

**Ozarka College**  
**Board of Trustees Quarterly Meeting**  
**Thursday, August 16, 2018**  
**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, August 16, in the John E. Miller Board Room on the Melbourne campus.

Present: Ben Cooper, Dennis Wiles, Fred Holzhauser, Ryan Howard, Robert Wright, Tim Gammill, Dr. Richard Dawe, Dr. Keith McClanahan, Tina Wheelis, Scott Pinkston, Dr. Deltha Sharp, Suellen Davidson, Jason Lawrence, Dr. Josh Wilson, Chris Lorch, David Carpenter and Candace Killian

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

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

Trustee Holzhauser made a motion to approve the minutes from the May 31, 2018 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 hired new faculty in aviation, welding and culinary.
- Dr. McClanahan informed the Board that the College has submitted five associate degrees, nine technical certificates and 35 certificates of proficiency as we are building our stackable credential base within the College.
- Dr. McClanahan informed the Board that the College is investigating a commercial driver's license (CDL) program.
- Dr. McClanahan informed the Board that the College has had third party approvals in nursing and EMT and in October the Office of Long-Term Care will be coming in to re-approve our CNA program.
- Dr. McClanahan informed the Board that the College has received approval of the Surgical Technology degree from ADHE and will be submitting paperwork for approval from HLC. This program is anticipated to start the 2019 fall semester.

## **Finance**

Tina Wheelis, Vice President of Finance

- Tina informed the Board that the College accepted a contribution of \$25,000 from the Foundation Board to furnish the Student Housing units. She added that the Foundation Board had around a \$90,000 profit and included in that they funded over \$50,000 in scholarships to Ozarka students. They also gave \$50,000 in grants and support to the College in the form of gifts and signage at the Mountain View Campus.

## **Student Services**

Dr. Josh Wilson, Vice President of Student Services

- Dr. Wilson informed the Board that the College has selected Wendell Edwards as the Arkansas Community Colleges Academic All-Star. Wendell is pursuing an Associate of Science in Business at Ozarka and will transfer to Arkansas Tech where he will be pursuing a degree in accounting.
- Dr. Wilson informed the Board that Student Services has created Student Housing policies and a student handbook to give to students prior to moving into the units.
- Dr. Wilson informed the Board that Rylie Bevill has been promoted to Director of Admissions and Student Engagement and Rocky Hay's position in maintenance has been expanded to include his new position as Resident Advisor of Student Housing.
- Dr. Wilson gave the Board an update on student enrollment for the fall semester which did not include total numbers for concurrent students.

## **Administration**

Jason Lawrence, Vice President of Administration

- Jason informed the Board of campus events at the College this past summer. The Northcentral Arkansas Education Cooperative used the Melbourne campus to conduct several In-Service trainings for area K-12 teachers.
- Jason informed the Board that maintenance had five big projects over the summer
  - Student Housing renovation with eight units completed to date
  - John E. Miller Education Complex paint project has been rescheduled for fall
  - Ash Flat parking project is complete
  - Classroom key project is complete
  - John Brown Construction is working on reserved disabled parking at Mammoth Spring

## **Planning and Institutional Research**

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

- Dr. Sharp informed the Board that she was preparing the college employees for the 2020 HLC visit.
- Dr. Sharp informed the Board that HLC will be doing a routine Multi-Site visit in September for the Mountain View and Mammoth Spring campuses.
- Dr. Sharp informed the Board that the College has been doing a review of the progress on the Strategic Plan for the 2018-19 year.

- Dr. Sharp informed the Board that she has been working with academics on new programs for the College.

### **Advancement**

Suellen Davidson, Director of Advancement

- Suellen informed the Board regarding fall events:
  - Fall Concert in Mountain View - September 8
  - Scholarship Reception in the Student Services Center - September 11
  - 5K in Mammoth Spring - September 22
  - Golf Tournament at Cooper's Hawk – September 29
- Suellen informed the Board of a new Foundation Board member, David Cochran, to represent Fulton County.

### **Information Systems**

Scott Pinkston, Chief Information Officer

- Scott informed the Board that the AREON project on the Mountain View campus is almost complete. The Ash Flat and Mammoth Spring campuses are next for installation.
- Scott informed the Board that IT has completed a website for high school counselors to log in and retrieve information on their concurrent students.

## **President's Report – Discussion Items 5.A-5.B**

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

- Dr. Dawe introduced Dr. (Chef) Amy Queret-Mitchell to the Board.
- Dr. Dawe gave an update on Ozarka Student Housing to the Board. He stated that maintenance and IT did a superb job renovating and installing high speed internet to each unit. Scott uploaded the walk-through video from the Ozarka website for the Board to view.
- Dr. Dawe informed the Board that the Board of Trustees' Retreat will be at The Keeter Center at College of the Ozarks May 18, 2018.
- Dr. Dawe informed the Board that he presented at the Ash Flat City Council meeting on July 17 provided an update on the College's programs and activities on the Ash Flat campus.

## **Information Item – Personnel 6.A.1.i - 6.A.1.viii**

- Dr. Dawe informed the Board of the following new full-time personnel:
  - i. Brad Houltzhouser, Lead Welding Instructor
  - ii. Becca Ambrose, Administrative Specialist II – Aviation
  - iii. Kendra Collier, Director of Public Relations & Marketing
  - iv. Amy Queret-Mitchell, Culinary Program Director/Lead Culinary Faculty
  - v. Hunter Woods, Flight Instructor

- vi. Tess Weatherford, Associate Director of Financial Aid
- vii. Rylie Bevill, Director of Admissions and Student Engagement
- viii. Jeremiah Coffey, Aviation Mechanic

**Information Item – Personnel 6.A.2.i – 6.A.2.iv**

- Dr. Dawe informed the Board of the following new part-time employees:
  - i. Anna Richards, Part Time Fitness Center Assistant
  - ii. Jamie Holley, Part Time Fitness Center Assistant
  - iii. Marjori “Lace” Cruze, Part Time Courier
  - iv. Julia Chance, SNAP Employment & Training Case Worker

**Information Item – Personnel 6.A.3.i – 6.A.3.iii**

- Dr. Dawe informed the Board of the following resignations:
  - i. Ashley Sherrell, Academic Advising Coordinator for TRiO
  - ii. Jared Humphrey, Part Time Fitness Center Assistant
  - iii. Anthony Burkhammer, Math Faculty

**Information Item – Personnel 6.A.4.i – 6.A.4.iii**

- Dr. Dawe informed the Board of the following active searches:
  - i. Part Time Evening Administrative Specialist – Ash Flat
  - ii. Part Time Library Assistant
  - iii. Part Time Maintenance Worker

**Action Item 7.A.1**

**Finance**

**2017 Audit Report Review and Approval**

- Tina presented the 2017 Audit Report Review to the Board for approval.
- Trustee Wiles made a motion to approve the report. Trustee Wright seconded the motion. The motion passed unanimously.

**Action Item 7.A.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 report. Trustee Gammill seconded the motion. The motion passed unanimously.

**Action Item 7.A.3**  
**2017-2018 End of Year Financial Report**

- Tina presented the 2017-2018 End of Year Financial Report to the Board for approval.
- Trustee Wiles made a motion to approve the reports. Trustee Howard seconded the motion. The motion passed unanimously.

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

Trustee Gammill made a motion to adjourn the meeting. Trustee Wiles seconded the motion. The motion passed unanimously and the meeting was adjourned at 5:37 p.m.