

**Ozarka College**  
**Board of Trustees Quarterly Meeting**  
**Tuesday, March 23, 2021**  
**4:30 p.m.**  
**Ozarka College – Melbourne**  
**Student Center Community Rooms**

**MINUTES OF MEETING**

The Ozarka College Board of Trustees met at 4:30 p.m. on Tuesday, March 23, in the Student Center Community Rooms on the Melbourne campus.

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

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

Trustee Pam Setser led the Board in the Pledge of Allegiance.

A motion to approve the minutes from the December 17, 2020 Regular Meeting was made by Trustee Watson and seconded by Trustee Setser. The motion passed unanimously.

**Area Reports**

**Academic Affairs**

Dr. Chris Lorch, Provost

- Review of the academic offerings for Summer and Fall
- Discussed interest from partner High Schools in technical offerings
- Working with Program Chairs and Lead Faculty on recruitment and growth plans

**Finance and Administration**

Tina Wheelis, Executive Vice President of Finance and Administration

- Update on Federal Funding for Covid relief
- Elaboration on mid-year review process that started in January
- Summary of Audit
- Budget cycle in full swing
- Scheduling a Finance Committee Meeting in early May

**Student Services**

Jason Lawrence, Vice President of Student Services

- High Schools started opening up at the end of February for recruitment activities
- All schools should be visited within the next couple of weeks

- Working on alternate means to reach Seniors who are virtual only
- Campus tours have started back up
- Focus areas this year include traditional (just out of high school) student recruitment and Tech Center student recruitment
- Update on Covid numbers and reporting

### **Advancement and Planning**

Dr. Josh Wilson, Vice President of Advancement

- Events and scheduling updates
- Foundation Board met in early February and discussed Spring events
- Gala date yet to be determined (possibly early Fall)
- Ribbon Cutting ceremony for Tech Center tentatively scheduled on May 24 at 10:00 am
- Foundation Board meeting after Ribbon Cutting ceremony on May 24
- Ladies Luncheon in Mountain View tentative date is June 5
- Scholarship updates on Wilson, Dawe, Pierson, Watson, Kankey, Wyatt, and Campbell scholarships
- Board of Trustees Scholarship distribution and current balance
- Dr. Wilson selected for the Arkansas Business Journal's 40 under 40

### **Information Systems and Institutional Research**

Scott Pinkston, Vice President and Chief Information Officer

- Community College Survey of Student Engagement (CCSSE) coming up in April (we conduct every other year)
- Survey results are sent to us to let us know how our student engagement is compared to other institutions our size around the nation
- Update on Tech Center connectivity with Ash Flat main campus
- A tower will be put up at the Tech Center to provide high speed connectivity
- Plans for institutional portion of CRSSA fund distribution
- A portion of the federal funds will be used to standardize each classroom and refurbish all of the equipment in every classroom at all of the campus locations

### **Staff Council**

Tania Wallace, SC President

- Next meeting is scheduled for April 1

### **Student Government Association**

Clayton Willis, SGA President

- Canned Food Drive to benefit MANA House started on March 1 and will continue through April 1
- Will be planning snacks and activities for finals week

### **President's Report – Discussion Item 5.A**

Dr. Dawe presented the following on the Higher Learning Commission (HLC) visit debrief:

- Very positive initial report from the HLC
- The team was very impressed; especially with Board and Student participation in the evaluation
- Praise for MyOzarka and our Assessment process
- Stated that we have a well-established culture of governance
- Light suggestions for minor updates

### **President's Report – Discussion Item 5.B**

Dr. Dawe presented the following on the COVID vaccinations status:

- Update on number of employees vaccinated – roughly 50% including part-time employees and work-study students
- Ozarka has been very supportive, working with Corner Drug and others, to help vaccinate the local population

### **President's Report – Discussion Item 5.C**

Dr. Dawe presented the following update on Emerson and the Ash Flat Tech Center:

- Training schedule – Starting on April 12 we will be training five CNC machining operators in an eight-week course and then training ten more operators directly following that course
- Emerson is very pleased with how we have met their expectations in customizing our curriculum to fit their needs
- There was a meeting last week to finalize the design for the welding and machining areas at the Tech Center
- Machining equipment will be arriving in the next four to six weeks

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

Dr. Dawe informed the Board of the following new full-time personnel:

- i. McKenzie Jackson – UPSOAR Program Coordinator

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

Dr. Dawe informed the Board of the following new part-time personnel:

- i. Zebulun (Zeb) Norris – Maintenance Part-Time Mountain View

### **Information Item – Personnel 6.A.3.i-iv**

Dr. Dawe informed the Board of the following resignations, retirements and others:

- i. Kala Miller – Surgical Technology Program Director
- ii. Rodney Williams – Social Science Faculty (retirement)
- iii. Candace Killian – Director of Institutional Research
- iv. Matthew Sullivan – UPSOAR Program Coordinator

**Information Item – Personnel 6.A.4.i-vi**

Dr. Dawe informed the Board of the following active searches:

- i. Surgical Technology Program Director
- ii. Chief Flight Instructor
- iii. Mathematics Faculty
- iv. History Faculty
- v. Part-Time Aircraft Mechanic
- vi. Part-Time Fitness Center Assistant

**Action Item 7.A.1**

**Personnel - Reappointment of Full-Time Administration, Faculty and Classified Staff for the 2021-2022 Fiscal Year**

- Dr. Dawe presented the reappointment of full-time administration, faculty and classified staff for the 2021-2022 fiscal year to the Board
- A motion to approve the reappointment of full-time administration, faculty and classified staff for the 2021-2022 fiscal year was made by Trustee Watson and seconded by Trustee Wright. The motion passed unanimously

**Action Item 7.A.2**

**Personnel - Approve Provisional Positions for the 2021-2022 Fiscal Year**

- Dr. Dawe presented the provisional positions for the 2021-2022 fiscal year to the Board
- A motion to approve the Provisional Positions for the 2021-2022 fiscal year was made by Trustee Holzhauser and seconded by Trustee Setser. The motion passed unanimously

**Action Item 7.B.1**

**Finance - 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
- A motion to approve the report was made by Trustee Howard and seconded by Trustee Holzhauser. The motion passed unanimously

**Action Item 7.C.1**

**Governance – Revisions to Board Policy 5.22: Residency Requirements**

- Dr. Dawe presented the proposed revisions to Board Policy 5.22: Residency Requirements
- A motion to approve the revision to Board Policy 5.22: Residency Requirements, was made by Trustee Setser and seconded by Trustee Watson. The motion passed unanimously

With no further business, Chair Wiles asked that a motion be made to adjourn the regular meeting. A motion to adjourn the meeting was made by Trustee Cooper and seconded by Trustee Holzhauser. The motion passed unanimously and the meeting was adjourned at 5:32 p.m.