

**Ozarka College**  
**Board of Trustees Quarterly Meeting**  
**Thursday, September 26, 2024**  
**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 Thursday, September 26, in the John E. Miller Building Board Room on the Melbourne campus.

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

Absent: Trustee Pam Setser

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

Trustee G. Cooper led the Board in the Pledge of Allegiance.

A motion to approve the minutes from the May 16, 2024 Regular Meeting was made by Trustee Howard and seconded by Trustee B. Cooper. The motion passed unanimously.

A motion to approve the minutes from the June 4, 2024 Special Meeting was made by Trustee Howard and seconded by Trustee B. Cooper. The motion passed unanimously.

A motion to approve the minutes from the August 9, 2024 Special Meeting was made by Trustee Howard and seconded by Trustee B. Cooper. The motion passed unanimously.

**Area Reports**

**Academic Affairs**

Dr. Chris Lorch, Provost

- Tech Center enrollment
  - Mountain View
    - 41 total students
    - Skilled Trades – 10 high school students, 7 adult students
  - Ash Flat – 42 total students

- 90 students enrolled in welding across all three campuses
- Mountain View Tech Center is having no issues with instruction while we wait for the electrical to be finished
- Looking to hire an instructor for skilled trades by January
- Midcycle assurance argument is due July 2025
- Nursing update
  - Lost faculty at the beginning of the semester but two new instructors will start in October
  - RN program has 32 students enrolled
  - Arkansas State Board of Nursing will conduct a site visit on October 22

### **Finance and Administration**

Tina Wheelis, Executive Vice President of Finance and Administration

- Recently submitted several reports to Higher Ed and DFA
- Budget hearing – November 6
- Submitted all information for the Foundation FY24 audit
- Discussed fraudulent activity that occurred on one of our accounts this week and steps that were taken to recover the funds

### **Student Services**

Zeda Wilkerson, Vice President of Student Services

- Fall enrollment
  - Record concurrent numbers – 490 students
  - Headcount at the beginning of the semester – 1071 students
- Admissions has been busy this semester with outreach efforts, including campus tours, high school visits, and community events
- Financial aid was successfully processed to all eligible students despite issues on the federal side
  - Kudos to Scott, Pam, and Tania for their efforts and communication with students

### **Advancement, Marketing, and Legislative Affairs**

Dr. Josh Wilson, Vice President of Advancement

- Dr. Wilson provided a packet to the Board which included the Fall newsletter, and a thank you letter and photo from the BOT scholarship recipient
- Two new endowments: Eric Bray Memorial and Bucksey Harmon Memorial
- Fall events
  - Mountain View Fall Concert coming up this Saturday
  - Golf Tournament – October 3
    - 33 teams
    - Sponsorships coming in
  - Casino Night – October 12
  - Mountain View Tech Center ribbon cutting – November 14

- Working on an ADHE planning grant to explore a second skilled trades location

### **Information Systems and Institutional Research**

Scott Pinkston, Vice President and Chief Information Officer

- Mountain View Tech Center was set up successfully with all IT needs
- Currently helping with FISAP, IPEDS, and financial reporting

### **Staff Council**

Valerie Long, Staff Council Vice-President

- Raised \$375 through summer events
- Planning chili cook-off and Halloween costume contest for fall
- Professional development in the works for spring

### **Student Government Association**

Zeda Wilkerson, Vice President of Student Services

- Currently accepting nominations for officers

## **President's Report – Discussion Item 7.A**

Dr. Dawe introduced the following:

- Title III Discussion
  - Dr. Wilson provided an overview to the Board regarding the Title III grant, including an update on the timeline and the activities that the grant would fund
  - Further information was provided to the Board in their packets

### **Information Item – Personnel 8.A.1**

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

- i. Jamie Qualls – Institutional Services Assistant
- ii. Sterling Davis – Welding Instructor
- iii. Dawsyn Cole – Career Coach-Mountain View School District
- iv. Tiffney Miller – Registrar
- v. John Catlett – Director of Aviation
- vi. Shawn Hall – Administrative Specialist III for TRIO
- vii. Harrison Hicks – Institutional Services Assistant-Mountain View
- viii. Candice Shaver – Career Advisor

### **Information Item – Personnel 8.A.2**

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

- i. Ky Cunningham – Part-time Flight Instructor
- ii. Trevor Jones – Part-time Flight Instructor
- iii. Grant Rottinghaus – Part-time Flight Instructor

- iv. Ryan Heron – Part-time Flight Instructor
- v. Michael Broughman – Part-time Flight Instructor
- vi. Gary Thompson – Part-time Maintenance/Courier
- vii. Macen Hadley – Part-time Fitness Center Assistant
- viii. Douglas Riddle – Part-time Fitness Center Assistant

### **Information Item – Personnel 8.A.3**

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

- i. Travis Eakin – History Faculty
- ii. Dylan Herekamp – Registrar
- iii. Sharon Wilson – Director of TRIO SSS
- iv. Sheila Rich-Williams – Administrative Specialist TRIO SSS
- v. Patrick Clay – Institutional Services Assistant
- vi. Jacqueline Berckefeldt – Part-time Fitness Center Assistant
- vii. Gabriel Calhoun – Part-time Fitness Center Assistant
- viii. Tiffney Miller – Career Advisor
- ix. Samantha King – Practical Nursing Instructor
- x. Crystal Conner – Practical Nursing Instructor
- xi. Clinton Jackson – Director of Aviation

### **Information Item – Personnel 8.A.4**

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

- i. Ozarka College President
- ii. Practical Nursing Instructor
- iii. Part-time Administrative Specialist for Mountain View Tech Center
- iv. Director of TRIO SSS
- v. Skilled Trades Faculty
- vi. Tutor Coordinator for TRIO SSS
- vii. Recruitment Specialist

### **Action Item 9.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 9.A.2**

#### **Finance – FY 2023-2024 End-of-Year Financial Report**

- Tina Wheelis presented the 2023-2024 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 Wright. The motion passed unanimously

#### **Action Item 9.A.3**

##### **Finance – 2023 Annual Audit Report**

- Tina Wheelis presented the 2023 Audit Report Review to the Board for approval
- A motion to approve was made by Trustee Wright and seconded by Trustee Howard. The motion passed unanimously

#### **Action Item 9.B.1**

##### **Advancement – Foundation Board Policy**

- Dr. Wilson presented the revision to Board Policy 3.24 to the Board for approval
- A motion to approve was made by Trustee Wright and seconded by Trustee G. Cooper. The motion passed unanimously

#### **Action Item 9.C.1**

##### **Governance – Action related to the President Search**

- A motion to go into executive session was made by Trustee G. Cooper at 4:47 p.m., and seconded by Trustee Howard. The motion passed unanimously
- During executive session, a motion was made by Trustee Howard to advance the application deadline for the next President to October 31, 2024. The motion was seconded by Trustee B. Cooper, and passed unanimously.
- A motion to adjourn executive session was made by Trustee Howard at 5:24 p.m., and seconded by Trustee B. Cooper. The motion passed unanimously

#### **New Business**

- No new business was discussed

With no further business, Chair Holzauer asked that a motion be made to adjourn the meeting. A motion to adjourn the meeting was made by Trustee Wright and seconded by Trustee G. Cooper. The motion passed unanimously and the meeting was adjourned at 6:18 p.m.