

Ozarka College
Board of Trustee Quarterly Meeting
March 16th, 2017
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, March 16 in the John E. Miller Board Room on the Melbourne campus.

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

Absent: Trustee Tim Gamill and Dr. Keith McClanahan

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

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

Trustee York made a motion to approve the minutes from the December 15, 2016 regular meeting. Trustee Wiles seconded. Motion passed unanimously.

Area Reports

Academic Affairs

In Dr. McClanahan's absence, Chris Lorch informed the Board of the following:

- Aviation MOU update – The aviation MOU with UCM has been approved and is awaiting signatures. The aviation MOU with Parks College has been submitted but has not been completed. This will give our students two more options for transfer to an aviation bachelor degree.
- Personnel Searches – Advertisements have been placed for the positions in Aviation, Information Science Technology, Ag and Division Chair for Applied Science. We have some well qualified good applicants and we will begin the interview process after Spring Break.
- Addition of concurrent programs in Salem – Chris informed the Board that he has been working with Mr. Giltner, Salem Schools Superintendent, on concurrent programs and we should be able to offer the courses on their campus in fall.
- Annual faculty credentialing process update – Chris informed the Board that we have almost completed the credentialing process for our full-time faculty, adjuncts and concurrent instructors. Once we provide credentials showing our faculty members are qualified to teach the courses they teach we will be in compliance with ADHE and HLC and the classes they teach will be transferable.

Finance

Tina Wheelis, Vice President of Finance

- Summary of Mid-Year Review – Tina informed the Board that the Mid-Year Budget Review began in January with each department looking at their budgets for underutilized funds. As a result of their efforts we were able to repurpose or reallocate approximately \$76,000. These funds will be used to fund things that we not funded or may have been taken out to balance the budget for this year.
- Update on Audit – Tina informed the Board that the auditors arrived in January and have completed their field work. The Exit Conference is scheduled for March 28th and we should get the Audit Report in next four to six weeks.
- Budget process – Tina informed the Board that departmental budget requests were due yesterday and she will begin working on the first draft in the next week.

Student Services

Josh Wilson, Associate Vice President of Student Services

- Financial Aid Department – Josh informed the Board that we received our draft cohort loan default rate for the past three years in February and it is 12.7%, which is down from 42% just five years ago. Josh said we are very thankful for all of Financial Aid's hard work.
- Career and Advising Department – Josh informed the Board that Kay Adkins and Kendra Smith were awarded Best-in-State for their presentation this fall and went to the Regional Conference in February. Josh said he later found out from the Regional National Advising Conference that we were the only two-year college that won Best-in-State out of a five state area. Josh said we are very excited that Kay and Kendra got to represent not only the state of Arkansas and Ozarka College but all two-year colleges.
- Spring Student Activities – Josh informed the Board that Zeda Wilkerson, our Registrar, applied for a \$2,100 grant from the Arkansas Collegiate Drug Education Committee, and we were awarded the funds. The grant will be used to deliver a Drug Awareness Program during our Student Spring Activity Day, which is scheduled to take place before finals. Josh said thanks to Zeda for a job well done.
- Update on Tutoring Expansion – Josh informed the Board that we have expanded our tutoring operation at all campuses by offering it to more students, and offering more hours. Josh said we are also piloting a program through NetTutor, which is an online tutoring service, so students who cannot travel to campus or cannot meet at the times we have available, will have access to tutoring 24 hours a day so they can get the help they need. We will assess NetTutor at the end of this semester to see if we want to expand it for the fall.

Administration

Jason Lawrence, Vice President of Administration

- Recent Events on Campus – Jason informed the Board of the following events that have been held on the Melbourne campus recently:

- Living Well with Diabetes Education Seminar a four-week seminar in the Student Service Center. Jason said some people in the community partnered with the County Extension Office for the event and it was very well attended.
- Couple of Quiz Bowls in the John E. Miller building in the last few weeks.
- 4H has been held some gardening workshops.
- Women’s STEM Conference was held here last Friday. Jason said we had 200 girls from local high schools who came to learn about careers in Science, Technology, Engineering and Mathematics. Jason said Tina gave opening remarks as a CPA, and there were several other professional women presenters. Jason said several young ladies that attended the event said this event might have changed the career path they will take.
- Storm Damage Assessment – Jason informed the Board that we had less than \$6,000 in total damages to all of the campuses:
 - There was damage to the roof of the Student Services Center, which has already been repaired.
 - A Maintenance Shop door was creased due to the wind.
 - We lost 10 to 15 trees and are still working removing tree stumps.
 - There was no water damage to any of the buildings.
- Mammoth Spring Campus Parking Lot – Michael Baker Inc., an engineering firm helped us with the specs on the quote package for the parking lot. We have a quote package out. We will begin reviewing the quote packages on Tuesday of next week.

Planning and Institutional Research

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

- Strategic Plan Overview – Dr. Sharp informed the Board that this January and February she put the Administrative Team through a Strategic Plan review. We did a full review after two years to update some areas we have completed and to update the Strategic Plan.
- Ag Program – Dr. Sharp informed the Board that she has been working with Academics to complete the HLC Accreditation Process for Ag Program we will start in the Fall.
- Budget Process – Dr. Sharp informed the Board that last year we started a new budget process, which will align with our budget with our Strategic Planning, so she has been working with the staff to help them with the new process.
- Office of Skills Development Grant Overview – Dr. Sharp said if the grant is funded we will be working with our CNA program to offer some free CNA classes this summer to seniors, just coming out of high school, who are not planning to attend college, and we are partnering with employers so they can go to work immediately.

Advancement

Suellen Davidson, Director of Advancement

- Quarterly Foundation Board Meeting – Suellen informed the Board that the meeting was held on February 7th and they did some event planning and set their Board Retreat for June 6th.
- Fifth Annual Ladies Luncheon - Suellen informed the Board that the Ladies Luncheon was held on March 4th on the Mountain View campus, and once again it was a very successful event. Last year our profit was \$5,300 and this year it was \$5,400. She thanked the faithful

and hardworking Stone County Foundation Board Members, who set the bar very high; Gin Brown, Tina Jones, Susan Kemp, Pam Setser, Jane Shipman and Donna Sullivan.

- Gala Update – Suellen informed the Board that the Gala was set for Thursday, April 13th at 6:00 p.m. and the presenting sponsor is, once again, Centennial Bank. The Foundation Board set a goal to get 30 corporate tables, as of today they have 26. Suellen said they welcome any and all donations for the auction. She brought the gift that will be given away in a random drawing for everyone to view. The beautiful gift is from Sissy's Log Cabin and once again Trustee Holzhauser secured the gift from a friend.

Information Systems

Scott Pinkston, Chief Information Officer

- Audit Report – Scott informed the Board that the auditors did an external scan of our network. They gave him a 231-page report on the network. Scott said they only identified one item on the three servers that was a low key item. Scott said the auditors said they have never had an audit that came back this clean. Scott informed the Board to fix the one item they found he would have to turn off access to Internet Explorer version 10 and lower and certain Android devices, which would eliminate some students from doing their work, so he would not turn the access off.
- Electronic Time Sheet and Leave Form Implementation – Scott informed the Board that the electronic systems are working well and he has had positive feedback from everyone.

Classified Staff Council

In Tess Weatherford's absence Fay Mitchell, Secretary, Classified Staff Council:

- Fay informed the Board that the Classified Staff raised a total of \$1,124 for the IZard County Angel Tree Program last semester.
- Fay informed the Board that the Classified Staff held a bake sale today and raised \$401 which will go to the Safe Passage Women's Shelter in Melbourne.

President's Report – 5. A

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

- Update on Technical Training Planning – Dr. Dawe informed the Board that he met with a group of community leaders in Salem and Fulton County recently to discuss a Technical Training Center. Dr. Dawe said that State Representative Scott Baltz arranged a meeting with the Director of the Department of Workforce Services, Mr. Daryl Bassett. Dr. Dawe said Director Bassett said he realizes that North Central Arkansas has been underserved in technical training and that has created a real void, and something needs to be done. Dr. Dawe said Director Bassett strongly endorses the concept. Dr. Dawe said that Director Bassett is the chairman of Region Six for Department of Workforce Services across the country and as the chair he reports to and interacts directly with the Secretary of Labor. Dr. Dawe said Director Bassett asked for some type of initial proposal or concept that he could walk up the chain in region six and ultimately to the Secretary of Labor, so we quickly put a proposal together. Dr. Dawe said that if we establish a Technical Training Center, we would draw students from all over our region. Dr. Dawe then gave the Board a copy of the proposal.

Dr. Dawe told the Board we were able to acquire 30 welders and several other pieces of associated welding equipment and supplies from The Department of Workforce Services at no cost last week.

The Board agreed to pursue the Technical Training Center idea. Dr. Dawe said he would present a more comprehensive plan to the Board at the Board meeting in May 2017.

- HB 1249 (Gun Bill) – Dr. Dawe informed the Board that this bill has been forwarded to Governor for his signature. As written HB1249 will allow anyone with a concealed permit and eight hours of additional training to bring a handgun on campus. Once the bill passes we will have a College forum with staff, faculty and students to share with them what is legal and what is not.
- Board of Trustee Retreat – Dr. Dawe informed the Board that the Board Retreat is scheduled for May 19th through the 21th and will be conducted at The Keeter Center on the College of the Ozarks' Campus. The schedule of events is as follows:
 - Arrive late Friday night or early Saturday morning.
 - Saturday morning, we will begin with breakfast.
 - The Quarterly Board of Trustees Meeting in the morning.
 - Topics of Discussion: Technical Center, Enrollment Management, and linking Planning to Budgeting.
 - The training and planning session will be held after lunch.
- Dr. Dawe informed the Board that the Commencement Ceremony will be held on May 4 at 6:30 p.m. and Supreme Court Chief Justice John Kemp has agreed to be the speaker.

Information Item – Academics - 6.A.1

Culinary Program Accreditation - Chef Alden Griffus informed the Board that being accredited by the American Culinary Federation Education Foundation puts our culinary arts program in a league at the national level. Chef Alden said the ACF was formed to create a network of chefs, they are the industry leader in the United States for all chefs and culinarians, and they work with the Department of Labor regarding apprenticeships. Chef Alden said she has been a member of the ACF since college and it has absolutely helped her secure positions, and helped her further her education. The ACF also provides scholarships to people in the industry. Chef Alden said that with clear directions from the ACF on what it would take to become accredited, we proceeded and when Renee Smith, the Culinary Director of Pulaski Tech, came to do our site visit she had nothing but praise for our program. Chef Alden said that the ACF granted us a three-year accreditation which is very good, so we are now one of only the three culinary art schools in the state of Arkansas to have this accreditation, which puts us on a national level with a very select few culinary schools. Chef Alden said this is great for our students; not only do they graduate with an Associate of Applied Science in Culinary Arts Degree but they also are Certified Culinarian, and in this industry that is very important and gives our students an edge in the job market.

Information Item – Academics - 6.A.2

Chris Lorch informed the Board that the following programs and certificates have been approved by ADHE:

- Certificate of Proficiency in Small Unmanned Aircraft Systems (sUAS).
- Associates of Science in Agriculture, which will be transferable to a Bachelor of Science in Agriculture Business if a student wants to continue their education.

Information Item – Finance - 6.B.1

Tina informed the Board that Deede Steed, as of January 19, is AHEC's Board Chair of our Health Care Consortium. Tina and Ms. Steed continued with an update on the financial condition of the AHEC consortium.

Information Items- Personnel 6.C.1-6.C.3

Dr. Dawe informed the Board of the following new full-time employees: Kelly Shell, Administrative Specialist II, Aviation, Clorissa Wallis, Child Care Technician, Ozarka Kids Academy, Crystal Morin, Administrative Specialist III, Office of the Provost.

Dr. Dawe informed the Board of the following new part-time personnel: Victoria Wright, Ozarka Kids Academy, Braden Fischer, Evening Maintenance, Katlyn Castleberry, Café, Robert Ferrau, Café,

Dr. Dawe informed the Board of the following employee resignations: Andrew Finne, Aviation Faculty, Sierra Winslow, part time Ozarka Kids Academy, Paula Stewart, part time Administrative Specialist, Mountain View, Nick Lenczycki, Director of Aviation.

Action Item- Finance – 7.A.1 – Reappointment of Full-Time Administration, Faculty and Classified Staff for the 2017-2018 Academic Year

Dr. Dawe presented and explained the reappointment of full-time administration, faculty and classified staff for 2017-2018 academic year to the Board. With no questions, Trustee York made a motion to accept the Reappointment of Full-Time Administration, Faculty and Classified Staff for the 2017-2018 Academic. Trustee Wiles seconded. Motion passed unanimously.

Action Item- Finance – 7.A.2 – Approve Provisional Positions for the 2017-2018 Academic Year

Dr. Dawe presented and explained the approval of the provisional positions for the 2017-2018 academic year to the Board. With no questions, Trustee Wiles made a motion to approve the Provisional Positions for the 2017-2018 Academic Year. Trustee Howard seconded. Motion was passed unanimously.

Action Item- Finance – 7.B.1 - 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. With not questions, Trustee Holzauer made a motion to approve the End-of-Month and Year-to-Date Financial Reports. Trustee Howard seconded. The motion was passed unanimously.

With no further business, Trustee Yancey asked that a motion be made to adjourn the meeting. Trustee Cooper made a motion to adjourn the meeting. Trustee Wiles seconded. Motion passed unanimously and the meeting was adjourned at 6:08pm.