

Ozarka College
Board of Trustees Quarterly Meeting
Thursday, August 17th, 2017
4:30 p.m.
Ozarka College – Melbourne
John E. Miller Board Room

MINUTES OF MEETING

The Ozarka College Board of Trustees met at 4:30 p.m. on Thursday, August 17, in the John E. Miller Board Room on the Melbourne campus.

Present: Ben Cooper, Tim Gammill, Fred Holzhauer, Ryan Howard, Dennis Wiles, Darla York via conference call, Dr. Richard Dawe, Dr. Keith McClanahan, Tina Wheelis, Scott Pinkston, Dr. Deltha Sharp, Suellen Davidson, Jason Lawrence, Dr. Josh Wilson, Chris Lorch, John Catlett, Dr. Casey Orr and Fay Mitchell

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

Vice Chair Wiles led the Board in the Pledge of Allegiance.

Trustee Howard made a motion to approve the minutes from the May 20, 2017 regular meeting. Trustee Gammill seconded. Motion was passed unanimously.

Area Reports

Academic Affairs

Dr. Keith McClanahan, Provost

- Dr. McClanahan informed the Board that a Letter of Intent was submitted to ADHE for an Associates of Applied Science in Welding Technology, which we plan to begin in August of 2018, however, there are several steps to complete before it is approved. Dr. McClanahan informed the Board that an initial degree plan was developed for the program with embedded certificates of proficiency and an embedded technical certificate. Dr. McClanahan informed the Board that he has been working with Manda Jackson on placing advertisements in local newspapers, social media, and getting surveys out to students and employers. Dr. McClanahan informed the Board that we have advertised for a Continuing Ed. instructor to teach welding using the welders we have, and another advertisement began today. Dr. McClanahan informed the Board that the Democrat-Gazette will have a technical section, that may help us gage the interest in our area for a welding program. Dr. McClanahan informed the Board that we are setting up meetings with Stone County Iron Works to see how a welding program might benefit their business, and we will also contact regional boat factories. Dr. McClanahan informed the

Board that we are always looking for signature programs for all campuses. Dr. McClanahan informed the Board that the new program proposal will be submitted to ADHE in November so it can be placed on the agenda for the Coordinating Board, since all programs must be approved by the Coordinating Board, and because of ADHE's timeline this has to be done before we bring it to our Board of Trustees for formal approval.

- Dr. McClanahan informed the Board that we plan to submit an Associates of Science in Information Science and Technology program (IST) for the Ash Flat campus, this will be a transfer program, and will go through the same ADHE process as the Associates of Applied Science in Welding and Technology program.

Finance

Tina Wheelis, Vice President of Finance

- Tina informed the Board that she and Dr. Dawe met with our auditor for the final exit conference for the 2016 audit and everything looks very good. Tina informed the Board that they would receive a packet containing the Audit Report in the mail in the next couple of weeks. Tina informed the Board that the Audit Report will go to the legislature for final approval, and then we will be finished with 2016, and begin the prep work for the 2017 audit.
- Tina informed the Board of the timeline and steps that were taken to close the Kids Academy:
 - Parents were notified in March that June 30th would be the final day.
 - We met with White River Planning and Development and sought their guidance for getting all of the information out about the closure.
 - By the middle of May, we were down to five children out of 30.
 - By June 15th all children had been placed in other child care facilities.
 - One of the full time and all part time employees found employment at other locations and we were able to transfer two of the employees into other positions on the Melbourne campus.
 - Jason Lawrence and Kelly Graham conducted an inventory of everything in the building and we were able to work with the state to hold an online auction. There were several bidders and the successful bidder picked up the items on July 31st.
 - The keys were handed over to the City on August 1st.

Dr. Dawe informed the Board that White River Planning and Development, the organization who oversee the city's grants, said in their experience this was one of the best handled facility closures in terms of sensitivity to the children, parents and staff who were using the facility that they have ever seen. The College did an excellent job, and our efforts were appreciated. Well-done to Tina, Jason and everyone else that participated in the closing.

Student Services

Dr. Josh Wilson, Associate Vice President of Student Services

- Dr. Wilson informed the Board that the Academic All Star Award was presented to Megan Moxley. She is an excellent student and an Ozarka College Ambassador. She will attend the Arkansas Community Colleges Annual Meeting in Little Rock in October to receive her award. Megan plans to attend UCA in fall to continue her education. Megan has said that she wants to eventually be a faculty member at a two-year college.
- Dr. Wilson informed the Board that this summer we hosted Ozarka College Program Preview events at the Ash Flat, Melbourne and Mountain View campuses. Dr. Wilson informed the Board that several faculty members attended the events so they could discuss their programs with potential students. The Admissions and Financial Aid Departments extended their hours so they could assist students during each of the events. Dr. Wilson informed the Board that his team was very pleased with the turnout for the first year of this event. Additionally, many of the perspective students who attended were still in high school and came to see what Ozarka College had to offer.
- Dr. Wilson informed the Board that student enrollment, as of today, is 1255, which is a two and a half percent increase over this time last year. Dr. Wilson informed the Board that we are still enrolling students and hope to have at least a three percent increase once all students have been enrolled. Dr. Wilson informed the Board that we have seen a twenty percent increase this year of students from diverse backgrounds, and this year's enrollment of non-traditional students from the ages of 25 through 39 is up nine percent, which is a demographic we have seen gradually declining in recent years.
- Dr. Dawe informed the Board that our student loan default rate is down dramatically and that Ozarka College has been recognized nationally for our efforts. Dr. Dawe informed the Board that student borrowing is down significantly from the past few years, and that this is due to the substantial advising and counseling our students receive about student loans.

Administration

Jason Lawrence, Vice President of Administration

- Jason informed the Board of the summer construction projects:
 - The Mammoth Spring parking lot was finished in June and was under budget. Trustee Holzhauer informed the Board that he was in the area a week ago and stopped to check out the parking lot. He said the parking lot looks really good and complimented Jason on a job well done.
 - The Allied Health Building entry project was completed in June.
 - The Miller building auditorium floor has been completed. Dr. Dawe informed the Board that Jason and his team did a great job on this project in-house and saved the College thousands of dollars.
 - Several smaller projects have been completed on all campuses.

Planning and Institutional Research

Dr. Deltha Sharp, Associate Vice President of Planning and Institutional Research

- Dr. Sharp informed the Board that she and Chris have had several meetings with the faculty to further enhance our assessment processes and to ensure we are doing everything HLC expects us to do in documenting our efforts to improve student learning.
- Dr. Sharp gave the Board a 2016-2017 Performance Highlights handout and informed them that Dr. Dawe asked her to go through some of our data and develop a performance highlights document for 2016-2017, as we have done for the last few years. Dr. Dawe informed the Board the intent of this handout is to document significant information that may be used as talking points when the Board, the administration, faculty or staff speaks to a civic group, a member of the legislature, etc., therefore, you can pick and choose the accomplishment(s) you want to share. Dr. Dawe told the Board he hoped they would find it useful and if they had any ideas on how to improve it to let him know.
- Dr. Sharp gave the Board a copy of the updated Strategic Plan and informed them that the Administrative Council has reviewed the Plan and has documented the updates and progress we have made, and each department has identified their priorities for the upcoming year, which are highlighted in blue.
- Dr. Sharp informed the Board that last spring we administered a national survey on student satisfaction. This is the second time we have administered the Noel Levitz Student Satisfaction Inventory. Dr. Sharp informed the Board that we are given statistics as a result of the survey, and she then shared three areas that showed the most improvement in student satisfaction:
 - My advisor is available when I need help – had a seven percent increase.
 - My advisor is knowledgeable about my program requirements – had an eight percent increase.
 - I receive ongoing feedback on my progress toward my academic goals – had a seven percent increase.

Dr. Sharp informed the Board these are things we have been working really hard on for the last couple of years, and our survey results were higher than the national average in all categories. Dr. Dawe informed the Board that there were no significant decreases in student satisfaction on the survey and we are very pleased with the feedback from our students.

Advancement

Suellen Davidson, Director of Advancement

- Suellen informed the Board she and Dr. Dawe met with Stone County Ironworks to get an estimate of the cost for the signage at Mountain View.
- Suellen Informed the Board that she met with the Foundation Board members in Ash Flat and they would like to host a fall fundraiser in Sharp County to raise money for the

signage at the Ash Flat campus. Suellen informed the Board that they hope to have a rendering of the sign before the event so people will be able to see what the sign will look like. The Board discussed ideas for the event and locations at which it might be held in Sharp County.

- Suellen informed the Board of the upcoming Fall Foundation Events:
 - September 14 – Scholarship Reception, 6:00 p.m. – Student Services Center
 - September 16 – Fall Concert, 7:00 p.m. – Ozarka College Amphitheatre, Mountain View
 - September 30 – 5-K Run/Walk, 8:00 a.m. – Mammoth Spring State Park
 - October 7 – Golf Tournament, 9:00 a.m. tee time - Cooper's Hawk Golf Course
- Suellen informed the Board that there are three new Foundation Board members:
 - Daniel Busch, Mayor of Salem – Fulton County
 - Andy Miller, Business owner in Melbourne – Izard County
 - Kay Shipman, Administrator at Mountain View Schools – Stone County
- Suellen shared with the Board that the Foundation Board has been busy throughout the year and has \$44,000 in scholarship money for 2018, and will be able to award approximately 69 endowed and pass-through scholarships to our students. Current scholarship campaigns are as follows:
 - Jimmie Michelle Crider Memorial Scholarship
 - Tate Lawrence Memorial Scholarship
 - Dr. T. Wayne Wilson Honorary Scholarship

Dr. Dawe informed the Board that the state of the Foundation endowment is very strong given advances in the stock market in recent months.

Information Systems

Scott Pinkston, Chief Information Officer

- Scott informed the Board of the projects that the IS Department has been working on during the summer month:
 - Mostly infrastructure related, such as wireless and network upgrades.
 - Upgrades to MyOzarka to assist the faculty in delivering online content to the students in a more robust manner.
 - Phone system upgrades at the three other campuses, and a few on the Melbourne campus.
 - Normal maintenance that can only be done during the summer when classes are not in session.

President's Report – Discussion Items 5.A-5.D

Dr. Dawe presented the following President's Report items:

- Dr. Dawe informed the Board that the following item was not agendized, but we need another Trustee to serve on the Academic Affairs Committee in addition to Trustee York

and Trustee Gammill who are currently on the committee. Dr. Dawe informed the Board that they could name a Trustee tonight or wait until the next Board meeting. Trustee Holzhauer volunteered to be on the Academic Affairs Committee.

- The Board was given a copy of the new Freedom of Information Act Handbook, which may be used as a reference tool.
- The Board was given a 2017-2018 Viewbook. Dr. Dawe informed the Board that the Viewbook is provided to prospective students when they come to campus, and Rylie hands them out when she visits high schools.
- Dr. Dawe informed the Board that we established an Enrollment Management Team last year, which is an inter-departmental team, to look at enrollment trends, needs, successes and areas that we want to bolster, or continue to improve, in a strategic way so there is a lot of analysis that goes into the decisions the team makes. Dr. Wilson informed the Board that Rylie actually hand writes letters and sends them to potential students in target populations. Trustee Wiles commented that he thinks this is a nice touch.
- Dr. Dawe introduced the new faculty members in attendance:
 - John Catlett, Director of Aviation/faculty is an experienced flight instructor and manager and is already doing amazing things with the Aviation program.
 - Dr. Casey Orr also comes to Ozarka with great vision for the program and is already laying the foundation to advance our new Ag program
 - Chef Raymond is highly talented and credentialed; he brings many innovative ideas for further advancing the Culinary program.

Dr. Dawe commented that we are proud to have recruited such incredibly talented people.

- Dr. Sharp gave the Board a handout regarding the Accreditation Process Overview. Her presentation covered the Criterion Teams and the timeline.
- Dr. Dawe informed the Board that Technical Programs planning is ongoing and we are looking into several programs and possible locations. One business has expressed an interest in being a corporate partner and that will be explored. Technical programs are very important as they teach students the skills needed to obtain good paying jobs.
- Dr. Dawe informed the Board that two-year colleges can now, legally, have residence halls in Arkansas. Dr. Dawe commented that residence halls may help several of our programs, such as Ag., Aviation and Culinary by drawing students to our College from outside of our area. Dr. Dawe informed the Board that he prefers to do a modest pilot project to ‘test the waters,’ perhaps 25 to 35 rooms. It appears that about half of the 22 two-year colleges in Arkansas are planning to build residence halls. Dr. Dawe shared that Dr. Wilson is leading a committee to investigate the concept and a survey is being developed to see if there is significant interest in residence halls with our students.
- Dr. Dawe also shared that two-year colleges may now have athletic programs. Dr. Dawe mentioned that there appears to be significant interest in the community for athletic programs, such as a rodeo team, a baseball and softball team, to name a few. The Board stated it would like more information on the cost of athletic programs. Dr. Dawe said he would look into feasibility and the costs associated with athletic programs and report back to the Board.
- Dr. Dawe informed the Board that Scott, Rick Ramsey and others have created a new computer application (Dashboard) which allows the administration, faculty and staff

access to a lot of important data. Scott presented and explained how the Dashboard works to the Board, and answered their questions. Dr. Dawe informed the Board that once the Dashboard is completed he wants everyone who will benefit from the information it contains to have access.

Information Item – Personnel 6.A.1-6.A.4

Dr. Dawe informed the Board of the following new full-time personnel: Tim Ambrose, Aviation Faculty; Cara Leverett, Biology Faculty; Steven Raymond, Culinary Program Director/Faculty; and, Trish Miller, Director of Adult Education.

Dr. Dawe informed the Board of the following employee resignations/retirements: Janice Crider, Food Preparation Coordinator; Nancy Sutterfield, part time Administrative Specialist, Mountain View; Chantel Jelks-Pitcock, part time Administrative Specialist, Mountain View; Anthony Cooper, part time Fitness Center; Vanessa Roberts, part time Career Coach, Viola high School; and, Dr. Jason Self, Science Faculty.

Action Item 7.A.1 FY 2016-2017 End-Of-Year Financial Report

Tina presented the FY 2016-2017 End-of-Year Financial Report to the Board for approval. After all the Board's questions were answered, Trustee Gammill made a motion to accept the Financial Reports as presented.

Trustee Howard seconded. The motion passed unanimously.

Action Item 7.A.2 End-of-Month and Year-to-Date Financial Reports

Tina presented the End-of-Month and Year-to-Date Financial Reports to the Board for approval. After all the Board's questions were answered, Trustee Wiles made a motion to accept the Financial Reports as presented.

Trustee Howard seconded. The motion passed unanimously.

With no further business, Trustee Cooper asked that a motion be made to adjourn the regular meeting.

Trustee Wiles made a motion to adjourn the meeting. Trustee Howard seconded. Motion passed unanimously and the meeting was adjourned at 6:10 p.m.