

Ozarka College
Board of Trustees Meeting
March 17, 2016 / 4:30 p.m.
Student Services Center-Libby Cone Conference Room

MINUTES OF MEETING

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

College Personnel Attending: Dr. Richard Dawe, Dr. Keith McClanahan, Tina Wheelis, Jason Lawrence, Suellen Davidson, Scott Pinkston, Josh Wilson, Deltha Shell, and Kim Powell

Chair Yancey called the meeting to order at 4:33 p.m.

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

Minutes of Meeting

Chair Yancey asked that a motion be made to approve meeting minutes from the December 17, 2015 regular meeting. Trustee Evins made a motion to accept the minutes as presented. Trustee Cooper seconded. Motion passed unanimously.

Area Reports

Academic Affairs

Dr. Keith McClanahan, Provost and Executive Vice President of Learning, gave the Board an update on the status of the Associate of Science Commercial Pilot Aviation Degree program. It has been decided that it would be in the best interest of the Ozarka Aviation Program to delay the Commercial Pilot degree offering until August, 2017. This will allow time for the Private Pilot program to achieve success and build a solid base from which the Commercial Pilot Degree program can be added.

Finance

Tina Wheelis, Vice President of Finance, reported that the mid-year budget review in January exceeded expectations and Ozarka College identified \$102,000 to be repurposed in order to balance the budget. She thanked the Administrative Council for their leadership and assistance in conducting a smooth mid-year review.

Student Services

Josh Wilson, Associate Vice President of Student Services, reported that Ozarka College is now using Accuplacer as the entrance exam, replacing the Compass entrance exam. Accuplacer is used by almost all two-year colleges in the state.

Josh also reported that financial aid recertification with the Department of Education is due every two years. This will be submitted next week, with recertification beginning July 1.

The financial aid office developed a Default Management Plan to assist students in loan repayment. The loan default rate three years ago was 41.8 %. This rate has been reduced to 16.7% as of February.

Administration

Jason Lawrence, Vice President of Administration, reported that blinds have been installed in the Student Services Center. In the coming weeks, landscaping renovations will begin on the north side of the Hall Building.

Jason also reported on several campus events that have taken place in recent weeks. Law Enforcement Training is being conducted this week. Ozarka College has been the site for the NAESC Regional Quiz Bowls, Boy Scouts Pine Derby, early voting, the Practical Nursing conference, and the National Wild Turkey Federation banquet.

Planning and Institutional Research

Deltha Shell, Associate Vice President of Planning and Institutional Research, reported that the Quality Initiative Proposal has been approved by the Higher Learning Commission. The Enrollment Management Plan and the Higher Learning Commission Institutional Update have been completed and submitted. The Community College Survey of Student Engagement (CCSSE) will be administered in the coming weeks. This survey is administered biannually and compares Ozarka College to similar colleges nation-wide.

Advancement

Suellen Davidson, Director of Advancement, reported on the Ladies' Luncheon and Fashion Show, which was held on March 5 at Mountain View. There were 75 in attendance, and \$4,700 was donated.

Suellen also reported that the Foundation Gala will be held on March 31. The theme for the Gala is "Make a Difference! Endow, Educate, Empower!" At this time, 25 corporate tables have committed and 228 tickets have been sold. Tony Watson will be the auctioneer and Sissy's Log Cabin is providing the grand prize. Whitney Mendoza will be the student speaker.

Information Systems

Scott Pinkston, Chief Information Officer, reported that in February he received a letter from a law firm stating that the Ozarka College website was not fully in ADA compliance. After consulting with the Attorney General, minor changes were made in the website to bring us fully into compliance. Dr. Dawe commended Scott for his diligence in this matter and the expeditious manner in which the changes were made.

President's Report – Discussion Items

Board of Trustees' Retreat:

Dr. Dawe reported that the Board of Trustee Finance Committee met to review the budget and were in agreement that the Board of Trustee Retreat should be postponed. Dr. Dawe stated that the retreat could be held on campus this year, which would be considerably less expensive. After discussion, it was decided to hold the Board of Trustees' Retreat on the Melbourne campus on May 19 this year and reserve the College of the Ozarks facilities at The Keeter Center for next year's Retreat.

Ozarka College Attendance by High School:

Dr. Dawe stated that this item had been requested by a Board of Trustee member. He presented the chart as the board members reviewed and discussed the enrollment numbers. Dr. Dawe stressed the benefits of having a Career Coach at the high schools. He reported that Viola has one now, and I. C. C. is interested in having one on campus next year. An application must be submitted every year. The number of concurrent students at each school was also discussed.

Information Items – Personnel

5.A New Full-Time Personnel:

Dr. Dawe shared that two current employees have been hired to fill vacant positions. Josh Wilson has been hired as Associate Vice President of Student Services, taking the place of Ron Helm, who has retired. Deltha Shell has assumed the position of Associate Vice President of Planning and Institutional Research, a position formerly held by Josh Wilson. Mr. Wilson and Ms. Shell, who are both completing doctorate degrees, assumed their new duties March 7.

5.B New Part-time Personnel:

Dr. Dawe shared information on Kay Tribble, Administrative Assistant, Ash Flat.

5.C Resignations and Retirements:

Dr. Dawe shared information on the following resignations: Robin Coggins, Bookstore Manager; Donna Wilson, Part-time Assessment Center Coordinator; Nikita Hutchins, Financial Aid Specialist;

Dr. Dawe also reported that two employees are retiring: Ron Helm, Vice President of Student Services and Cheri McKee-McSwain, Speech/Theater Instructor.

5.D Hiring Process Policy Review:

Trustee Wiles made a motion, seconded by Trustee Evins to enter into executive session to discuss personnel matters. The motion passed unanimously, and the Board of Trustees entered into executive session at 5:26 p.m. The board reconvened at 6:40 p.m. with no action taken.

Information Items

6.A Bookstore Operations:

Dr. Dawe updated the Board of Trustees on the status of the bookstore operations. At this time, outsourcing is being considered as an option. A Request For Proposal has been compiled and reviewed, and an advertisement has been placed in the Arkansas Democrat-Gazette. If outsourcing is used, the vendor would have operations in place for the fall semester.

6.B Facilities Fees:

Jason Lawrence reported that the Administrative Council decided to reduce the fee charges for using campus facilities in order to increase usage by the community. A fee will not be charged for non-profits.

6.C Linking Budget to Planning:

Scott Pinkston presented an application he has developed to link budgeting to planning. He demonstrated the online process for prioritizing, budgeting, recording purchases, and displaying the balance in each of the five strategic priorities of the College. Dr. Dawe commented that he has never seen a better program for linking budget to planning, and he plans to present Scott's program to the Higher Learning Commission next year.

6.D Organization Structure Review:

Dr. Dawe presented the revised organization structure chart to the Board of Trustees and highlighted the changes. He stated that the most significant change is that Adult Education reports directly to the President now.

Action Items

Board Policy Revisions:

7.A.1 Policy 2.59 Children’s Educational Activities Leave (CEAL):

Dr. Dawe gave an overview of the Children’s Educational Activities Leave policy to the Board of Trustees. After discussion, Trustee Evins made a motion to approve the policy as presented. Trustee Cooper seconded the motion. Motion passed unanimously.

7.A.2 Policy 2.60 Shared Leave:

Dr. Dawe presented the Shared Leave policy and gave an overview to the Board of Trustees. Trustee Evins made a motion to approve the policy as presented. Trustee Gammill seconded the motion. Motion passed unanimously.

7.A.3 Policy 3.37 Firearm Policy:

Jason Lawrence presented the Firearm policy and stated that Act 1078 Conceal Carry allows for firearms to be on campus if carried in a car or locked in an unoccupied car. Trustee Gammill made a motion to approve the policy as presented. Trustee Evins seconded the motion. Motion passed unanimously.

Personnel:

7.B.1 Reappoint full-time administration, faculty, and classified staff for the 2016-2017 academic year:

All full-time administration, faculty, and classified staff have received a professional review during the spring 2016 semester and are recommended for reemployment by the President.

The Board reviewed the list of reappointments. Trustee Wiles made a motion to approve the reappointments as presented. Trustee Evins seconded the motion. Motion passed unanimously.

7.B.2 Approve provisional positions for the 2016-2017 academic year:

Dr. Dawe presented information concerning provisional positions. Trustee Evins moved to approve the provisional positions as presented. Trustee Cooper seconded the motion. Motion passed unanimously.

Finance:

7.C.1 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. Trustee Evins moved to accept the financial reports as presented. Trustee Wiles seconded. Motion passed unanimously.

7.C.2 Approve Budget Changes

Tina Wheelis stated that due to a decrease in student enrollment, tuition was \$377,000 less than projected. During the mid-year budget review, \$102,000 was repurposed and applied to the shortfall. In 2010, the Board of Trustees established a future projects fund, which now has a \$350,000 balance. It has been recommended by the finance committee to transfer funds from this account to offset this shortfall. The designated operating reserve fund was not reduced.

Trustee Wiles made a motion to approve the transfer of funds as presented. Trustee Evins seconded. Motion passed unanimously.

With no further business, Chair Yancey asked for a motion to adjourn the meeting. Trustee Evins made a motion to adjourn the meeting. Trustee Cooper seconded. Motion passed unanimously, and the meeting was adjourned at 7:09 p.m.