

**Ozarka College  
Board of Trustee Quarterly Meeting  
December 15<sup>th</sup>, 2016  
4:30 p.m.  
John E. Miller Board Room**

**MINUTES OF MEETING**

The Ozarka College Board of Trustees met at 4:30 p.m. on Thursday, December 15th in the John E. Miller Board Room on the Melbourne campus.

Present: Jack Yancey, Fred Holzhauser, Dennis Wiles, Ryan Howard, Ben Cooper, Tim Gammill, Darla York, Dr. Richard Dawe, Dr. Keith McClanahan, Tina Wheelis, Chris Lorch, Scott Pinkston, Dr. Deltha Sharp, Suellen Davidson, Jason Lawrence, Josh Wilson, Wanda McConnaughay, Tena Rosse and Fay Mitchell

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

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

Trustee Wiles made a motion to approve the minutes from the August 18th, 2016 regular meeting. Trustee Gammill seconded. Motion passed unanimously.

**Area Reports**

**Academic Affairs**

Dr. Keith McClanahan, Provost: Dr. McClanahan spoke to the Board about pursuing Aviation Memorandums of Understanding (MOUs) with Central Missouri University and Parks College. Dr. McClanahan said we are doing this so students will have additional transfer options to four year institutions should they decide to go on to pursue a Bachelor's Degree. Having these MOUs should make it easier for Ozarka to pursue, in the near future, the Associate of Applied Science Degree in Aviation for those students who are not seeking to transfer.

Dr. McClanahan said we recently completed our second culinary accreditation visit. We will have the results of the visit by the end of January. The site visitor from Pulaski Tech told us; she was very pleased with our program and thought we should have full accreditation after the January board meeting with the ACF.

Dr. McClanahan informed the Board that we held our Nursing Capping & Pinning Ceremony, in November and knew some of the Board members were able to attend. We pinned 20 LPN Students and 41 RN Graduates. We have good numbers for our January nursing program; we have 25 students registered in Melbourne, 25 in Mammoth Spring and 48 in the RN Program.

We have several returning nursing students; 19 in Melbourne, 19 in Ash Flat and 13 at Mountain View.

Dr. McClanahan said he would present two new programs for the Board's approval later in tonight's program, which are, The Certificate of Proficiency – Small Unmanned Systems (sUAS) and the Associate of Science in Agriculture Degree.

Dr. McClanahan informed the Board that early registration for the spring semester seems to be up a little right now so we are looking for good things in the future.

### **Finance**

Tina Wheelis, Vice President of Finance: Tina informed the Board that we were ready for the Department of Labor's implementation of overtime changes for exempt employees making less than \$47,000 per year, should it be directed. Our plan is to require time sheets for those employees in lieu of salary increases, which was not in the budget for this year, and to treat them as classified employees for any time earned over 40 hours per week by giving them comp time at time and one half if flex time is not possible. Thanks to Scott and others, we were already working on transitioning to electronic time sheets in January. A Federal Judge has granted an injunction at this time, however, if the injunction is lifted we have everything in place to fully comply with the new regulations.

Tina said our Mid-Year Budget Review process will take place on January 13<sup>th</sup> and she was sure all of the department heads would be looking at their budgets so they will be ready for the process.

She also stated she received notice this week that the Auditors will be with us in January. They will be on campus conducting our 2016 Annual Fiscal Review.

### **Student Services**

Josh Wilson, Associate Vice President of Student Services: Josh told the Board he wanted to recognize our Financial Aid Department as they just received The Default Prevention Excellent Award from Student Connections, our national affiliate of USA funds which is what we outsource to help assist and augment our efforts to contact those students to keep them out of default. Just three years ago our default rate was 41.8%, this award was based on 16.6% for 2013, which is down from 41% and projected to be 13% by next year. We are really proud of great job they have done.

Josh said we are now at our end of semester wrap up and we have a full court press for spring enrollment going on. We have talked in Board meetings during the year about our Enrollment Management and we have collaborated with academics and IS. Josh said he, Chris and Scott have worked diligently to keep their efforts more targeted and focused on different groups, tailoring our messaging, trying to do whatever we can to reach students more personally, so they will return to Ozarka. One of our focuses has been getting those students that were enrolled this semester back into classes for the upcoming semester. We are also reaching out to prospective students and especially to high school students who are not quite eligible for the College Now Scholarship; we are pushing them back to their high school counselors so they can get enrolled in concurrent classes for next spring.

Josh also informed the Board about the Perkins Grant which takes care of Career Services. A presentation by Kay Adkins and Kendra Smith, titled “Students in Transition Need to Make a Plan” won best in state at a recent conference. They were the only two-year college, out of six colleges that were voted on, and since they won state they have been invited to attend the Regional National Academic Advising Association Conference (NACADA) in Tulsa. We are very proud of them as they will not only represent Ozarka College but the entire state of Arkansas.

### **Administration**

Jason Lawrence, Vice President of Administration: Jason thanked all the people that work behind the scenes, to help Ozarka College function so well on a daily basis. Jason informed the Board that we have hosted many events on all of our campuses this semester. Several of these events have taken place this semester in our Student Services Center; the Northcentral Arkansas Education Cooperative, the Junior High Quiz Bowl, The Cattlemen’s Association Luncheon, Early voting, and a pageant. This is the second year that the 4H Awards Banquet has been held in our Student Services Center, the extension agents like this facility because they can decorate it as a gala event. We love having 4H students on campus because they will be great college students one day.

Jason informed the Board that the bookstore operation was one of the big changes we have had this semester. In August BBA took over as an outsourcing agent for our bookstore. We had a few bumps as we thought we would but we have met with them along with our faculty and staff and worked them out and it has been a success. We are looking forward to a very good spring.

### **Planning and Institutional Research**

Dr. Deltha Sharp, Associate Vice President of Planning and Institutional Research: Dr. Sharp informed the Board that she is finishing the year working on the Strategic Planning Report, Enrollment Management Report, and helping different departments with surveys and assessments to close out the academic year. Dr. Sharp said the other big project she worked on, which Dr. Dawe will talk more about a little later, was the Fact Book. Dr. Dawe has a copy for each of you. From the design to working with Scott and other departments gathering data the Fact Book took several months to complete.

### **Advancement**

Suellen Davidson, Director of Advancement: Suellen gave a handout to each Board member. She then informed the Board that the last Foundation Board Quarterly Meeting was held on November 1<sup>st</sup> and they met with our new Stephens, Inc. representative, who gave us good news by stating that they lowered the fee they charge us by ½ of a percent, which is significant as it will go back into Foundation and scholarships for students. Our Stephen’s Inc. representative is John Gay, he is located in Jonesboro.

Suellen asked the Board to mark their calendars as the Foundation Board has set the date for the Spring Gala, which is Thursday, April 13, at 6:00 p.m. Suellen gave each Board member a handout which listed the fall events, and said she and the Foundation Board hoped the handout is very clear so the Board can see where we are and how we got there; it has been a successful fall and a very busy quarter.

Suellen informed the Board that we have three new endowments, and as you know an endowment is a \$10,000 gift of which we give an annual \$500 scholarship. The new endowments are; Son Lamb – Honorary Scholarship, an endowment for an Automotive Services Technology Scholarship established by a couple from Horseshoe Bend who would like to remain anonymous, and Stone County Community Resource Council, which has endowed their 10<sup>th</sup> scholarship, this brings the total they have given to \$100,000.

Suellen gave the Board a picture of a design for the new exterior signage for Mountain View campus. She said the Foundation Board members in Stone County community have held several events and the money they raised will be used to pay for the new signage. This is just a first draft of the design but we wanted to show you, as we think they are going down a good path and will move forward with this in 2017. Dr. Dawe stated it was a Stone County Ironworks Design. Dr. Dawe informed the Board that we and the Foundation are still planning for signage at the point of entry for the Ash Flat Campus that is similar, appropriate and would provide a better sense of entry. The Board asked if there was a timeline for the Ash Flat signage project, Suellen said the Foundation discussed it as a priority. They want to raise money for the signage and tailor it after what they are doing in Stone County. Suellen said Stone County has been working on the signage in Mountain View campus for over two years and they have raised approximately \$20,000 so it may take them a little more time to raise the money but, it is a priority for the Stone County members. The Board asked if she had an estimated cost, Suellen replied no, that it will have to go through the bid process. Suellen said this was just to get an idea of what we wanted it to look like. We want to use regional materials and match the new building in Mountain View.

Suellen informed the Board that she is excited to announce that Angela Phipps has come on board as the Associate Director of Advancement. Angela did not attend the meeting but Suellen stated the Board would have an opportunity to meet Angela in the near future.

### **Information Systems**

Scott Pinkston, Chief Information Officer: Scott informed the Board that in September he and Tina began working on Electronic Times Sheets and an Electronic Leave Form, which is a big step for the Finance Department, as it will take a lot of what they were doing on paper and automate it. There were a lot of things the Finance Department had that were not computer based so we had to go in and design programs to do the analysis and update the data in the correct format. We are hoping this will free up a lot time for Tina's personnel so they can work on other tasks and let the computer do the work for which it was designed. Scott informed the Board that we will go live January 1<sup>st</sup> with all staff and faculty. The next step is online purchase orders.

Scott addressed Trustee Cooper's comments about computer security at a Trustee Conference by saying that our system has adequate backups. Scott said all of our data is housed in the main building, but we backup it up in the Miller Building, the Ash Flat Campus, and the Mountain View Campus and to a third site in Dallas simultaneously. Our computer data is backed up four to five times per day, if something happened at the college and we had to go somewhere completely different to set things back up, worst case, we would lose four hours of data.

## **Classified Staff Council**

Tess Weatherford, President of the Classified Staff Council: Wanda McConnaughay presented the report since Tess was absent. Wanda informed the board that the Classified Staff has been very busy in October, November and December:

- On October 5<sup>th</sup> the Melbourne and Ash Flat campuses collected Diapers for New Beginnings Pregnancy Center in Ash Flat held in November. A total of 2,425 diapers, 25 packs of wipes and additional new baby items were donated.
- On October 13<sup>th</sup> a Bake Sale was held on the Melbourne to raise money for the IZARD County Angel Tree program. A total of \$364.00 was raised.
- On October 21<sup>st</sup> classified staff had a potluck on 10/21/2016. It was a big hit.
- November and December our favorite money raiser “Jeans on Thursday”. Ozarka employees that chose to participate paid \$5.00 per Thursday or \$30.00 total to wear jeans on Thursdays during the months of November and December. This money went to the IZARD County Angel Tree program as well. A total of \$755.00 has been raised.
- On October 31<sup>st</sup> classified staff gave Trick or Treat Candy to Ozarka Kids Academy and the Student Services staff dressed up as super heroes.
- Cindy Pitchford from Mammoth Spring the campus donated 42 backpacks for foster kids in the Alton area and 14 in the Salem area.

Dr. Dawe thanked Wanda for presenting. Dr. Dawe asked Wanda to pass along to the Classified Staff Council, at their next meeting, that they are doing an incredible job and they are appreciated by a lot of people.

## **President’s Report – Discussion Items 5.A-5.D**

**Technical Training Center:** Dr. Dawe informed the Board he would like to present, what we do know, what we don’t know, and what we are considering, so we can get a sense of what the Board thinks about a Technical Training Center before we advance the discussion with interested communities. Dr. Dawe asked the Board to look at the two maps in the Board Book, which show North Central Arkansas; the only region in the state that is not served by a Technical Training Center. The closest one is in Mountain Home. We have known for years, and the state is very aware that the need is here but things have to align, like timing, revenues, and interest. It will take political capital to gain entry with the state should we decide we want to develop a Technical Training Center as a college for the region. There is a profound need for technical training in the state and across the country for the trades. The state does not want to start a new center if there is one within 25 miles of a high school. The way Arkansas Career Education (ACE) looks at it is that they have a fixed sum of money to spend.

Dr. Dawe said that Salem has presented an interest in talking to us and we have met with the Mayor and Superintendent a couple of times, but before we meet with them again in January we wanted to present the idea and get a sense for the Board’s interest level. They have a very large building that was used to house Salem Plastics; it is much larger than we need and no parking so there are issues. Dr. Dawe posed the questions, “What would it take to get something like this going”, then said it takes an idea, support, a building, enough students to sustain it and then a

way to fund it both initially, to furnish and equip, and funds to sustain it for the long term. The Administrative Council tends to think that the facilities master plan as developed by WD&D for Ash Flat, supporting a Tech Center in Sharp County since they have a larger population and serve more schools, is still something that should be considered.

Dr. Dawe said we are far from committed without the Board's guidance and support. A Technical Training Center could sustain itself and it is profoundly needed in North Central Arkansas. Trustee Yancey wants to find out where the support really is and see which cities are interested. Trustee Wiles wanted to know what kind of money will be needed to get the building in Salem functional. We can ask what they can do for us. Would Salem would transfer ownership? Trustees York stated Salem is bussing 27 high school seniors to welding and automotive classes in Mountain Home. It costs them approximately \$40,000 per year for the program.

Dr. Dawe informed the Board that the Technical Training Center should be located where it will serve the most students and then talk to community leaders about funding. Trustee Holzhauser said Ozarka is one of biggest assets they have in Sharp County. Trustee Holzhauser said we need to have all facts before we approach the community leaders. Trustee Yancey said Mayor Gardner of Mountain View said he went to a tech school and they would buy a house flip and sale and use money to finance the school. Dr. Dawe said we need to work more closely with high schools to offer programs at all of the locations. If we agree on exploring the Technical Center the next step is to define programs so we know the building requirements. The Board is very interested and wants to explore the Technical Center concept.

**Tena Rosse – Costa Rico Trip Report:** Tena informed the Board that she and a group of Ozarka College students traveled to Costa Rico and during their two week stay they saw the entire country. Not only did they get to see the geography but they got to interact with some of the people. She showed a video highlighting the many activities the students participated in during their stay. Tena informed the Board that Ozarka College did not fund this trip. The students held fund raisers to raise the money they needed to go on the trip. Tena said they did have an in-country guide that stayed with them 24/7 while they were there.

**College Fact Book:** Dr. Dawe gave a copy of the Fact Book to each Board member. Dr. Dawe said we have had Fact Books in the past, but Deltha has further developed the book. The Fact Book is meant to be straight forward but it takes a lot of work to get the Fact Book to this point. The Fact book is very useful when a staff member presents to a civic organization or other groups. The Fact Book is a quick enough read that we can leave it with anyone who has questions about Ozarka, such as what is the enrollment, what are our values, what is our strategic plan, or the enrollment by counties. Dr. Dawe told the Board to feel free to take a few Fact books with them to give to potential donors or colleagues.

**House Bill 1077:** Dr. Dawe said this was not on the agenda but he wanted to inform the Board that Representative Collins' House Bill 1077, which allows college employees to carry concealed weapons on campus, if they have a concealed carry permit, has more than enough votes to pass this session. Once the bill is approved we hope the state will require additional training, and require the employee(s) to inform the College Administration that they are carrying

a concealed weapon on campus. We will keep you informed and look policy guidance from the Board.

### **Information Items – Personnel 6.A-6.C**

Dr. Dawe shared information on the following new employees: Cheyenne Diaz, Night Maintenance/Special Events Supervisor, Mandy Brooks, Financial Aid Specialist, Leah Tess Weatherford, Administrative Specialist III – Veteran Services, Colton Selph, Maintenance Technician, Stacey Bokker, Institutional Services Assistant – Ash Flat, Amanda Engelhardt, Director of Career Pathways, Lindsey Johnson, Career Support Services Facilitator, Fay Mitchell, Administrative Specialist III for President, Angela Phipps, Associate Director of Advancement, JoAnn Counts, Instructor/Early Childhood Development, Cheryl Toon, Instructor/Associates of Science in Education Program Coordinator

**New part-time personnel:** Susan Williams, Assessment Center Coordinator, Sondra Webb, Administrative Specialist Student Services, Anthony Cooper, Fitness Center Assistant, Chantel Jelks-Pitcock, Administrative Specialist, Mountain View Campus, Betsy Holland, Administrative Specialist, Mammoth Spring Campus, Sandra Miller, Adult Education.

**Resignations/Other include:** Kim Lovelace, Director of Career Pathways, Micki Sanders, Administrative Specialist III, Shirley Powell, Part-time evening secretary, Mammoth Spring, Cherie Little, Child Care Technician, Ozarka Kids Academy, Charlene Smith, Part-time evening secretary, Ash Flat, Koty Jones, Part-time evening Maintenance, Karen Overturf – Retiring, Administrative Specialist Academic Affairs, Brad Lawery.

### **Action Item 7.A.1 End-of-Month and Year-to-Date Financial Reports**

Tina presented the FY2016 End-of-Year financial report to the Board for approval.  
Tina presented the End-of Month and Year-to-Date Financial Reports to the Board for approval.  
Tina asked the Board to look at the last spreadsheet.

Trustee Gammill made a motion to accept the Financial Reports as presented.  
Trustee Holzhauser seconded. Motion passed unanimously.

**Action Item 7.A.2**  
**Board Policy 2.52 – Sick Leave**

Tina informed the Board of the proposed changes that were made to Board Policy 2.52 – Sick Leave.

Trustee Wiles made motion to accept the revisions to Board Policy 2.52- Sick Leave as presented. Trustee York seconded. Motion passed unanimously.

**Action Item 7.B.1**  
**Board Policy 4.25 – Faculty Loading**

Dr. McClanahan informed the Board of the proposed changes that were made to Board Policy 4.25 – Faculty Loading.

Trustee Wiles made motion to accept the revisions to Board Policy 4.25- Faculty Loading. Trustee Gammill seconded. Motion passed unanimously.

**Action Item 7.B.2**  
**Certification of Proficiency – Small Unmanned Aircraft Systems (sUAS)**

Dr. McClanahan informed the Board that we would like to add the Certification of Proficiency – Small Unmanned Aircraft Systems (sUAS) to be used primarily in the Aviation Program. Dr. McClanahan said this certificate will expose our students to cutting edge technology and will allow our students to leave the campus with additional FAA Certification. Dr. Dawe informed the Board that we are trying to stay ahead of the new technology and we will offer this to the public in the near future.

Trustee Gammill made motion to accept the Certification of Proficiency – Small Unmanned Aircraft Systems (sUAS). Trustee York seconded. Motion passed unanimously.

**Action Item 7.B.3**  
**Associate of Science in Agriculture**

Dr. McClanahan informed the Board that we would like to provide an Associate of Science in Agriculture, and that twenty-six percent of the high school students we surveyed indicated agriculture was a field they would like to go into, it makes sense for our area since we have a lot of agriculture related operations. Students who complete our associate of science 60-degree credit hour program and want to transfer to Arkansas State in Jonesboro will be admitted to Arkansas State's Bachelor of Science in Agriculture Degree with junior status.

Trustee Cooper made motion to accept the Associate of Science in Agriculture. Trustee York seconded. Motion passed unanimously

Dr. Dawe thanked the Board for their continued support the past year and wished them a Merry Christmas holiday.

With no further business, Trustee Yancey asked that a motion be made to adjourn the meeting. Trustee Wiles made a motion to adjourn the meeting. Trustee Cooper seconded. Motion passed unanimously and the meeting was adjourned at 6:18pm.