

**Ozarka College**  
**Board of Trustees Quarterly Meeting**  
**Thursday, March 21, 2019**  
**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, March 21, in the John E. Miller Board Room on the Melbourne campus.

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

Absent: Trustee Tim Gammill

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

Trustee Wiles led the Board in the Pledge of Allegiance.

Trustee Wiles made a motion to approve the minutes from the December 13<sup>th</sup> 2018 regular meeting. Trustee Wright seconded the motion. The motion was passed unanimously.

**Area Reports**

**Academic Affairs**

Dr. Keith McClanahan, Provost

- The Ozarka College commencement will be May 9<sup>th</sup> at 6:30 in the John E. Miller Auditorium.
- The College will have some program reviews this year for the Associate of Science in Business and the Associate of Science in Education. He explained that these are ADHE mandated reviews
- The Culinary program is up for reaccreditation through the American Culinary Federation.
- The College has an active ad out for a Surgical Technology Program Director and plans to start the program this coming fall semester.
- The College has an active ad out for a second Culinary instructor fill the current vacancy.
- We currently have 38 students cross three campuses in the welding program. Dr. McClanahan also informed the Board most of the cost of the program, equipment, and faculty has been largely covered through a grant we obtained from Northcentral Arkansas Education Cooperative.

- The Workforce Career Education had contacted the College regarding a Technical Center located on the Melbourne campus. The College will be using Automotive, Welding, and CNA for the Technical Center.

## **Finance**

Tina Wheelis, Vice President of Finance

- The auditors have left and will complete the exit audit in the next week or two.
- Tina informed the Board of the College's Mid-Year Review results and the start of the 2020 Budget process
- The Board was informed on the College's Composite Financial Index Score improvement.

## **Student Services**

Dr. Josh Wilson, Vice President of Student Services

- Dr. Wilson informed the Board of the recent ACC Student Leadership Day at the Capitol and that two of the College's students were able to attend.
- The College's Financial Aid default rate was down to 11.5% which is well below the national average.
- The Perkins Equipment Grant that was used to purchase \$35,000 in welding equipment.

## **Administration**

Jason Lawrence, Vice President of Administration

- Jason informed the Board of campus events at the College this semester.
  - Senior High Quiz Bowl Tournament is coming up next week
  - Calico Rock and Melbourne will be having their 2019 proms in the Student Services Center
  - Melbourne High School will also hold their Annual Father/Daughter dance in the Student Services Center
- The renovations maintenance is doing to get ready for the Technical Center programs.

## **Planning and Institutional Research**

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

- An update was provided on the outstanding job the Steering Committee and Criterion Teams have done getting ready for the HLC reaccreditation.
- Ozarka is gearing up for the Strategic Planning Cycle 2021-2025.

## **Advancement**

Suellen Davidson, Director of Advancement

- Ozarka College Foundation hosted the Ladies' Luncheon on the Mountain View campus on March 2<sup>nd</sup>.
- The upcoming Spring Gala will be conducted on April 4<sup>th</sup>.
- The Annual Golf Tournament in October 5<sup>th</sup>.
- Suellen also informed the Board that Ethan Barnes is a new Foundation Board member representing Sharp County.

### **Information Systems**

Scott Pinkston, Chief Information Officer

- No Report

### **Classified Staff Council**

Fay Mitchell, CSC President

- No Report

### **Student Government Association**

Dr. Josh Wilson in the absences of Cody Workman, SGA President

- Dr. Josh Wilson informed the Board that SGA member Abby Greer attended the ACC Student Leadership Day and the capitol.
- The SGA members coordinated a Valentine's Day community service project and provided Valentines for local nursing home residents.
- SGA officers are working closely with the College's Registrar, Zeda Wilkerson, to plan the upcoming Spring Fling event that will be held on all campuses in April.

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

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

- Dr. Dawe presented to the Board information regarding Initial Program Financial Efficiency Index (FEI) Comparisons to show that not all programs at the College generate positive revenue. Some programs have low overhead cost and some have high overhead cost and Dr. Dawe explained the importance of the balance between them. Additional program information will be provided at the May Planning Retreat.
- Dr. Dawe discussed with the Board details regarding the Board Planning Retreat to be held May 18<sup>th</sup> at The Keeter Center located at the College of the Ozarks in Point Lookout, Missouri.
- The Board will be completing a Board Self-Assessment next month administered by The Association of Community College Trustees.

### **Information Item – Administration 6.A.1**

- Dr. Wilson gave an enrollment update to the Board and informed them of some of the strategic methods the College is using to increase enrollment at each campus.

### **Information Item – Personnel 6.B.1**

- Dr. Dawe informed the Board of the following new full-time personnel:
  - i. Michael Wyatt, Administrative Specialist II - Aviation

### **Information Item – Personnel 6.B.2**

- Dr. Dawe informed the Board of the following new part-time employees:

- i. Jared Humphrey, Part Time Fitness Center Assistant

#### **Information Item – Personnel 6.B.3.i – 6.B.3.vii**

- Dr. Dawe informed the Board of the following resignations:
  - i. Allen Wallis, Criminal Justice Instructor
  - ii. Peyton Smith, Part Time Maintenance
  - iii. Kelly Shell, Career Development Specialist – Perkins Grant
  - iv. Amy Keywood, Culinary Instructor
  - v. Becca Ambrose, Administrative Specialist II for Aviation
  - vi. Sandra Moore, Aviation Faculty
  - vii. Paula Stewart, Part Time Evening Administrative Specialist, Mountain View

#### **Information Item – Personnel 6.A.4**

- Dr. Dawe informed the Board of the following active searches:
  - i. Surgical Technology Program Director
  - ii. Culinary Instructor

#### **Action Item 7.A.1 Academics**

- Dr. Dawe presented to the Board and explained that the College currently does not have the ability to enroll international students. The College must request and receive approval from HLC in order to enroll international students. Dr. Dawe informed the Board that most other two-year colleges in Arkansas have this approval. After discussion, Trustee Wiles made a motion for the College to seek HLC approval to enroll international students. Trustee Wright seconded. Motion passed unanimously.

#### **Action Item 7.B.1**

#### **Reappointment of Full-Time Administration, Faculty and Classified Staff for the 2019-2020 Academic Year**

- Dr. Dawe presented and explained the reappointment of full-time administration, faculty and classified staff for 2019-2020 academic year to the Board. With no questions, Trustee Wiles made a motion to accept the Reappointment of Full-Time Administration, Faculty and Classified Staff for the 2019-2020 Academic Year. Trustee Howard seconded. Motion passed unanimously.

#### **Action Item 7.B.2**

#### **Approve Provisional Positions for the 2019-2020 Academic Year**

- Dr. Dawe presented and explained the approval of the provisional positions for the 2019-2020 academic year to the Board. With no questions, Trustee Howard made a motion to approve the Provisional Positions for the 2019-2020 Academic Year. Trustee Holzhauser seconded. Motion passed unanimously.

**Action Item – 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.
- Trustee Wiles made a motion to approve the report. Trustee Howard 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 Wiles made a motion to adjourn the meeting. Trustee Howard seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:18 p.m.