

Ozarka College
Board of Trustees Quarterly Meeting
Thursday, March 15, 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, March 15, in the John E. Miller Board Room on the Melbourne campus.

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

Absent: Trustee Tim Gammill

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

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

Trustee Howard made a motion to approve the minutes from the December 14, 2017 regular meeting. Trustee Wright 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 submitted to Higher Learning Commission three degree proposals: Associate of Applied Science in Welding; Associate of Applied Science in Aviation – Commercial Pilot; and Associate of Science in Information Science Technology transfer degree to Arkansas State University.
- Dr. McClanahan informed the Board that the College is in the process of submitting the Associate of Applied Science in Agriculture to HLC.
- Dr. McClanahan informed the Board that the College is actively pursuing concurrent and articulated coursework agreements within our service area. The College is currently looking into health professions, criminal justice, information science technology, agriculture and welding as well as how to integrate Automotive into the high school programs.
- Dr. McClanahan informed the Board that the College recently completed the automotive NATEF reaccreditation review. The out brief was positive and the College expects no problems with reaccreditation.

Finance

Tina Wheelis, Vice President of Finance

- Tina informed the Board that upon returning from Christmas break that Human Resources provided New Employee Orientation for all the new hires.
- Tina informed the Board that Finance has started work on the 2019 Budget. The first draft of the budget will be available next week.
- Tina informed the Board the Legislative Auditors had been on campus for six weeks and have completed their audit on campus but are still in contact regarding IT audits. The College is anticipating results in a few weeks.

Student Services

Dr. Josh Wilson, Associate Vice President of Student Services

- Dr. Wilson informed the Board that the College is collaborating with the Northcentral Arkansas Education Cooperative to develop a comprehensive career and technical education articulation/concurrent program with the area high schools. Dr. Wilson explained the new state grant initiative between the Carl D. Perkins program and career education at the state level.
- Dr. Wilson informed the Board about the drug awareness program that the College is going to incorporate into the 2018 Spring Fling. The Spring Fling is an annual student activity. Thank you to Zeda Wilkerson who was able to get the College approved for an ACDEC grant to fund the program.
- Dr. Wilson informed the Board that the College was awarded \$8100 in a Perkins Reserve Fund Grant to purchase equipment needs. This will be used next year for a Garmin Navigation System upgrade for one of the College's aircrafts used in the aviation program.
- Dr. Wilson informed the Board that Taylor Knapp, SGA Vice-President, attended the ACC Leadership Day at the capitol.

Administration

Jason Lawrence, Vice President of Administration

- Jason informed the Board about recent events on the Melbourne campus:
 - Arkansas Arts Council present Humpty Dumpty
 - Quiz Bowl
 - Department of Veteran Affairs
 - Arkansas Retired Teachers
- Jason informed the Board about the annual tornado drill that took place earlier that day. This was an effective test of Ozarka's alert systems and was successful in educating students where to report during hazardous weather. Jason then explained the text, email, and computer monitor alert systems.
- Jason informed the Board about the two previous construction projects:

- The installation of new flooring in the fitness center is complete and new equipment has been installed
- The placement of new signage on the Mountain View campus is complete
- Jason informed the Board that the only current construction project is the renovation of the Finance Department in the Administration Building. Jason stated the reason behind the renovation was to replace all the electrical wiring due to being extremely outdated and a fire hazard. He then explained that since all the wiring was going to have to be replaced they decide to go ahead and repaint and replace all the carpeting.

Planning and Institutional Research

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

- Dr. Sharp informed the Board that the fitness center remodel that Jason mentioned was funded through the *Blue and You* grant. The grant is also offering some health education programs. The College is partnering with some local hospitals and local extension agents and health coordinators to improve the health of residents in counties served by the College.
- Dr. Sharp informed the Board that she has spent a lot time working with faculty in the direct connection of their budget to the College's strategic plan.
- Dr. Sharp informed the Board that the HLC Steering Committee has been working hard raising their education awareness about the Criterion HLC. She explained that five Criterion teams of five to seven people have been formed to evaluate the College's evidence and make sure it is all current for reaffirmation of accreditation.

Advancement

Suellen Davidson, Director of Advancement

- Suellen informed the Board that the Ladies' Luncheon on the Mountain View campus was successful in bringing in about \$5600 to the Foundation.
- 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. She stated that there were 27 tables spoken for and approximately 240 tickets sold to date. Pam Setser, Danny Dozier, and Tim Crouch will provide live music and Tony Watson will be doing the live auction.

Information Systems

Scott Pinkston, Chief Information Officer

- Scott informed the Board that the proposal to upgrade internet connectivity capacity at the Mountain View, Ash Flat, and Mammoth Spring campuses with ARE-ON (Arkansas Research and Education Optical Network) was delayed due to contract issues with CenturyLink. He also stated that those issues have been resolved and ARE-ON will issue contracts for the other campuses to be completed this coming summer.

- Scott informed the Board that the Legislative Auditors are still working with IT on audit information.

Classified Staff Council

Candace Killian in Tess Weatherford's absence

- Candace informed the Board that the Classified Staff Committee is continuing to stock hygiene baskets in the restrooms on all Ozarka campuses. This has been great for those students who may not have the funds to purchase certain hygiene products. The baskets are restocked as needed with items such as deodorant, toothpaste, toothbrushes and shampoo. Items are donated by Ozarka College Classified Staff members.
- Candace informed the Board that during the month of April the Classified Staff Committee will be doing the jeans on Thursday fundraiser to raise money for the Melbourne School backpack program. There will be a food donation box set up in the Student Services Center for anyone who would like to donate non-perishable food items for the Food4Kids backpack program. A list of suggested food items will be posted on the donation box.

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 Holzhauer 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 Holzhauser 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.