

Ozarka College
Board of Trustees Quarterly Meeting
Thursday, March 19, 2020
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 19, in the John E. Miller Board Room on the Melbourne campus.

Present: Chair – Dennis Wiles, Vice Chair – Ryan Howard, Secretary – Fred Holzhauer, Ben Cooper, Mike Watson, Dr. Richard Dawe, Tina Wheelis, and Katie Norris.

Absent: Trustee Robert Wright, Trustee Pam Setser, Dr. Chris Lorch, Dr. Josh Wilson, Jason Lawrence, Scott Pinkston, Tania Wallace, and Catherine Crawford

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

Trustee Holzhauer led the Board in the Pledge of Allegiance.

Trustee Howard made a motion to approve the minutes from the December 12th 2019 regular meeting and December 19th 2019 special meeting. Trustee Watson seconded the motion. The motion was passed unanimously.

Area Reports

Academic Affairs

Dr. Dawe in the absence of Dr. Chris Lorch, Vice President of Academic Affairs

- Campus directors and faculty turned in \$37,000 for Mid-Year Budget Review.
- Currently working with faculty and high schools regarding tech programs for next year, and prepping for first semester of Surgical Technology in the Fall.
- White River has contributed \$15,000 for Surgical Technology.
- Will have a billboard showing the partnership with Stone County Medical Center and White River Medical Center.
- Prep work to go completely online with the help of Scott is being done now. When we get back from spring break all hybrids will go online.

Finance and Administration

Tina Wheelis, Executive Vice President of Finance and Administration.

- The auditors have left and any additional work will be conducted off-site.
- Professional reviews for all employees were completed in February.
- Kudos to the Maintenance Staff for all their hard work at tech center in Ash Flat.

- Provided an update on all projects being done for welding, the tech center, and airport hangar.
- Tina informed the Board of the College's Mid-Year Review results and the start of the 2021 Budget development process.

Student Services

Dr. Dawe in the absence of Jason Lawrence, Vice President of Student Services

- Spring Registration update was provided and enrollment was off by 2% compared to last Spring.
- Currently reviewing and updating the enrollment management plan.
- Student Housing currently has 12 out of 14 beds occupied, fall housing capacity was at 100%.

Advancement

Dr. Dawe in the absence of Dr. Josh Wilson, Vice President of Advancement

- Ladies luncheon went well with help from culinary.
- Gala has been postponed; new date to be determined.
- Proms has been cancelled due to COVID-19 precautions. The Paul Harris Concert/Earnie Blackley Memorial Scholarship Fundraiser has been postponed.
- \$160,000 committed for both capital campaigns to date.

Information Systems/Planning & IR

Dr. Dawe in the absence of Scott Pinkston, Chief Information Officer

- Continuing working on SWOT analysis with final product to be rolled out in May
- Launched online purchase orders.
- Scott spoke with Yelcott to prepare for more phone lines in the event we have to go all online.
- Set up all computers online to remote in from home and have full access to office drive.

Staff Council

Dr. Dawe in the absence of Tania Wallace, SC President

- No Report.

Student Government Association

Dr. Dawe in the absences of Catherine Crawford, SGA President

- No report.

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

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

- Dr. Dawe presented the Board with a presentation and gave an update on construction projects.

- Dr. Dawe discussed with the Board details regarding the Board Planning Retreat to be held May 15th tentatively at The Keeter Center located at the College of the Ozarks in Point Lookout, Missouri.
- Dr. Dawe has been updating coworkers and students regarding COVID-19/flu precautions.
- Dr. Dawe discussed student housing with the Board, with a total of 147 inquiries since opening housing. Dr. Dawe discussed the next phase of housing will be to conduct a needs analysis as a next step. The waitlist for housing will be checked in the fall and we will assess the need from there. A housing update will be provided at the Summer Board Meeting.
- Dr. Dawe updated the board and discussed the graduation rate, which was the highest in the state among all 22 two-year colleges and most four-year institutions.

Information Item – Personnel 6.A.1

- Dr. Dawe informed the Board of the following new full-time personnel:
 - i. Kimberly Lovelace, Director of Admissions/Student Engagement
 - ii. Wesley Bunting, Diesel Technology Faculty
 - iii. Caleb Huett, Aviation Faculty

Information Item – Personnel 6.A.2

- Dr. Dawe informed the Board of the following resignations:
 - i. Susan Thielemier, LPN Faculty
 - ii. John Wilson, Part-Time Maintenance for Mountain View
 - iii. Timothy Ambrose, Aviation Faculty

Information Item – Personnel 6.A.3

- Dr. Dawe informed the Board of the following active searches:
 - i. Part-Time Evening Maintenance Worker – Mountain View
 - ii. Chief Flight Instructor

Action Item 7.A.1

Reappointment of Full-Time Administration, Faculty and Classified Staff for the 2020-2021 Academic Year

- Dr. Dawe presented the reappointment of full-time administration, faculty and classified staff for 2020-2021 academic year to the Board.

- Trustee Holzhauser made a motion to accept the Reappointment of Full-Time Administration, Faculty and Classified Staff for the 2020-2021 Academic Year. Trustee Cooper seconded. Motion passed unanimously.

Action Item 7.A.2
Approve Provisional Positions for the 2020-2021 Academic Year

- Dr. Dawe presented the approval of the provisional positions for the 2020-2021 academic year to the Board.
- Trustee Cooper made a motion to approve the Provisional Positions for the 2020-2021 Academic Year. Trustee Watson seconded. Motion passed unanimously.

Action Item – Finance – 7.B.1
End of Month and Year-to-Date Financial Reports

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

Trustee Watson made a motion to convene Executive Session to discuss personnel matters. Trustee Howard seconded the motion. The motion passed unanimously.

Open Session was resumed with no action taken.

Trustee Wiles made a motion to adjourn the meeting. Trustee Howard seconded the motion. The motion passed unanimously and the meeting was adjourned at 5:50p.m.