

**Ozarka College  
Board of Trustees Meeting  
December 17, 2015 / 4:30 p.m.  
Student Services Center-Libby Cone conference room**

**MINUTES OF MEETING**

**Attendees:** Chair Jack Yancey, Vice Chair Ben Cooper, Bob Evins, Dennis Wiles, Ryan Howard, Tim Gammill, and Darla York

**College Personnel Attending:** Dr. Richard Dawe, Dr. Keith McClanahan, Tina Wheelis, Jason Lawrence, Chris Lorch, Suellen Davidson, Scott Pinkston, Josh Wilson, Nick Lenczycki and Kim Powell

Absent: Ron Helm

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

Chair Yancey led the Board in reciting the Pledge of Allegiance.

Chair Yancey presented Bob Evins a plaque for his service to the Board as Chairman.

**Minutes of Meeting**

Chair Yancey asked that a motion be made to approve meeting minutes from the August 27, 2015 regular meeting. Trustee Evins made a motion to accept the minutes as presented. Trustee Howard seconded. Motion passed unanimously.

**Area Reports**

**Academic Affairs**

Dr. Keith McClanahan, Provost:

Dr. McClanahan informed the Board that Ozarka has partnered with Cave City School District in offering CNA and Early Childhood Development classes. Ozarka has supported their efforts to be approved for charter school status and they have received charter status preliminary approval.

In the Culinary program, Chef Alden will become the Lead Culinary Instructor as of January 16. Chef Bruno will be a Culinary Instructor as well as the Café Supervisor, overseeing the daily operations of the Café .

Dr. McClanahan stated that at the recent Nurse Capping and Pinning ceremony, forty-four registered nursing students and twenty-two practical nursing students participated. Of those, there were two male practical nursing students and six male registered nursing students. There

was 96% pass rate for the practical nursing students taking the National Council Licensure Exam (NCLEX).

Dr. McClanahan also reported that a credentials examination of faculty members had been completed to determine appropriate classes that faculty members may teach.

### **Finance**

Tina Wheelis, Vice President of Finance:

Tina informed the Board that the Audit Report was approved last Thursday. The Legislative Audit and the audit of Ozarka College Foundation went well. Tina stated that she would like to formally acknowledge and thank the staff for their assistance with the audit.

Two employees have recently resigned at Ozarka Kids Academy. Rather than replacing these employees, the program has been restructured to compensate. Kelly Graham will be the Interim Director until June, 2016. By utilizing part-time help and work study students, there has been a 60% reduction in costs at Ozarka Kids Academy.

### **Student Services**

In Ron Helm's absence, Dr. McClanahan provided the Student Services report.

Dr. McClanahan reported that the Community College Survey of Student Engagement (CCSSE) will again be administered. This is a survey that focuses on how well Ozarka College is meeting the needs of its students.

Dr. McClanahan gave an update on the student Loan Default Rate. The Ozarka College student loan default rate has decreased from 19.2% in 2012 to a projected rate of 16.8%, as of September, 2015. Due to the Default Management Plan that the Ozarka College Financial Aid office developed, fewer students are defaulting on student loans. Scott Pinkston distributed a visual graphic that he had developed which illustrates the final cost of loans with interest.

### **Administration**

Jason Lawrence, Vice President of Administration:

Jason began by thanking the maintenance staff for their hard work on each of the campuses.

Jason reported on training opportunities that students and faculty members have had recently. During the Fall semester, staff and faculty received training on Active Shooting and Violence Against Women, over 600 students and 92 faculty and staff members received training on sexual assault. Other opportunities for training were for Winter Driving and Fire Extinguisher Safety, etc.

Jason reported that campus facilities have been used for 54 community events. The community rooms in the Student Services building, as well as the John E. Miller Auditorium, have been used for such events as the 4H Awards Program, Quiz Bowl, County Spelling Bee, Mount Pleasant

Elementary Music Program, and the Superintendents' meeting. These events provide an opportunity to showcase the great facilities and the excellent culinary staff at Ozarka College.

### **Planning and Institutional Research**

Josh Wilson, Associate Vice President of Planning and Institutional Research:

Josh gave an update on the Arkansas Partnering for Nursing's Future (APNF) grant that is closing. This grant from the Department of Labor provided salaries for nursing faculty and paid for equipment and student scholarships on the Mammoth Spring campus.

The Blue and You grant provided 16 Automated External Defibrillators (AED's) on four campuses and the Ozarka Kids Academy. It also trained and certified staff on each campus on AED usage and CPR training.

Josh reported on the Fitness Challenge, which was a part of the Blue and You grant. The initial goal was for 100 to participate and collectively log 10,000 miles. By the end of the Fitness Challenge, 242 participants logged a total of 116,445 miles.

Josh stated that Jason Lawrence and Scott Pinkston helped to install Emergency Alert Beacons on campus.

Josh said that we would be reapplying for the Blue and You grant for the coming year.

### **Advancement**

Suellen Davidson, Director of Advancement:

Suellen updated the Board on past Foundation events. On September 5 there was a 5K run, on October 3, Cooper's Hawk hosted the Izard County Golf Tournament with a total of 27 teams, raising \$14,600. Also on October 3, there was a Fall Concert in Mountain View, raising \$4,900.

Suellen reported that the Stone County Community Resource Council (SCCRC) in Mountain View, which operates The Dorcas House, has donated a total of \$110,000 to Ozarka College, \$90,000 of which has been dedicated to providing nine endowed scholarships.

An anonymous donor from Horseshoe Bend has given \$10,000 to be used for scholarship purposes.

The Gala will be held in the Centennial Bank community room of the Student Services Center on March 31 at 6:00.

### **Information Systems**

Scott Pinkston, Chief Information Office:

Scott provided the Board with a Network Availability handout, showing that the network is up for 99% of the time. This is due to the efforts of the entire Information Technology staff: Eric, Rick, Chaney, Scott, and Phyllis.

### **Classified Staff Council**

Dr. Dawe gave an update for the Classified Staff Council. In the past few months the council has held a domestic violence awareness meeting, conducted a canned food drive, and partnered with the Student Government Association on the Angel Tree Project. A Classified Staff Employee will be spotlighted monthly starting in January.

## **President's Report – Discussion Items**

**Summer Planning Retreat:** Dr. Dawe reminded the Board that the Summer Planning Retreat will be held in May. A discussion followed of possible locations for the retreat. Chair Yancey suggested that Dr. Dawe check availability at several places, send a list to the Board members for them to rank according to preference, and make a decision at the next Board meeting. All members were in agreement.

**Ozarka Performance Highlights:** Dr. Dawe stated that each of the five Performance Highlight areas that showcase successes can be shared and celebrated. Josh Wilson referred the Board to the Performance Highlights handout that was included in the board packet and discussed each area.

**Online Giving:** Dr. Dawe stated that Scott Pinkston and Suellen Davidson have been working to provide online donation capability to the College. Scott has redesigned the Ozarka College Foundation web page to enable online donations. He gave the Board a demonstration of the online process to donate money to be used for scholarships and other priorities. Donors will be able to designate an amount and determine frequency of donations, using credit card or auto-drafting from a bank account. By using this system, all information is secure and there will be no access to credit card information by Ozarka College. Suellen will get an alert that a donation has been made so that she will be able to thank the donor. This link will be available in January.

**Linking Budget to Planning Priorities:** Scott Pinkston and Tina Wheelis have redesigned the budget request process to include prioritization of budget items and a direct link to department and College strategic planning priorities. Starting in February, each department will prioritize requests in order of importance. This will allow for a more effective budgeting and planning process.

**Residence Hall Legislation:** Dr. Dawe informed the Board of the future need for a residence hall for students in programs such as aviation and culinary arts. Currently, legislation allows some two-year colleges to have residence halls for programs such as police and fire academies. Dr. Dawe requested support to advocate for changes to the current legislation, allowing Ozarka College to build residence halls in the future. After discussion of the logistics and funding aspects, the Board was in agreement that it warrants investigation.

## **Information Items- Personnel 5.A.1–5.C.8**

Dr. Dawe shared information on the following new employees: Rondal Moser, Maintenance Technician, Penny Ramsey, Maintenance Assistant, Isaac Felton, Institutional Services Assistant, Kelly Graham, Interim Director of Ozarka Kids Academy, Amber Whitaker, Director of Admissions, Robert Bruno, Culinary/Hospitality Faculty, and Kevin Crawford, Aviation Faculty.

Part-time personnel: Angel Haigwood, Café Cashier, Madison DeLoach, Fitness Center, Robin Pollard, Administrative Assistant for Student Services, Julia Chance, Maintenance at Mammoth Spring, Nancy Sutterfield, Administrative Assistant in Mountain View, Kevin Rush, Maintenance, Kimberly Powell, Administrative Assistant to the President, Autumn Cross, Ozarka Kids Academy, and Jennifer Walter, Ozarka Kids Academy.

Resignations, Retirements, and Other include Denny Elrod, Maintenance Assistant, Dylan Mowery, Director of Admissions, Blair Cone, Child Care Technician, Karen Hall, Director of Ozarka Kids Academy, Kathryn Langston, Division Chair, Nick Wilcox, Criminal Justice Faculty, Jerry Reed, Part-Time Maintenance, and Serelda Johnson, HIT Faculty.

## **Action Items**

### **6.A Formally Endow and Transfer the Gwenn Lea Scholarship**

Dr. Dawe reminded the Board that former Ozarka College Board of Trustee Member Gwenn Lea left a \$50,000 donation to Ozarka College to be used for scholarships. Since the Foundation is the appropriate entity to maintain scholarship funds, there is a need to transfer the donation to the Foundation. Trustee Evins made a motion to transfer the funds to the Ozarka College Foundation. Trustee Cooper seconded. Motion passed unanimously.

### **6.B 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. The Board reviewed and discussed the financial reports as Tina explained them.

Trustee York made a motion to approve the financial reports as presented. Trustee Wiles seconded. Motion passed unanimously.

### **6.C Approve the 2015 Audit Report**

Tina Wheelis presented the Audit Report to the Board for approval. The Board reviewed and discussed the audit report which was a no-finding, no-comment report.

Trustee Evins made a motion to approve the Audit Report as presented. Trustee York seconded. Motion passed unanimously.

#### **6.D Aviation Program Modification**

Dr. McClanahan informed the Board that with approval from the Arkansas Department of Higher Education and the Federal Aviation Administration for a Private Pilot aviation program, it is now time to advance to the next phase of the program, as originally planned; the Associate of Science: Commercial Pilot program. Both program options will be available to students in August, 2016. Trustee Wiles made a motion to approve the Associate of Science: Commercial Pilot Aviation Degree option. Trustee York seconded. Motion passed unanimously.

#### **6.E Campus Security Policy Revision**

Jason Lawrence gave an overview of the Security Policy and stated that the proposed revisions comply with Department of Education regulations and reporting requirements for preparing and publishing an Annual Security Report. Trustee Wiles made a motion to approve the Campus Security Policy revision. Trustee Evins seconded. Motion passed unanimously.

With no further business, Chair Yancey asked for a motion to adjourn the meeting.

Trustee Cooper made a motion to adjourn the meeting. Trustee Evins seconded. Motion passed unanimously and the meeting was adjourned at 6:35 p.m.