

**Ozarka College**  
**Board of Trustees Quarterly Meeting**  
**Thursday, December 8, 2022**  
**4:30 p.m.**  
**Ozarka College – Melbourne**  
**Student Services Center Community Room**

**MINUTES OF MEETING**

The Ozarka College Board of Trustees met at 4:30 p.m. on Thursday, December 8, in the Student Services Center Community Room on the Melbourne campus.

Present: Chair – Ryan Howard, Vice Chair – Fred Holzhauer, Secretary – Robert Wright, Trustee Ben Cooper, Trustee Mike Watson, Trustee Pam Setser, Trustee Gayle Cooper, Dr. Richard Dawe, Tina Wheelis, Dr. Chris Lorch, Dr. Josh Wilson, Scott Pinkston, Zeda Wilkerson, Dylan Herekamp, and Valerie Long.

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

Trustee Holzhauer led the Board in the Pledge of Allegiance.

A motion to approve the minutes from the September 21, 2022 Regular Meeting was made by Trustee B. Cooper and seconded by Trustee Setser. The motion passed unanimously.

**Area Reports**

**Academic Affairs**

Dr. Chris Lorch, Provost

- Update on RN program
  - Jamie Yates has been hired as the Director of Nursing
  - He will develop curriculum, work on Arkansas State Board of Nursing approval, and national accreditation
  - First cohort will begin in January 2024
- Unique enrollment initiatives for high school tech programs
  - Going into individual classrooms to speak with smaller groups of students
  - Getting good questions and seeing more interest from students
- Safety initiatives for tech programs
  - Making modifications due to an increasing number of students in these programs

**Finance and Administration**

Tina Wheelis, Executive Vice President of Finance and Administration

- We were selected for single audit on HEERF CARES funds

- Auditors were here this week and will be here next week as well
- Preparing for mid-year review, 24 budget cycle, and fiscal year 2022 audit
- Brenda Morris will be retiring in January with 24 years of service
- Next week architects and engineers will be looking at the John E. Miller Building HVAC system replacement

### **Student Services**

Zeda Wilkerson, Vice President of Student Services

- The college has been represented at college fairs, high school visits, financial aid nights, and community events during the Fall semester
- The Admissions Office has conducted numerous tours, sent out mailings, and reached out by phone to encourage enrollment for the Spring semester
- Working on events to bring high school students onto campus in the Spring
- TRIO and Career Pathways met student enrollment goals
- Perkins has purchased \$46,000 in equipment for Nursing, Surg Tech, Welding, and Aviation programs

### **Advancement and Planning**

Dr. Josh Wilson, Vice President of Advancement

- Update on Fall event season
  - Cleverlys Concert raised enough to endow the Earnie Blackley scholarship
  - Golf Tournament raised about \$17,000
  - Casino Night raised almost \$6,000 and is now a signature event for Sharp County
  - Fall Concert had a big crowd and raised more than \$4,000
  - Five holiday events across four counties
- Marketing update
  - Spring registration is the current focal point in social media and print advertising
  - Kudos to Katie Norris for writing the newsletter and winning two Educational Digital Marketing awards
- Grants update
  - Continuing to leverage money for salaries and equipment with the WORC grant
  - New Delta Regional Grant will start in January with about \$180,000 going into the new Nursing program
- Endowments update
  - We were able to endow four new scholarships in 2022: Jaeda Knight Memorial Scholarship, Earnie Blackley Memorial Scholarship, Stone County Resource Council Scholarship, and Delynne Duerkes Memorial Scholarship
  - Wayburn Watson Memorial Scholarship will be fully endowed in the first quarter of 2023
  - Board of Trustees Scholarship is almost fully endowed

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

Scott Pinkston, Vice President and Chief Information Officer

- Upgrades will be made during Christmas break
- Moving equipment out of the Mammoth Spring campus

## **Staff Council**

Dylan Herekamp, Staff Council President

- Staff Council is meeting its goal of promoting collegiality
- Successful Fall events
  - Chili cook-off fundraiser
  - Candy corn guessing game
- Planning events for Spring
  - Professional development
  - Silent auction fundraiser

## **Student Government Association**

Zeda Wilkerson, Vice President of Student Services

- SGA is holding a toy drive for DHS in our service areas

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

Dr. Dawe introduced the following on employee pay:

- Discussed possible stipend for employees

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

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

- i. Brandon Muse – Certified Flight Instructor
- ii. Brioney Edwards – Culinary Arts Instructor
- iii. Jamie Yates – Director of Nursing Programs
- iv. Clyde Williams – Certified Flight Instructor

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

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

- i. Alexis Runyan – Part-time Fitness Center Assistant

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

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

- i. Earlene Martz – Administrative Specialist III Finance (Retirement)
- ii. Will Watson – Part-time Fitness Center
- iii. Beau Broadus – Institutional Services Assistant
- iv. Cynthia Pitchford – Administrative Specialist III
- v. Brenda Morris – Coordinator of Housekeeping (Retirement)
- vi. Amber Rush – Controller
- vii. Terrence Massey – Maintenance Technician

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

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

- i. Adjunct Precision Machining Technology Faculty
- ii. Chief Flight Instructor
- iii. Institutional Services Assistant for the Mountain View campus

**Action Item 7.A.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 G. Cooper and seconded by Trustee Wright. The motion passed unanimously

**Action Item 7.A.2**

**Finance – Classified Staff Pay Structure**

- Dr. Dawe and Tina Wheelis presented the revised Classified Staff Pay Structure to the Board for discussion and approval
- A motion to approve was made by Trustee G. Cooper and seconded by Trustee Holzhauser. The motion passed unanimously

**Action Item 7.A.3**

**Finance – Mammoth Spring Property Sale**

- Dr. Dawe and Tina Wheelis presented a bid for the Mammoth Spring property for discussion and approval
- A motion to approve was made by Trustee Watson and seconded by Trustee Holzhauser. The motion passed unanimously

**Action Item 7.B.1**

**Advancement – Delta Regional Authority Resolution**

- Dr. Josh Wilson presented the Delta Regional Authority Resolution to the Board for discussion and approval
- A motion to approve was made by Trustee G. Cooper and seconded by Trustee Wright. The motion passed unanimously

**Action Item 7.C.1**

**Governance – Revisions to Board Policy 4.07: Nursing Clinical Ratio**

- Dr. Chris Lorch presented the Revisions to Board Policy 4.07 to the Board for discussion and approval
- A motion to approve was made by Trustee Setser and seconded by Trustee B. Cooper. The motion passed unanimously

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