

Ozarka College
Board of Trustees Quarterly Meeting
Thursday, December 12, 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, December 12th, 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, Pam Setser, Dr. Richard Dawe, Dr. Chris Lorch, Dr. Josh Wilson, Tina Wheelis, Scott Pinkston, Jason Lawrence, Tess Weatherford, and Candace Killian

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

Trustee Holzhauer led the Board in the Pledge of Allegiance.

Trustee Watson made a motion to approve the minutes from the August 15th Regular Meeting. Trustee Wright seconded the motion. The motion passed unanimously.

Area Reports

Academic Affairs

Dr. Chris Lorch, Vice President of Academic Affairs

- Dr. Lorch informed the Board that the College had an HLC liaison on campus November 25th to help prepare faculty and staff for the upcoming reaccreditation process
- He also informed the Board that a Diesel Technology Instructor has been hired and will begin employment in January
- Dr. Lorch updated the Board on the hire of the Surgical Technology Program Director
- He also updated the Board on events that took place earlier in the semester: Ag Safety Day with 225 high school students from 12 area high schools and the Culinary Career Day with 130 students from six area high schools

Finance and Administration

Tina Wheelis, Executive Vice President of Finance and Administration

- Tina updated the Board on the progress of the new signage on the Ash Flat campus
- She also gave an update to the Board regarding the new Nancy Orr Memorial that is also located on the Ash Flat campus
- Tina also informed the Board that the College now has reserved parking for Veterans at each campus location
- She also presented slides of the new signage at the Ash Flat Technical Center

- Tina informed the Board of the open enrollment last month and the transition from Qual Choice to Arkansas Blue Cross Blue Shield insurance that will be effective January 1st
- She also informed the Board that the mid-year budget review process will begin in January
- Tina also informed the Board that the College will be going from a bi-weekly to a bi-monthly payroll process beginning in January

Student Services

Jason Lawrence, Vice President of Student Services

- Jason gave an update on current enrollment to the Board
- He also informed the Board that Tomas Hernandez attended the ACC Student Leadership Academy
- Jason gave an update to the Board on the current student housing status
- He also gave an update on SGA activities:
 - Chili cook-off at the Ash Flat campus
 - Canned food drive on the Melbourne campus
 - Raised \$270 for the Ash Flat Food Pantry
 - Assisted with the Halloween Bash at Ash Flat
 - Ash Flat SGA represented Ozarka at the Highland/Cave City football game

Advancement

Dr. Josh Wilson, Vice President of Advancement

- Dr. Wilson informed the Board that the Foundation Board meeting was held on November 5th and new members were voted in: Stone County – Brent Howard and Kerri Spears; Sharp County – Jonathan Rhodes
- He also updated the Board on the holiday events that took place the previous week at all Ozarka campuses
- Dr. Wilson also informed the Board that the Gala has been scheduled for April 2nd
- He also informed the Board that Advancement has sent out the end-of-year donor asks

Information Systems/Planning & IR

Scott Pinkston, Chief Information Officer

- Scott informed the Board that Candace had completed the SWOT analysis with Administrative Council and will be working in January and February to put together a preliminary report to present a draft to the Board at an upcoming board meeting
- He also updated the Board on the new upcoming electronic purchase orders that will roll out in January

Staff Council

Tess Weatherford, Staff Council Chair

- Tess informed the Board of activities sponsored by Staff Council:
 - Continued with hygiene baskets on all campuses
 - Winter Warm-up – Donations of hats, gloves, and scarves for Kidspiration and Bearkatz Academy in Melbourne

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

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

- Dr. Dawe presented an update to the Board on the Ash Flat Technical Training Center. The bay doors have been ordered and maintenance will be pouring concrete entryways and continue to complete projects and inform the Board as they come up.
- Dr. Dawe and the Board of Trustees discussed possibilities for a Summer Board Retreat. Follow-up discussion will continue but the Board expressed interest in again meeting at the College of the Ozarks for the retreat.

Information Item – Advancement 6.A.1

Dr. Wilson presented the Capital Campaign for the Technical Center to the Board. He went on to inform the Board of the members of the leadership team of the Capital Campaign and presented a timeline for the campaign. Significant donations have already been accepted during the 'quiet phase' of the new campaign.

Information Item – Finance 6.B.1

Tina presented a detailed aviation budget to the Board. This included tuition costs, revenue, and expenses for the current aviation enrollment for the fall semester.

Information Item – Personnel 6.C.1.i– 6.C.1.vi

- Dr. Dawe informed the Board of the following new full-time personnel:
 - i. Kay Adkins, Director of Financial Aid
 - ii. Brittnee Donaldson, CNA Faculty
 - iii. Krystal Johnson, CNA Faculty
 - iv. Matthew Sullivan, UPSOAR Program Coordinator
 - v. Erica Roark, Recruitment Specialist
 - vi. Katie Norris, Administrative Specialist III for the President

Information Item – Personnel 6.C.2.i – 6.C.2.iii

- Dr. Dawe informed the Board of the following new part-time employees:
 - i. Garrett Stice, Certified Flight Instructor

Information Item – Personnel 6.C.3.i – 6.C.3.v

- Dr. Dawe informed the Board of the following resignations:
 - i. Leslie Love, Biology Faculty
 - ii. Dr. Deltha Sharp, Vice President of Planning and Institutional Research
 - iii. Erika Campbell, Director of Admissions and Student Engagement
 - iv. Garrett Stice, Full-Time Certified Flight Instructor
 - v. Karen Haley, Math Faculty

Information Item – Personnel 6.C.4.i – 6.C.4.iii

- Dr. Dawe informed the Board of the following active searches:
 - i. Diesel Technology Instructor
 - ii. Aviation – Certified Flight Instructor
 - iii. Director of Admissions and Student Engagement

Action Item Academics - 7.A.1 Diesel Technology Curriculum

- Dr. Lorch presented the Diesel Technology Curriculum to the Board for approval.
- Trustee Cooper made a motion to approve the Diesel Technology Curriculum as presented. Trustee Howard seconded the motion. The motion passed unanimously.

Action Item 7.B.1 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 Holzhauser seconded the motion. The motion passed unanimously.

Action Item 7.B.2 Contractor for Welding Renovations in Melbourne

- Tina presented a proposal to authorize the President and Executive Vice President of Finance and Administration to proceed with the selection of a general contractor for the welding lab renovation on the Melbourne campus.
- Following discussion, Trustee Wright made a motion to approve the proposal. Trustee Howard seconded the motion. The motion passed unanimously.

Action Item 7.B.3 Transfer of Funds

- Tina Wheelis presented a proposal to authorize the Executive Vice President of Finance and Administration to transfer \$300,000 from the Construction/Renovation Reserve Fund for the costs to renovate the new welding lab on the Melbourne Campus.
- Trustee Setser made a motion to approve the authorization of the transfer. Trustee Cooper seconded the motion. The motion passed unanimously.

Other Discussion Items

- Chair Wiles appointed an ad hoc committee including the College president as an ex officio member, Trustee Howard as chair, Trustee Holzhauser, and Trustee Watson to study and review possible instruments to adopt for use for the president's annual evaluation.
- Chair Wiles asked that each Trustee contribute at least \$200 per year to create a Board of Trustees' endowed scholarship to benefit Ozarka students.

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

Trustee Watson made a motion to adjourn the meeting. Trustee Setser seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:49 p.m.