

**Ozarka College**  
**Board of Trustees Quarterly Meeting**  
**Thursday, August 15, 2019**  
**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 15<sup>th</sup>, in the John E. Miller Board Room on the Melbourne campus.

Present: Chair – Dennis Wiles, Vice Chair – Ryan Howard, Secretary – Fred Holzhauer, Ben Cooper, Robert Wright, Mike Watson, Dr. Richard Dawe, Dr. Chris Lorch, Dr. Josh Wilson, Tina Wheelis, Scott Pinkston, Dr. Deltha Sharp, Jason Lawrence, and Candace Killian

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

Trustee Cooper led the Board in the Pledge of Allegiance.

Trustee Howard made a motion to approve the minutes from the May 18<sup>th</sup> Regular Meeting at the Board of the Trustees Retreat and the Minutes of the Special meetings held June 5<sup>th</sup> and July 2<sup>nd</sup>. Trustee Watson seconded the motion. The motion was passed unanimously.

**Area Reports**

**Academic Affairs**

Dr. Chris Lorch, Vice President of Academic Affairs

- Dr. Lorch updated the Board on the rise of retention percentage rates from last fall to this fall
- The course success rate has also gone up five percent
- The number of credentials earned has gone up from 450 to 550 in the last year due to the increase in stackable credentials
- Dr. Lorch updated the Board of the College's program growth this fall
- The Board was informed that Dr. Lorch and Katie Wilson are working together on a job description for a director of the Opioid Grant funded by the Winthrop Rockefeller Foundation partnered with UAMS

**Finance**

Tina Wheelis, Vice President of Finance

- Tina informed the Board that the Finance Office has been busy closing out the books and working on financial statements

- She also explained to the Board the special procurement process regarding the leasing of aircraft and purchasing the full-motion aviation simulator (90 percent funded by a Department of Aeronautics grant) and new building for the technical center in Ash Flat

### **Student Services**

Dr. Josh Wilson, Vice President of Student Services

- Dr. Wilson updated the Board on Student Housing which is full for the fall semester with over 20 students on the housing wait list
- Mackenzie Anderson of Timbo has been named Ozarka's 2019 Academic All-Star
- Dr. Wilson gave the Board an update on the current enrollment for the Fall semester

### **Administration**

Jason Lawrence, Vice President of Administration

- Jason informed the Board of campus events at the College over the summer
- Jason gave updates of building projects:
  - Renovation of welding area in the Administration Building update as well as welding program update from Dr. Dawe and Dr. Lorch
  - Ash Flat signage update
  - Signage for the Technical Center update

### **Planning and Institutional Research**

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

- Dr. Sharp gave an update on the College's Strategic Planning process and thanked the Board for their participation in the SWOT planning analysis at the Board Retreat this past May
- She informed the Board that the Foundation Board participated in the SWOT analysis during their last board meeting on August 6<sup>th</sup> and the staff and faculty SWOT is scheduled for later this fall
- The Quality Initiative Report for HLC is complete
- Dr. Sharp informed the Board that there will be a representative from HLC on campus this fall to help prepare faculty and staff for the 2021 HLC reaccreditation visit
- She also informed the Board that the College plans to apply for another Title III 'Strengthening Institutions' Grant

### **Advancement**

Candace Killian, Director of Advancement

- Candace informed the Board that the Foundation Board will donate \$4,000 for the Nancy Orr memorial site on the Ash Flat campus
- Update on upcoming Fall events:
  - Fall Concert at Mountain View – September 7
  - Sprint at the Spring 5K at Mammoth Spring – September 21
  - Golf Tournament at Melbourne – October 5
- Candace also updated the Board on the upcoming Capital Campaign planned for the new Technical Center in Ash Flat

### **Information Systems**

Scott Pinkston, Chief Information Officer

- Scott informed the Board that the AREON connections for Ash Flat and Mammoth Spring were completed this summer
- He also explained the transition of the phone lines from CenturyLink to Yelcot
- Computers across all four campuses have been refreshed and are ready for the Fall semester

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

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

- Dr. Dawe updated the Board on the Ash Flat Technical Center and planned programs that will roll out the Fall of 2020. He stated that there is a demand for diesel and automotive mechanics and welding programs as well as basic construction technology. The College will continue to research programs that will benefit the Sharp County service area before making any final decisions.

### **Information Item – Personnel 6.A.1.i – 6.A.1.xii**

- Dr. Dawe informed the Board of the following new full-time personnel:
  - Garrett Stice, Aviation Faculty
  - Whitney Mendoza, Nursing Faculty
  - Christina Nicosia, Culinary Faculty
  - Dr. Chris Lorch, Vice President of Academic Affairs
  - Karen Haley, Math Faculty
  - Erika Campbell, Director of Admissions and Student Engagement
  - Tracie Morris, Biology Faculty
  - Shawn Draper, Aviation Mechanic
  - Tania Wallace, Administrative Specialist III for VPAA
  - Sonia Blankenship, Administrative Specialist II for Aviation
  - Brittnee Donaldson, CNA Faculty
  - Krystal Johnson, CNA Faculty

### **Information Item – Personnel 6.A.2.i – 6.A.2.iii**

- Dr. Dawe informed the Board of the following new part-time employees:
  - Donald Backus, Part Time Aviation Mechanic
  - Phyllis Hoskinds, Part Time Administrative Assistant for Information Technology
  - Robert Funderburk, Part Time Fitness Center Assistant

### **Information Item – Personnel 6.A.3.i – 6.A.3.ix**

- Dr. Dawe informed the Board of the following resignations:
  - Dr. Keith McClanahan, Provost and Executive Vice President for Learning
  - David Carpenter, Division Chair of Applied Science and Technology & Distance Learning
  - Jeremiah Coffey, Aviation Mechanic
  - Fay Mitchell, Administrative Assistant to the Provost

- v. Phyllis Hoskinds, Administrative Specialist for Information Technology
- vi. Michael Wyatt, Administrative Specialist for Aviation
- vii. Laura Lawrence, Director of Financial Aid
- viii. Dawn Smith, CNA Faculty
- ix. Leslie Love, Biology Faculty

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

- Dr. Dawe informed the Board of the following active searches:
  - i. Recruitment Specialist

#### **Executive Session**

- Trustee Watson made a motion to go into Executive Session at 5:37 p.m. Trustee Howard seconded and the motion passed unanimously.
- The Board reconvened in open session at 6:12 p.m. with no action taken during the Executive Session.

#### **Action Item 7.A.1**

#### **Finance – FY 2018-2019 End-of-Year Financial Reports**

- Tina presented the 2018-2019 End of Year Financial Report 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.A.2**

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

- Tina Wheelis presented the End-of-Month and Year-to-Date Financial Reports to the Board for approval.
- Trustee Watson made a motion to approve the report. Trustee Holzhauser seconded the motion. The motion passed unanimously.

#### **Action Item 7.B.1**

#### **Board of Trustees Committee Chair Appointment**

- Chair Wiles appointed Trustee Wright as the Academic Affairs Committee Chair.

With no further business, 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 6:18 p.m.