

**Ozarka College**  
**Board of Trustees Quarterly Meeting**  
**Thursday, May 31, 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, May 31, in the John E. Miller Board Room on the Melbourne campus.

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

Absent: Trustee Tim Gammill and Robert Wright

Chair Cooper called the meeting to order at 4:32 p.m.

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

Trustee Wiles made a motion to approve the minutes from the March 15, 2018 regular meeting. Trustee Holzhauer seconded the motion. The motion was passed unanimously.

Mr. John Gay, Senior Vice President from Stephens, Inc., presented an update on Foundation Board assets, investment and market strategies to the Board.

**Area Reports**

**Academic Affairs**

Dr. Keith McClanahan, Provost

- Dr. McClanahan informed the Board on the status of various academic programs.
- Updated the Board on recertification success in several academic programs.

**Finance**

Tina Wheelis, Vice President of Finance

- Tina Wheelis informed the Board of the recent audit completion which they will receive official copies of the results in the mail.

**Student Services**

Dr. Josh Wilson, Associate Vice President of Student Services

- Dr. Wilson updated the Board on the Spring Fling event held for students. The event was successful with a good turnout on all campuses.

### **Administration**

Jason Lawrence, Vice President of Administration

- Jason informed the Board on planning to increase College classroom security by installing state of the art locks on all classroom doors that will be lockable from both the outside and inside of all classrooms.

### **Planning and Institutional Research**

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

- Dr. Sharp provided the Board with a handout on areas of interest by the HLC visiting team. The College mission was discussed and also Mission, Vision and Values statements. Dr. Dawe added that the team will want to meet with the entire Board to discuss their governance role and the mission of the College.

### **Advancement**

Suellen Davidson, Director of Advancement

- Suellen provided the Board with information regarding the success of the annual Gala and other events.

### **Information Systems**

Scott Pinkston, Chief Information Officer

- Scott provided information on current IT projects and said they are already considering needs of the future student housing facilities.

### **Classified Staff Council**

Tess Weatherford, Classified Staff President

- Tess presented information on their hygiene box projects at the campuses, they appear to be useful for many students.
- Tess also provided results of various Staff Council fund-raising projects.
- Dr. Dawe thanked the Council for their good work.

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

Dr. Dawe presented the following President's Report:

- Dr. Dawe presented highlights of the new welding program and mentioned other programs being considered such as Truck Driving.
- Chair Cooper and Vice Chair Wiles asked questions regarding costs and enrollment in the Professional Pilot program. Dr. Dawe provided an update and again mentioned that Ozarka has the lowest cost program in the nation. Enrollment is at its limit until we hire an additional flight instructor, which is in process.

**Information Item –  
Personnel 7.A.1.i.ii.iii.iv.v**

- Dr. Dawe informed the Board of the following new full-time personnel:
  - Megan Carpenter, Mountain View Campus Director
  - Angela Phipps, Ash Flat Campus Director
  - Dan Lindsey, Library Director
  - Rocky Hay, Night Maintenance/Special Events Supervisor
  - Kelly Shell, Career Development Specialist

**Information Item –  
Personnel 7.A.2.i.ii**

- Dr. Dawe informed the Board of the following Resignations:
  - Cheyenne Diaz, Night Maintenance/Special Events Supervisor
  - Jim Weston, Part Time Courier

**Information Item –  
Personnel 8.A.3.i.ii**

- Dr. Dawe informed the Board on the following active searches:
  - Aviation – Flight Instructor
  - Culinary Program Director/Lead Culinary Faculty

**Action Item- Finance – 8.A.1  
Approve Transfer of Assets**

- Chair Cooper asked Trustee Wiles to present the background of how the transfer of Delta Hills Apartments, located on the Melbourne campus, came about and where we are in the process at this time. Trustee Wiles presented to the Board the history of the facilities to include the ownership and their desire to transfer the assets to Ozarka College, the involvement of the Arkansas Development and Finance Authority and their action taken to forgive existing debt on the assets, and also the involvement and support of the White River Housing Authority. He also mentioned an existing Trust with rental and security deposit funds that will be transferred to the College.
- Trustee Wiles made a motion to approve the transfer of the Delta Hills Apartments facilities and associated assets. Trustee York seconded the motion. The motion passed unanimously.

**Action Item 8.B.1 – Academics**  
**Associate of Applied Science Degree in Surgical Technology**

- Dr. McClanahan presented background details regarding the Surgical Technology degree and associated certificates.
- Trustee Holzhauser made a motion to approve the Associate of Applied Science Degree in Surgical Technology Degree as presented. Trustee York seconded the motion. Motion passed unanimously.

**Action Item - 8.B.2 - Academics**  
**Modifications to Board Policy 2.21**  
**Compensation and Categorization of Faculty**

- Dr. McClanahan presented background the proposed Policy changes.
- Trustees Wiles made a motion to approve as presented and Trustee Howard seconded. Motion was passed unanimously.

**Action Item - 8.B.3 - Academics**  
**Modifications to Board Policy 4.25**  
**Faculty Loading**

- Dr. McClanahan presented background the proposed Policy changes.
- Trustees Wiles made a motion to approve as presented and Trustee York seconded. Motion was passed unanimously.

**Action Item – 8.C.1 - Finance**  
**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 Wiles seconded the motion. Motion passed unanimously.

**Action Item – 8.C.2 - Finance  
2018-2019 Annual Budget**

- Tina Wheelis and Dr. Dawe presented key aspects of the proposed annual budget to include:
  - Proposed two percent COLA
  - No increase in tuition
  - Minor increases to various fees
  - Maintain the College Operating Reserve at five percent
  
- The Finance Committee of the Board met previously to discuss in detail and stated they support the proposed budget.
  
- Trustee Holzhauser made a motion to approve the budget as submitted. Trustee Howard seconded the motion. Motion passed unanimously.

**Action Item 8.D – President’s Annual Review**

- Trustee York made a motion to adjourn into Executive Session. Trustee Howard seconded and the motion passed unanimously.
- The Board reconvened in open session and Trustee Wiles made a motion to extend Dr. Dawe’s contract for three years including the two percent COLA for his salary. Trustee Howard seconded and the motion passed unanimously.

**Chair Cooper next asked Dr. Dawe to present Trustee Darla York with a plaque expressing appreciation from the Board and Ozarka College for her seven-year term as a Trustee of Ozarka College.**

With no further business, Trustee Wiles made a motion to adjourn the regular meeting. Trustee Howard seconded the motion. The motion passed unanimously and the meeting was adjourned at 7:05 p.m.

**Signed:** \_\_\_\_\_  
**Dr. Richard L. Dawe**  
**President**  
**Ozarka College**

**Date:** \_\_\_\_\_