

**Ozarka College  
Board of Trustees  
Meeting and Planning Retreat  
Friday, May 15, 2020  
9:00 a.m.  
Ozarka College – Melbourne  
Dawe Community Rooms**

**MINUTES OF MEETING**

The Ozarka College Board of Trustees met at 9:00 a.m. on Friday, May 15, in the Community Rooms of the Student Services building on the Melbourne campus.

Present: Chair – Dennis Wiles, Vice Chair – Ryan Howard, Secretary – Fred Holzhauer, Trustee Ben Cooper, Trustee Mike Watson, Trustee Robert Wright, Trustee Pam Setser, Dr. Richard Dawe, Dr. Chris Lorch, Dr. Josh Wilson, Jason Lawrence, Tina Wheelis, Scott Pinkston, and Katie Norris.

Absent: Catherine Crawford, and Tania Wallace.

Chair Wiles called the meeting to order at 9:00 a.m.

Trustee Wright led the Board in the Pledge of Allegiance.

Trustee Setser made a motion to approve the minutes from the March 19<sup>th</sup> 2020 regular meeting. Trustee Watson seconded the motion. The motion was passed unanimously.

**Area Reports**

**Academic Affairs**

Dr. Chris Lorch, Vice President of Academic Affairs

- Dr. Lorch provided the Board an update on student performance
- Student withdrawals are down .06% from last spring
- Students with a D or F at midterm that finished with a C or above went up 3%
- Issued 41 incompletes to help students out that were adversely affected by the pandemic
- Students have to complete 75% of the course to qualify for an incomplete, we changed that to 60% to allow students more time
- Kudos to faculty for working with students to make sure they were not adversely impacted and could continue their coursework
- Conducted an online student survey on course delivery for online classes and was able to implement most helpful aspects such as video meetings with students
- HLC teams have finished all writing for visit coming up in March

**Finance and Administration**

Tina Wheelis, Executive Vice President of Finance and Administration.

- Updated the Board on construction projects
- Welding lab construction at Melbourne is a month ahead of schedule
- Provence Construction has been very good to work with
- Kudos to Marty McFarlin and Penny Ramsey for all their hard work at the Ash Flat Tech Center
- Have three Lifts for the Ash Flat Tech Center and the ramps have been complete
- Nancy Orr Memorial signage is up and partnering with Sharp County's Master Gardeners to develop the flower garden area
- Audit is complete, there were no findings in the financial portion. There was a supplemental finding that was sent to all colleges regarding Foundation support from college staff

### **Student Services**

Jason Lawrence, Vice President of Student Services

- Jason updated the Board on the CARES Act which went into place about a month ago. We signed a letter certifying and agreement that half the funds would go to students, and returned that letter April 13. Ozarka was awarded total of \$797,075 with almost 398,538 designated for student aid. Scott designed a system implemented in MyOzarka that allowed students to login and certify they were impacted by COVID-19. To be eligible for the emergency funds students had to be in a degree seeking program, not exclusively online or withdrawn by March 13. 654 Students were eligible for funds and 633 students have received payments with 21 students declining the funds. Students received approximately \$629.60 per student.
- Summer Registration update was provided and enrollment for Summer I is up about 5% with 256 enrolled
- Summer II is trending up about 37.5%, with 154 enrolled
- Fall enrollment is down 21% from last year with 337 enrolled at this moment. Fall registration is down due to not being able to have access to high schools. It is anticipated that fall enrollment will be strong.
- Registration date has been extended to April 20<sup>th</sup>
- Creating and posting videos online for student engagement
- Calling and setting up virtual meetings with students

### **Advancement**

Dr. Josh Wilson, Vice President of Advancement

- Dr. Wilson updated the Board that the Nancy Orr memorial project is near completion.
- The Smith family donated land for the proceeds to be used to create an endowment scholarship in the name of their grandparents. The scholarship will be \$500 annually.
- Foundation Board Meeting that was scheduled for June 2 at Ash Flat will now be virtual

- Gala has been postponed and donations in the amount of \$12,000 has been designated to serve students
- Partnering with Marketing and Student Services to keep students informed with notifications and videos to support student registration
- First Community Bank is donating \$15,000 to the capital campaign

### **Information Systems/Planning & IR**

Scott Pinkston, Chief Information Officer

- Set up the capability for employees to access their desktop remotely and work from home
- Will be purchasing cameras for classrooms to have the capacity to make lectures available online and for students to be able to review presentations
- Will be working on updating firewalls
- Created notification for CARES Act for students to receive the money and certify they were impacted by COVID-19

### **Staff Council**

Katie Norris in the absence of Tania Wallace, SC President

- Will be planning a fundraiser in fall pending the Governor's directives

### **Student Government Association**

Catherine Crawford, SGA President

- No report.

## **President's Report – Discussion Items 6.A**

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

- Dr. Dawe provided the Board with COVID-19 virus actions/update. Ozarka has taken great lengths to comply with State and federal directives. We have been communicating effectively with faculty, staff, and students. First couple of weeks we worked from home. The day after Memorial Day we will be back up at full operations operating under our regular summer hours. Students are still not on campus but will be allowed on campus June 1 by appointment only with masks and social distancing in place to follow guidelines. Commencement has been canceled and to honor grads articles were published in regional papers. Capping/Pinning has been delayed and plan to conduct them in separate days, providing tickets to adhere to event guidelines. Fitness Center is open but with restrictions.
- Dr. Dawe also informed the Board of Ozarka Aviation being highlighted on the front page of the Arkansas Business Weekly.

### **Information Item – Personnel 7.A.1**

- Dr. Dawe informed the Board of the following resignations:
  - i. Kenneth Barton, IST Program Coordinator and Faculty
  - ii. Eric Booth, Computer Support Specialist

- iii. Angela Phipps, Ash Flat Campus Director

### **Information Item – Personnel 7.A.2**

- Dr. Dawe informed the Board of the following open searches:
  - i. Mathematics Faculty
  - ii. Science Faculty
  - iii. Part Time Evening Worker – Mountain View
  - iv. Chief Flight Instructor
  - v. Computer Support Technician
  - vi. Nursing Faculty – Melbourne

### **Action Item 8.A.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 Wright made a motion to approve the report. Trustee Howard seconded the motion. The motion passed unanimously.

### **Action Item 8.A.2**

#### **Finance**

#### **2019-2020 Annual Operating Budget**

- Tina presented key aspects of the proposed annual budget.
- The Board of Trustees Finance Committee met previously on April 22<sup>nd</sup> to discuss in detail and stated they support the proposed budget.
- Trustee Setser made a motion to approve the 2019-2020 Operating Budget as presented. Trustee Holzhauser seconded the motion and the motion passed unanimously.

### **Action Item 8.B.1**

#### **Planning and IR**

#### **Strategic Planning Priorities for 2021-2025**

- Scott Pinkston presented the board the Strategic Planning Priorities for 2021-2025 for approval.
- The Board discussed the SWOT Analysis and supported the proposed analysis.
- Trustee Watson made a motion to approve the report. Trustee Wright seconded the motion. The motion passed unanimously.

**Action Item 8.C.1**  
**Personnel**  
**President's Annual Review**

- Trustee Watson made a motion to adjourn into Executive Session at 12:03 P.M. Trustee Setser seconded and the motion and the motion passed unanimously.
- The Board reconvened in open session at 2:56 P.M. and Trustee Cooper made a motion to extend Dr. Dawe's contract for three years as reflected in the Operating Budget. Trustee Setser seconded and the motion passed unanimously.

Trustee Watson made a motion to adjourn the meeting. Trustee Wright seconded the motion. The motion passed unanimously and the meeting was adjourned at 3:15 p.m.