

Ozarka College
Board of Trustees Quarterly Meeting
Thursday, March 21, 2024
4:30 p.m.
Ozarka College – Melbourne
John E. Miller Building 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 Building Board Room on the Melbourne campus.

Present: Chair – Fred Holzhauser, Vice Chair – Robert Wright, Secretary – Mike Watson, Trustee Ben Cooper, Trustee Gayle Cooper, Trustee Ryan Howard, , Dr. Richard Dawe, Tina Wheelis, Dr. Chris Lorch, Dr. Josh Wilson, Scott Pinkston, Zeda Wilkerson and Valerie Long

Absent: Trustee Pam Setser

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

Trustee Wright led the Board in the Pledge of Allegiance.

A motion to approve the minutes from the December 14, 2023 Regular Meeting was made by Trustee Watson and seconded by Trustee B. Cooper. The motion passed unanimously.

A motion to approve the minutes from the February 8, 2024 Special Meeting was made by Trustee Watson and seconded by Trustee Wright. The motion passed unanimously.

Area Reports

Academic Affairs

Dr. Chris Lorch, Provost

- Strategic planning update
 - We have set priorities and started working on goals for the first priority
- Working on the apprenticeship process for Skilled Trades
 - We will start with HVAC
- We are making good headway with our partner schools to expand our offerings
 - Melbourne welding is switching to an afternoon schedule
 - Mountain View will be piloting a gen ed program in the Fall semester

Finance and Administration

Tina Wheelis, Executive Vice President of Finance and Administration

- We were able to repurpose \$80,000 in the midyear review

- Top priorities for the repurposed funds are repair maintenance needs, insurance deductible, and furniture for student housing
- Mountain View Tech Center
 - A pre-construction meeting was conducted on February 27
 - Work on the building has commenced
 - Kudos to Marty McFarlin and Penny Ramsey for their work on the front area
- The budget cycle has started
- Auditors will be on campus soon

Student Services

Zeda Wilkerson, Vice President of Student Services

- Student housing incident
 - Siding was replaced the next day
 - Updating the housing handbook to prohibit grills
- Admissions is gearing up for Spring registration
 - Working to schedule concurrent registration dates
 - Following up with applicants by phone
 - Several campus tours and high school visits have been conducted
- A Career Coach grant has been approved for Mountain View High School
- Dr. Dawe and Zeda discussed the progress on the student housing pavilion and basketball court project

Advancement, Marketing and Legislative Affairs

Dr. Josh Wilson, Vice President of Advancement

- Spring events update
 - Ladies Luncheon was attended by 85 and raised \$6,100
 - Gala is upcoming in two weeks and we are on track to meet or surpass our goals
- A Title III grant consultant firm has been selected
- \$170,000 has been committed to the Mountain View Tech Center campaign, surpassing our initial goal
- MOU has been signed for the Office of Skills Development to go through the Foundation for tech center programs
- Ozarka Opportunity scholarship is ready to roll out

Information Systems and Institutional Research

Scott Pinkston, Vice President and Chief Information Officer

- Scott provided a handout with information regarding our current student learning platform
- Winter and Fall IPEDS reports have been completed and submitted

Staff Council

Valerie Long, Staff Council Secretary

- Spring Break events
 - Themed dress up days on Monday through Thursday of this week
 - Breakfast Bingo this morning

- Staff Council has purchased eclipse glasses which are being distributed to staff, faculty, and students at no charge
- Upcoming fundraising events
 - Silent Auction
 - Summer Jeans Days

Student Government Association

Zeda Wilkerson, Vice President of Student Services

- SGA will host a drug and alcohol prevention event in April
- SGA president will attend a student leadership workshop in April

President's Report – Discussion Item 6.A

Dr. Dawe introduced the following:

- Summer Board Planning Retreat
 - Reservations have been made at the Hilton Promenade Branson Landing for May 15-16
 - Tentative discussion items will be strategic planning, President's contract, and President search timeline
- Mountain View Tech Center status update
 - Dr. Lorch and Scott presented a slideshow of photos to show construction progress
- Carpenter Tech Center update
 - Dr. Lorch and Tina discussed the timeline of events and progress on clean-up and restoration efforts
 - Kudos to the faculty for their efforts to continue instruction as seamlessly as possible

Information Item – Personnel 7.A.1

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

- i. Crystal Conner – Practical Nursing Instructor
- ii. Lance Pinkston – Certified Flight Instructor
- iii. Christine Owens – Career Coach - ICC School District
- iv. Andrea Lee – Adult Education Instructor and Career Coach
- v. Matthew Johnson – Night Maintenance/Special Events Supervisor

Information Item – Personnel 7.A.2

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

- i. Tamra Bevill – Part-time SNAP Employment & Training Case Worker
- ii. Glenn Long – Part-time Maintenance

Information Item – Personnel 7.A.3

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

- i. Candy Mitleff – Accountant I

- ii. Austin Felton – Night Maintenance/Special Events Supervisor

Information Item – Personnel 7.A.4

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

- i. Recruitment Specialist
- ii. Tutor Coordinator for TRIO SSS
- iii. Skilled Trades Faculty
- iv. Accountant I

Action Item 8.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 Wright. The motion passed unanimously

Action Item 8.B.1

Personnel – Reappointment of Full-Time Administration, Faculty and Classified Staff for the 2024-2025 Fiscal Year

- Tina Wheelis presented the reappointment of full-time administration, faculty and classified staff for the 2024-2025 fiscal year to the Board
- A motion to approve was made by Trustee G. Cooper and seconded by Trustee Watson. The motion passed unanimously

Action Item 8.B.2

Personnel – Approve Provisional Positions for the 2024-2025 Fiscal Year

- Tina Wheelis presented the provisional positions for the 2024-2025 fiscal year to the Board
- A motion to approve was made by Trustee G. Cooper and seconded by Trustee B. Cooper. The motion passed unanimously

New Business

- No new business was discussed

With no further business, Chair Holzhauser asked that a motion be made to adjourn the meeting. A motion to adjourn the meeting was made by Trustee Watson and seconded by Trustee B. Cooper. The motion passed unanimously and the meeting was adjourned at 5:31 p.m.