

**Ozarka College**  
**Board of Trustees Quarterly Meeting**  
**Thursday, December 13, 2018**  
**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, December 13, in the John E. Miller Board Room on the Melbourne campus.

Present: Ben Cooper, Dennis Wiles, Fred Holzhauer, Ryan Howard, Robert Wright, Tim Gammill, Mike Watson, Dr. Richard Dawe, Dr. Keith McClanahan, Tina Wheelis, Scott Pinkston, Dr. Deltha Sharp, Suellen Davidson, Jason Lawrence, Chris Lorch, and Candace Killian

Absent: Dr. Josh Wilson

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

Trustee Watson led the Board in the Pledge of Allegiance.

Trustee Gammill made a motion to approve the minutes from the August 16<sup>th</sup> 2018 regular meeting. Trustee Howard seconded the motion. The motion was passed unanimously.

**Area Reports**

**Academic Affairs**

Dr. Keith McClanahan, Provost

- Dr. McClanahan informed the Board that the College is planning to have summer camps in aviation and culinary targeting students between the ages of 14 and 18 years of age.
- Dr. McClanahan updated the Board on the number of LPN and RN graduates this fall semester and the number that is currently enrolled to start this coming spring semester.
- Dr. McClanahan gave an update on the Surgical Technology degree. The College expects to start the program in Mountain View in the fall of 2019.
- Dr. McClanahan informed the Board that Ozarka has added a Certificate of Proficiency in General Studies which is embedded in the College's Associate of Arts degree.

**Finance**

Tina Wheelis, Vice President of Finance

- Tina informed the Board of the increases in pay, as directed by the State, due to the minimum wage increase.

- Tina informed the Board that the mid-year review process and budget cycle would begin in January.

### **Administration**

Jason Lawrence, Vice President of Administration

- Jason informed the Board of campus events at the College this past fall semester.
- Jason informed the Board that the IZARD County Extension office awarded Ozarka College with the “Friends of Extension Award.”
- Jason informed the Board of maintenance projects over the fall
  - John E. Miller Education Complex paint project has been completed
  - Classroom enhanced security project is complete

### **Planning and Institutional Research**

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

- Dr. Sharp presented to the Board the Fall 2018 Ozarka College Fact Book.
- Dr. Sharp updated the Board on the HLC reaccreditation that will be in March 2021.
- Dr. Sharp presented to the Board the results of one section of the Community College Survey of Student Engagement survey.
- Dr. Sharp informed the Board that Ozarka partnered with Winrock and UAMS for a substantial grant that will provide information on identifying use of opiates and overdose of opiates to educate the population.
- Dr. Sharp informed the Board of the results of the Blue & You Grant this past year.

### **Advancement**

Suellen Davidson, Director of Advancement

- Suellen informed the Board regarding fall events:
  - Fall Concert in Mountain View - September 8<sup>th</sup>
  - 5K in Mammoth Spring - September 22<sup>nd</sup>
  - Golf Tournament at Cooper’s Hawk – September 29<sup>th</sup>
- Suellen informed the Board the Stone County Resource Council has given another endowment of \$10,000 for scholarships.
- Suellen informed the Board that the College is working on a property gift from the Smith-Fudge Estate.
- Suellen informed the Board of upcoming spring events:
  - Mountain View Lady’s Luncheon – March 2<sup>nd</sup>
  - Spring Gala – April 4<sup>th</sup>

### **Information Systems**

Scott Pinkston, Chief Information Officer

- Scott informed the Board that the AREON project on the Mountain View campus and the airport are complete.
- Scott informed the Board that he and his staff have been working with Student Services providing data on non-returning students to make an attempt to get them re-enrolled.

### **Classified Staff Council**

Fay Mitchell, CSC President

- Fay informed the Board about the projects the Classified Staff Council sponsored at the College during the fall semester
  - CSC has placed hygiene baskets in the restrooms on all campuses
  - CSC sponsored jeans on Thursday to support the Angel Tree Program

### **Student Government Association**

Cody Workman, SGA President

- Cody informed the Board that the Ash Flat campus hosted a Halloween Bash and costume contest on October 31<sup>st</sup>.
- Cody informed the Board that all campuses held a canned food drive in the month of November.
- Cody informed the Board that SGA partnered with the Ash Flat LPN class and held a chili cook-off and bake sale and raised \$250 for the Sharp County Angel Tree program.
- Cody informed the Board that SGA members volunteered to help with the Holiday Event on November 30<sup>th</sup>.

### **President's Report – Discussion Items 5.A-5.F**

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

- Dr. Dawe presented to the Board information regarding the Top 20 Community Colleges in the nation and Ozarka ranked 18 out of 715.
- Dr. Dawe gave the Board an enrollment update regarding this fall and the upcoming spring semester.
- Dr. Dawe informed the Board of the recent reorganization of the College. The campus directors and their administrative assistants now report to Dr. McClanahan. This will allow a more direct link to academics. Dr. Wilson, V.P. of Student Services, reports directly to Dr. Dawe. Jason Lawrence is now assigned Business Outreach.
- Dr. Dawe informed the Board of the recent ACC organizational restructure. Ed Franklin is the interim director until the end of December and will work part time through the General Session. Collin Callaway will be the interim director for three months starting in January. Advertisement for a new director will post in early January.
- Dr. Dawe and the Board discussed possible topics for the Board of Trustees Retreat that will take place in May 2019.
- Dr. Dawe and the Board discussed the possibility of athletics/club sports. It was determined to discuss further after more information and research. Athletics is a possible topic for the Board Retreat.

**Information Item – Personnel 6.A.1.i - 6.A.1.iii**

- Dr. Dawe informed the Board of the following new full-time personnel:
  - i. Mandy Brooks, TRIO Academic Advising Coordinator
  - ii. Kay Adkins, Financial Aid Specialist
  - iii. Jeremiah Coffey, Aviation Mechanic

**Information Item – Personnel 6.A.2.i – 6.A.2.vi**

- Dr. Dawe informed the Board of the following new part-time employees:
  - i. Melissa Hayden, Part Time Administrative Assistant, Mammoth Spring
  - ii. Sandra Elliott, Part Time Administrative Assistant, Ash Flat
  - iii. Rhiannon Legg, Part Time Maintenance, Mammoth Spring
  - iv. Peyton Smith, Part Time Maintenance, Melbourne
  - v. Thomas Steer, Part Time Evening Maintenance, Melbourne
  - vi. Paula Stewart, Part Time Evening Administrative Specialist, Mountain View

**Information Item – Personnel 6.A.3.i – 6.A.3.v**

- Dr. Dawe informed the Board of the following resignations:
  - i. Jason Theme, Part Time Administrative Specialist, Mountain View
  - ii. Lace Cruze, Part Time Courier
  - iii. Hunter Woods, Aviation Faculty (Flight Instructor)
  - iv. Anna Richards, Part Time Fitness Center Assistant
  - v. Jamie Holley, Part Time Fitness Center Assistant

**Information Item – Personnel 6.A.4.i – 6.A.4.v**

- Dr. Dawe informed the Board of the following active searches:
  - i. Part Time Fitness Center Assistant
  - ii. Aviation – Certified Flight Instructor (CFI)
  - iii. Adjunct Education Instructor
  - iv. Adjunct English Instructor
  - v. Surgical Technician Instructor

**Action Item 7.A.1**

**Finance**

**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.
- Trustee Holzhauser made a motion to approve the report. Trustee Wright seconded the motion. The motion passed unanimously.

**Action Item 7.A.2**  
**Student Housing Naming Opportunity**

- Dr. Dawe presented the Student Housing Naming Opportunity to the Board for approval.
- Trustee Wright made a motion to approve the Ozarka Student housing to be named after Trustee Dennis R. Wiles for his hard work in the process of obtaining the housing units. Trustee Holzhauser seconded the motion. The motion passed unanimously.

**Action Item 7.B.1**  
**BP 2.53 Catastrophic Leave**

- Dr. Dawe presented the updates to Board Policy 2.53 Catastrophic Leave to the Board for approval.
- Trustee Wiles made a motion to approve the updates to BP 2.53. Trustee Howard seconded the motion. The motion passed unanimously.

**Action Item 7.B.2**  
**BP 5.58 Student Housing**

- Dr. Dawe presented the new Board Policy 5.58 Student Housing to the Board for approval.
- Trustee Wiles made a motion to approve BP 5.58. Trustee Holzhauser seconded the motion. The motion passed unanimously.

**Action Item 7.B.3**  
**BP 5.59 Missing Student Notification**

- Dr. Dawe presented the new Board Policy 5.59 Missing Student Notification to the Board for approval.
- Trustee Wiles made a motion to approve BP 5.59. Trustee Gammill seconded the motion. The motion passed unanimously.

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

Trustee Gammill made a motion to adjourn the meeting. Trustee Holzhauser seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:10 p.m.