

**Ozarka College
Board of Trustee Quarterly Meeting
May 26, 2016 / 10:00 a.m.
Student Services Center
Dawe Community Room**

MINUTES OF MEETING

The Ozarka College Board of Trustees met at 10:00 a.m. on Thursday, May 26th in the Dawe Community room of the Student Services Center on the Melbourne campus.

Present: Jack Yancey, Bob Evins, Dennis Wiles, Ryan Howard, Ben Cooper, Tim Gammill, Darla York, Dr. Richard Dawe, Dr. Keith McClanahan, Tina Wheelis, Chris Lorch, Scott Pinkston, Deltha Shell, Suellen Davidson, Jason Lawrence, Josh Wilson, David Mitchell, Jeremy Nicholson and Tess Weatherford

Chair Yancey called the meeting to order at 10:00 a.m.

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

Dr. Dawe presented Trustee Evins with a plaque for his years of service as an Ozarka College Trustee from 2009-2016.

Trustee Evins made a motion to approve the minutes from the March 17th, 2016 regular meeting. Trustee Cooper seconded. Motion passed unanimously.

Area Reports

Academic Affairs

Dr. Keith McClanahan, Provost: Dr. McClanahan gave the Board a recap of the Spring 2016 Nursing Capping and Pinning ceremony that took place on April 26th. Dr. McClanahan said there were a total of 46 students that completed the LPN program at Ozarka. Dr. McClanahan said there are 388 credentials awarded this 2016-2017 academic year Dr. McClanahan informed the Board of the following open registrations days that will take place during the months of June and July:

- June 7th Mountain View
- June 21st Melbourne
- July 7th Ash Flat
- July 19th Melbourne-evening

Dr. McClanahan informed the Board that interviews have been held for a Criminal Justice instructor.

Finance

Tina Wheelis, Vice President of Finance: Tina informed the Board that the summer program at the Ozarka College Kids Academy will be starting on June 1st and will take school aged children up to 5th grade. Tina said that Kelsey Garrett has been hired to take charge of the summer program at the Kids Academy. Tina gave thanks to Donna Hill and Earlene Martz for their help in operating the campus bookstore this semester.

Student Services

Josh Wilson, Associate Vice President of Student Services: Josh informed the Board that on May 6th Kay Adkins and Kendra Smith from the Student Success Department presented at the Arkansas Academic Advising Network (ArkAAN) conference held at the University of Central Arkansas and won best presentation. Josh said out of six workshops presented, Ozarka was the only two-year college to present a workshop. Josh said Kay and Kendra are now qualified to be in the running for best of state presentation later this year.

Josh said that the Student Services Department participated in an end of year career professional development training on May 4th. Josh gave the Board a recap of the Ready, Set, Graduate event that took place at the Ash Flat campus for Highland high school on April 29th.

Administration

Jason Lawrence, Vice President of Administration: Jason updated the Board on past campus events; he said there have been 51 external events on the Melbourne campus this semester. Jason updated the Board on the fitness center fees structure change, he said previously Ozarka has charged \$135 per semester for use of the fitness center but after restructuring that amount, Ozarka is now changing \$140 per semester but on a \$35 per month basis. Jason explained to the Board that anyone can pay now by the month or day. Jason said the College wants to make the sign-up process easier and more flexible for anyone interested in using the fitness center at Ozarka.

Jason gave the Board an update on outsourcing the campus bookstore. Jason said that in April, Ozarka submitted an RFP for outsourcing the bookstore and Ozarka received four proposals. Jason said that out of the four companies, Ozarka chose BBA Solutions out of Little Rock. Jason explained to the Board the many benefits of outsourcing the bookstore:

- Lower Cost for students
- Largest used inventory of textbooks in the nation
- Provide our students with more options, rental text books, provide online market place to purchase text books.
- No change in the way Ozarka faculty adopt the textbook and will save money for the students

Jason said that BBA Solutions will begin operating the campus bookstore July 1st.

Planning and Institutional Research

Deltha Shell, Associate Vice President of Planning and Institutional Research: Deltha presented the Board with a presentation of the 2015-2020 Strategic Plan. Deltha discuss the recent graduate surveys reviewing all the data for it and have received very positive feedback so far. Deltha said the Planning and IR department has begun the process of reviewing the Intuitional Effectiveness outcomes, and plans to have it completed over the summer. Deltha said she is also working on the Blue and You proposal that is due in mid-July.

Advancement

Suellen Davidson, Director of Advancement: Suellen thanked all of the Foundation Board members for all the great work they do as a Board. Suellen said currently there are 19 members on the Board. Suellen said there have been two recent resignations; from Jerry Smith from Fulton County and Winston Tucker from Oregon County. Suellen also gave thanks to her Foundation Board officers, Mike Watson, Matt Rush and Pam Setser for their work during the 2016 Gala. Suellen gave the Board a financial recap of the 2016 Gala, she said the total amount raised came to \$36,458.

Suellen said the tentative date for the IZARD County golf tournament at Cooper's Hawk is Saturday, October 1st. Suellen said the Foundation will present 61 scholarships to students in the fall semester in the total amount of \$20,250. Lastly, Suellen reminded the Board that the Foundation Board retreat will be held Tuesday, June 7th on the Melbourne campus.

Information Systems

Scott Pinkston, Chief Information Officer: Scott spoke to the Board about the system integration between the Information Systems department and the BBA Solutions for the bookstore so that the financial aid department can put awards out to the students and they can charge or purchase books online starting June 27th.

Scott spoke to the Board about Arkansas Research and Educational Optical Network (AREON) fees and funding for Ozarka College.

Classified Staff Council: Tess updated the Board on various fundraisers that the Classified Staff Council did during the spring semester to raise money for IZARD County Relay for Life:

- April 21 Bake Sale/Silent Auction-money raised \$421
- April 7,14,21,28 Jeans on Thursday-money raised \$510
- May 11 Grillin' for a Cure Hamburger Day-money raised \$1,030

President's Report – Discussion Items

A. Enrollment Management Update: Josh provided a presentation to the Board on the Enrollment Management Plan. Josh explained the following items of the Plan:

- Environmental Scan: Historical enrollment, external factor of enrollment and internal factor of enrollment.

- Plan Development: Strategies match strategic plan, actions planned and measureable goals established.
- Targeted Admissions Practices: Concurrent credit, College NOW Scholarship
- New Student Recruitment: Prospect outreach efforts, applicant to enroll management, increased spring high school visits, faculty participation in visits, new registration days during the summer of 2016.
- Student re-enrollment push: Financial aid priority deadline, near program completion and getting the schedule you want.
- Early outreach to students on SAP: Financial Aid appeal, summer enrollment.
- Access Initiatives: Engage concurrent students on track for College NOW, target high school students in the affordability gap for transfer programs.
- Retention Initiatives: Streamline *early alert* process, establish developmental sequence advising.

B. Strategic Planning Report and Discussion: Deltha presented the Board with a presentation on the 2015-2020 Strategic Plan. Deltha explained to the Board the strategic planning process that involve the following key items:

- Environmental Scan
- S.W.O.T analyses
- Selection of core priorities
- Development of strategies

Deltha also discussed the Board the five core strategic plan areas:

- Access to education
- Student Success
- Workforce development
- Continuous innovation
- Community engagement

Deltha spoke to the Board about the performance highlights, growth in concurrent enrollment, reduction in the average student loan amounts and the increased use of the Career Link services.

Information Items- Personnel 5.A.1–5.D.2

Dr. Dawe shared information on the following new employees: Tracy Cone, Director of TRIO; David Mitchell, Division Chair of Math and Science, Jeremy Nicholson, Division Chair of Arts, Humanities; Ashley Sherrell, Academic Advising Coordinator.

Part-time personnel: Kim Powell, Part-time Testing Coordinator, Malcolm Ashlock, Part-time Café help, Shaun Wolfley, Part-time Café help, Austin Hurt, Part-time Café help.

Resignations include: Kevin Crawford, Aviation Faculty, Charlotte Davis, LPN Faculty, Karin Brown, Faculty of Teacher Education Department, Angel Haigwood, Part-time Cashier for Café, Isaac Felton, Maintenance and Billy Banks, Part-time maintenance.

Retirements: Cheri McKee-McSwain, Speech/Theater Faculty; Miriam Newsome, Culinary Faculty.

Information Item 5.E Reorganization of Academic Divisions

Dr. McClanahan explained the reasoning for the restructure of the division chair positions. Dr. McClanahan provided the Board with the revised division chair charts. Dr. Dawe introduced the two new division chairs to the Board, Jeremy Nicholson, division chair for Arts, Humanities and Education; and David Mitchell, division chair for the Math and Science.

Action Item 6.B President's Annual Evaluation

Chair Yancey suggested that a motion be made to go into executive session. Trustee Evins made a motion to go into executive session. Trustee Wiles seconded. Motion passed and the Board went into executive session at 11:04 a.m.

The Board reconvened and Chair Yancey called the meeting back to order at 12:38 p.m.

Chair Yancey entertained a motion to accept the three year renewal of the President's contract. Trustee Evins made a motion to renew the President's contract as presented in executive session. Trustee York seconded. Motion passed unanimously.

Action Items 6.A.1 Convenience Fee for Debit Card and Credit Card Transactions

Tina spoke to the Board about the Convenience Fee for debit card and credit card transactions. Tina explained that currently Ozarka is being charged 2.7% from a third party vendor plus an additional 30 cents per transaction. Tina explained that this should be a pass-through fee and it only affects the students that pay with a debit or credit card. This fee is normal practice at most colleges and universities.

Trustee Evins made a motion to approve the convenience fee for debit card and credit card transactions as presented. Trustee Cooper seconded. Motion passed unanimously.

Action Item 6.A.2 Approve a one percent Cost of Living Adjustment

Tina and Dr. Dawe explained the proposed 1% Cost of Living Adjustment (COLA) increase to the Board. Tina said the Administration recommends a one percent (1%) cost of living adjustment be effective July 1, 2016 for all eligible non-classified personnel. The Board was

reminded that the state controls classified pay and that we were not allowed to provide them with a COLA at this time. The Board also agreed to reserving funds for another end-of-year merit pay award to eligible employees if the state should approve later in the year.

Trustee Evins made a motion to approve the one percent Cost of Living Adjustment as presented. Trustee Wiles seconded. Motion passed unanimously.

Action Items 6.A.3 2016-2017 Operating Budget

Tina provided the Board with the 2016-2017 budget. The Board reviewed the budget as Tina explained the proposed 2016-2017 operating budget.

Dr. McClanahan spoke to Trustee Yancey and the Board about the current summer 1 and summer 2 enrollment and expected enrollment for Fall 2016.

Trustee Wiles asked Tina about the outsourcing of the campus bookstore. Tina explained the new operations of the bookstore under management of BBA solutions effective July 1st and that students will now have options to purchase or rent their books online and in store. Tina explained to the Board that outsourcing the bookstore with BBA will lower the book cost for students at Ozarka.

Trustee Evins made a motion to accept the 2016-2017 Operating Budget as presented. Trustee Howard seconded. The budget was unanimously approved.

Action Item 6.A.4 End-of-Month and Year-to-Date Financial Report

Tina presented the Board with the current End-of-Month and Year-to-Date financial reports.

With no questions, Trustee Wiles made a motion to accept the End-of-Month and Year-to-Date financial reports as presented. Trustee York seconded. Motion passed unanimously.

Action Item 6.C Annual Consideration of Opt-out Option of Act 226 to Disallow Guns at all Ozarka College Locations.

The President and Board members discussed the need to add action item 6.C Annual Consideration of Opt-out Option of ACT 226 to Disallow Guns at all Ozarka College Locations to the May Board agenda each year. This action item must be presented to the Board before August 1st of each year, per state law.

Trustee Wiles made a motion to opt-out of Act 226 to Disallow Guns at all Ozarka College Locations. Trustee York seconded. Motion passed unanimously.

Action Item 6.D
Revised Board Policy 2.10 - Employee Recruitment and Selection

The Board discussed the revisions of Board Policy 2.10 - Employee Recruitment and Selection, as presented by Dr. Dawe. The Board reviewed the original, edited and final versions of Board Policy 2.10. Dr. Dawe explained the primary change to the policy is to ensure everyone is fully aware of all available positions at Ozarka College and that all Board of Trustee members will be informed, and have an opportunity to discuss, all senior (Administrative Council) position candidates.

Trustee Wiles made motion to accept the revisions to Board Policy 2.10- Employee Recruitment and Selection as presented. Trustee Cooper seconded. Motion passed unanimously.

With no further business, Trustee Yancey asked for a motion to adjourn the meeting. Trustee Evins made a motion to adjourn the meeting. Trustee Gammill seconded. Motion passed unanimously and the meeting was adjourned at 1:16 p.m.