

Ozarka College
Board of Trustees Quarterly Meeting
Monday, September 25, 2023
4:30 p.m.
Ozarka College – Melbourne
John E. Miller Building Board Room

MEETING MINUTES

The Ozarka College Board of Trustees met at 4:30 p.m. on Monday, September 25, in the John E. Miller Building Board Room on the Melbourne campus.

Present: Chair – Fred Holzhauser, Secretary – Mike Watson, Trustee Ben Cooper, Trustee Ryan Howard, Trustee Pam Setser, Trustee Gayle Cooper, Dr. Richard Dawe, Tina Wheelis, Dr. Chris Lorch, Dr. Josh Wilson, Scott Pinkston, Zeda Wilkerson, Marcus Orf, David Mitchell, and Valerie Long.

Absent: Trustee Wright

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

Trustee Howard led the Board in the Pledge of Allegiance.

Trustee G. Cooper introduced guest Nick Miller, a local business owner.

A motion to approve the minutes from the May 18, 2023 Regular Meeting was made by Trustee Howard and seconded by Trustee Watson. The motion passed unanimously.

Area Reports

Academic Affairs

Dr. Chris Lorch, Provost

- Latest NCLEX pass rate is 96%
- Discussed changes in the nursing department faculty
- Upcoming HLC visit to Ash Flat and Tech Center campuses
- Strategic planning update
- RN program update
 - On track for January 2024 start date
 - Currently developing curriculum

Finance and Administration

Tina Wheelis, Executive Vice President of Finance and Administration

- John E. Miller Building HVAC replacement has been delayed due to supply chain issues

- Foundation audit is currently underway
 - Auditors will be on campus in the next two to three weeks
- Discussed personnel changes in Finance and Maintenance departments
- Working on DFA reports that are due at the end of the month

Student Services

Zeda Wilkerson, Vice President of Student Services

- Enrollment is up this semester
- The Admissions department will attend several upcoming high school visits, college fairs, football games, and other community events
- Discussed changes to FAFSA
- PSI testing in various fields continues to be in demand
- Monitoring federal grant programs in the event of a government shutdown
- Career Pathways and TRIO received budget increases this year
- Perkins will be able to purchase much needed equipment for various programs
 - Welding, culinary, nursing, surg tech
- Career Coach program
 - Abbi Smith will continue full-time at Melbourne High School this year
 - Viola High School now has a part-time Career Coach
 - In the process of hiring a full-time Career Coach at ICC High School

Advancement, Marketing, and Legislative Affairs

Dr. Josh Wilson, Vice President of Advancement

- The Foundation has awarded \$26,000 in scholarships this Fall
- Completed endowments
 - Francis “Tuffy” Lake Nursing Scholarship
 - Francis “Tuffy” Lake Welding Scholarship
 - Wayburn Watson Memorial Scholarship
- Open endowments
 - Christine Dawe Aviation Scholarship
 - Ronny Rush Memorial Scholarship
 - Danny Graham Memorial Scholarship
 - Raised \$1,350 for this endowment at the Golf Tournament
- Working on an endowment in memory of Valerie West
- A Sonny Night in August concert raised \$4800 for scholarships
- Golf Tournament was very successful
 - 31 teams
 - Additional sponsorships this year
 - Record revenue resulting in \$17,000 net
- Upcoming events
 - Sharp County Casino Night – September 30
 - Scholarship Reception – October 3
 - Mountain View Fall Concert & Dinner – October 7
- WORC grant closeout will start on October 1 and continue through the end of December

Information Systems and Institutional Research

Scott Pinkston, Vice President and Chief Information Officer

- Working on federal and state reports
 - IPEDS
 - FISAP
 - ADHE
- Gramm-Leach-Bliley compliance
 - Rolling out multi-factor authentication to all staff computers
 - Working with individual departments on managing data storage

Staff Council

Valerie Long, Staff Council Secretary

- Summer fundraisers raised a total of \$391
 - Jeans Day
 - Silent Auction
- Chili Cookoff tentatively scheduled for November 10 on all campuses

Student Government Association

Zeda Wilkerson, Vice President of Student Services

- President and Melbourne Vice-President positions have been filled
- Ash Flat Vice-President and Mountain View Vice-President positions are still vacant
- Meeting with Melbourne officers tomorrow
- Planning a canned food drive for later in the semester

President's Report – Discussion Item 5.A

Dr. Dawe introduced the following:

- Summer Board Retreat Planning
 - Discussed possible dates and locations
- Current and Future Student Housing Needs
 - Aviation students are the highest demand
 - Occupancy was increased from 16 to 27 beds this semester and will increase by five more beds next Fall
 - Additional parking was added to accommodate the increased occupancy
 - We will continue to monitor the need and consider expansion in the future
- Scholarship Review
 - Dr. Dawe and Dr. Lorch presented plans to develop a new financial aid model for graduating seniors in our service area
 - Administrative Council will continue to research and will present further details to the Board at a later date

Information Item – Personnel 6.A.1

Dr. Dawe informed the Board of the following new full-time personnel:

- i. Candice Mitleff – Accountant I
- ii. Matt Wyatt – Aviation Technician

- iii. Sheila Rich-Williams – Administrative Specialist III for TRIO
- iv. Chrisha Savell – Administrative Specialist III for Admissions
- v. Valerie Long – Executive Assistant to the President
- vi. Susan Thielemier – Registered Nursing Instructor
- vii. Brittany May – Practical Nursing Instructor – Ash Flat
- viii. Shannon Stroud – Practical Nursing Instructor
- ix. Brioney Edwards – Culinary Program Lead Faculty
- x. Christopher Mosley – Director of Admissions
- xi. Danilo Blandon – Maintenance Assistant
- xii. Samantha King – Practical Nursing Instructor

Information Item – Personnel 6.A.2

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

- i. Jacqueline Berckefeldt – Part-time Fitness Center Assistant
- ii. Jacob Harness – Part-time Flight Instructor
- iii. Lance Pinkston – Part-time Flight Instructor
- iv. Rachel Stone – Part-time Career Coach for Viola School District
- v. Benjamin Atkinson – Part-time Maintenance/Courier

Information Item – Personnel 6.A.2

Dr. Dawe informed the Board of the following resignations, retirements and others:

- i. Jessica Chewning – Financial Aid Specialist
- ii. Shelia Titus – Administrative Specialist III for TRIO
- iii. Amy Queret-Mitchell – Culinary Program Director
- iv. Rick Ramsey – Information Systems Analyst
- v. Alexis Runyan – Part-time Fitness Center
- vi. Gale Funderburk – LPN Faculty
- vii. McKenzie Jackson – Director of Admissions
- viii. Carol Sellars – Part-time SNAP Coordinator for Adult Education
- ix. John Brunner – Part-time Maintenance
- x. Bonnie Crider – Maintenance Assistant

Information Item – Personnel 6.A.3

Dr. Dawe informed the Board of the following active searches:

- i. SNAP Employment & Training Case Worker
- ii. Recruitment Specialist
- iii. Accountant/Procurement Specialist

Action Item 7.A.1

Finance – 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

- A motion to approve the report was made by Trustee G. Cooper and seconded by Trustee Setser. The motion passed unanimously

Action Item 7.A.2

Finance – FY 2022-2023 End-of-Year Financial Report

- Tina Wheelis presented the 2022-2023 End-of-Year Financial Report to the Board for discussion and approval
- A motion to approve was made by Trustee G. Cooper and seconded by Trustee B. Cooper. The motion passed unanimously

Action Item 7.A.3

Finance – 2022 Annual Audit Report

- Tina Wheelis presented the 2022 Audit Report Review to the Board for approval
- A motion to approve was made by Trustee Watson and seconded by Trustee Howard. The motion passed unanimously

Action Item 7.A.4

Finance – Purchase of Property for Mountain View Technical Training Center

- Dr. Dawe, Dr. Lorch and Tina Wheelis presented a proposal to purchase a property to be used as the Mountain View Tech Center to the Board for approval
- A motion to approve was made by Trustee Howard and seconded by Trustee Watson. The motion passed unanimously

Action Item 7.A.5

Finance – Transfer of Funds for the Stone County Technical Center

- Dr. Dawe and Tina Wheelis sought approval from the Board to transfer funds in order to purchase, renovate, and equip the new technical training center in Stone County
- A motion to approve was made by Trustee G. Cooper and seconded by Trustee Setser. The motion passed unanimously

Action Item 7.B.1

Academic Affairs – Construction Trades Program

- Dr. Lorch presented the Construction Trades Program proposal to the Board for approval
- A motion to approve was made by Trustee Watson and seconded by Trustee Howard. The motion passed unanimously

Action Item 7.C.1

Governance – Removal of Board Policy 2.46

- Dr. Dawe sought approval from the Board to remove Board Policy 2.46 from the Board Policy Manual
- A motion to approve was made by Trustee Howard and seconded by Trustee Watson. The motion passed unanimously

Other Business

- Discussed the College's plans regarding the April 8, 2024 Solar Eclipse
- Discussed Paul Weaver Library hours of operation and upcoming Friends of the Library Book Sale

With no further business, Chair Holzhauer asked that a motion be made to adjourn the meeting. A motion to adjourn the meeting was made by Trustee G. Cooper and seconded by Trustee Howard. The motion passed unanimously and the meeting was adjourned at 7:02 p.m.