of College policy-making by the Board. Dr. McClanahan added that, during his most recent participation as an HLC team member, his group met with a full Board. Dr. Dawe affirmed that all parties involved will be fully prepared for the HLC visit when it occurs.

Information Item – Academics 6.A.1, 6.A.2, 6.A.3, and 6.A.4

- Dr. McClanahan informed the Board regarding ongoing efforts to increase the availability of stackable credentials for students. He noted that the College has three levels of credentials, the Certificate of Proficiency (CP) that is typically representative of one semester of study, the Technical Certificate (TC) that is representative of two semesters (one year) of study, and the Associates Degree that involves four full semesters, or two years of study. He has asked Chris and the division chairs to develop additional CPs and TCs that are part of already-approved programs at the College and that allow students to gain these additional forms of credentialing as part of the traditional pathway to their Associates Degree. These credentials will provide students with increased employability beginning with the completion of their first semesters, making them more attractive to local employers and building the confidence levels in the students that will inspire continued levels of academic success. While student success is the driving force behind these efforts, the College receives the added benefit of strengthening the performance of the College with regard to new productivity funding models. Dr. Dawe noted that these actions have been implemented without any additional cost to the College and had been discussed in the previous meeting of the Board’s Academic Affairs Committee. Trustee Holzhauser, a member of that committee, confirmed the discussions and seconded the idea that these efforts will make our students more attractive in the workforce environment and provide more favorable results for performance funding. Dr. Dawe then highlighted the good work by Dr. McClanahan, Chris, and other team members who took a deliberate and responsible approach to accomplishing their task.

Information Item – Personnel 6.B.1.i, 6.B.1.ii, 6.B.1.iii, and 6.B.2

- Dr. Dawe informed the Board of the following new full-time personnel:
 - David Carpenter, Executive Assistant to the President and Special Projects Officer

- Megan Scott, Director of Career Services
- Katie Wilson, Division Chair of Allied Health
- Dr. Dawe informed the Board of the following employee resignations/retirements:
 - Kay Adkins, Student Success Advising Specialist – Perkins Grant
 - Ruby Johnson, Division Chair of Allied Health
 - Crystal Morin, Administrative Specialist III for the Office of the Provost
 - Mary Ellen Hawkins, Librarian – Retiring December 2017 after 31 years of service

Action Item 7.A

Ozarka College Mission Statement

“Ozarka College provides life-changing experiences through education.”

- Dr. Dawe informed the Board that, as part of the ongoing review process by the College, its Mission Statement was reviewed by members of the Administrative Council who recommended no change.
- Dr. Dawe presented the Mission Statement to the Board for approval.
- Following some discussion, Trustee Holzhauser made a motion to approve the Mission Statement. Trustee Wright seconded the motion. The motion passed unanimously.

Action Item 7.B.1

2016 Audit Report Review and Approval

- Tina presented the 2016 Audit Report Review to the Board for approval.
- Trustee Gammill made a motion to approve the report. Trustee Howard seconded the motion. The motion passed unanimously.

Action Item 7.B.2

End-of-Month and Year-to-Date Financial Reports

- Tina presented the End-of-Month and Year-to-Date Financial Reports to the Board for approval.
- Trustee Howard made a motion to approve the reports. Trustee Wright seconded the motion. The motion passed unanimously.

Action Item 7.C.1 – Information Science Technology Program Modification
Action Item 7.C.2 – Agriculture Program Modification
Action Item 7.C.3 – Welding Program Proposal
Action Item 7.C.4 – Aviation Program Modification

- Dr. McClanahan presented three program modifications and one new program proposal to the Board for approval.
- Trustee Gammill made a motion to approve the modifications and proposal. Trustee Howard seconded the motion. The motion passed unanimously.

Action Item 7.D.1
Revisions to Board Policy 3.37: Firearm Policy

- Jason presented proposed revisions to Board Policy 3.37: Firearm Policy to the Board for approval.
- Trustee Holzhauer made a motion to approve the revisions. Trustee Wright seconded the motion. The motion passed unanimously.

With no further business, Vice-Chair Wiles asked that a motion be made to adjourn the regular meeting.

Trustee Howard made a motion to adjourn the meeting. Trustee Wright seconded the motion. The motion passed unanimously and the meeting was adjourned at 5:50 p.m.