

**Ozarka College**  
**Board of Trustees Quarterly Meeting**  
**Tuesday, March 18, 2025**  
**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 Tuesday, March 18, 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, Trustee Pam Setser, Dr. Josh Wilson, Dr. Chris Lorch, Marcus Orf, Amber Rush, and Scott Pinkston

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

Trustee Watson led the Board in the Pledge of Allegiance.

A motion to approve the minutes from the December 5, 2024 Regular Meeting was made by Trustee Watson and seconded by Trustee Setser. The motion passed unanimously.

Chair Holzhauer congratulated Marcus Orf and Amber Rush on their new positions within the College and welcomed them to their first Board meeting.

**Area Reports**

**Academic Affairs**

Dr. Chris Lorch, Provost

- Strategic planning
  - The committee has completed work on the goals, strategies and actions as well as looked at modifications to the mission, vision, and values
  - The next step is to codify with the Administrative Council
  - Will present to the Board at the May meeting
- Concurrent enrollment is up this spring compared with last spring
- Enrollment is up at Ash Flat and Mountain View campuses
- Working with admissions to promote the skilled trades program to high school students
- Getting local school districts to visit our campuses
- RN program received full approval from the ASBN in January and will be working on national accreditation
- Working on a 1+1 with Black River Tech for our machining students to move into their gunsmithing program

- Kudos to faculty council chair, Krystal Rush, and faculty council for their work on a new AI policy

## **Finance**

Amber Rush, Vice President of Finance

- RFP has been put out for skilled trades building project
  - Optional walk-through on Melbourne campus – March 31
  - Construction projected to start in June
- Will be working with Dr. Wilson on budgeting for the next couple of months
- Annual audit is underway as of yesterday
- Kudos to Kelly Cowan for her leadership in the finance department in the absence of a senior administrator

## **Student Services**

Dr. Josh Wilson (for Zeda Wilkerson, Vice President of Student Services)

- Spring total enrollment is over 1000 for the first time in a few years
- Community, school, and campus events
  - Volunteering at concession stands during tournaments
  - Financial aid nights
  - High school visits
  - Get Real, Here's the Deal
- Chris Mosley has been working with Marcus and Katie on new marketing materials
- SGA held a spring officer meeting and is planning spring activities
- Dr. Lorch shared that academics and admissions have been working closely on consistent messaging and registration strategies
  - Kudos to Chris Mosley for his creative ideas regarding recruitment and enrollment

## **Advancement and Workforce Development**

Marcus Orf, Vice President of Advancement and Workforce Development

- Events update
  - Ladies Luncheon was a huge success with record attendance and an increased profit \$2000 over last year
  - Ozarka was represented at the Stone County Chamber Banquet last week and will be represented at the Sharp County Chamber Banquet on April 15
  - Donations and sponsorships are up for the Gala scheduled for April 3
- Reaching out to industry partners for potential naming of the automotive and welding labs on the Melbourne campus
- Mountain View Tech Center
  - There are a few larger items left to purchase for training
  - The construction phase of the project wrapped up in October
  - Roger Parsons has been a great asset as an instructor. He has also been able to utilize his community contacts to obtain donations of equipment, tools, and supplies
- Katie Norris presented professional development to culinary and other staff members focused on photography and branding

## **Operations and Infrastructure**

Scott Pinkston, Vice President and Chief Information Officer

- We have been able to utilize leftover TRIO funds to replace the computers in the TRIO testing lab in the Student Services Center
- Completed an AOSH inspection on the Melbourne campus on February 27
  - There were five major discrepancies noted on the official report and we were given 90 days to fix them: SDS sheets needed in each department; breaker panels needed in some closets; welding equipment needs to be bolted down; flammable cabinets needed in grounds and automotive; grounds building needs a plumbed eye wash station
  - Ash Flat campus inspection is scheduled for this Thursday; working to address issues before that date
  - Mountain View campus inspection has not been scheduled yet
- There will be a meeting later this week to discuss adding six more booths in the welding lab at the Carpenter Technical Center
- Discussed options for expansion at the Carpenter Technical Center; there will be further discussion at the May meeting
- Putting together a schedule of deferred maintenance projects to be discussed at the May meeting

## **Staff Council**

Dr. Josh Wilson (for Valerie Long, Staff Council Vice-President)

- Held a Jeans Day fundraiser to collect funds for Mountain View student who lost her home to a fire
- Planning professional development for staff in the Fall semester
- Spring events
  - Spring Break Dress Up Days
  - Silent Auction
  - Easter Candy Guessing Game

## **President's Report – Discussion Item 5.A**

Dr. Wilson introduced the following:

- Board Retreat
  - Lodging and meeting space has been reserved at DoubleTree in Hot Springs for Wednesday, May 21 and Thursday, May 22
  - Tentative topics of discussion: strategic planning, facilities and infrastructure master planning, Board self-assessment, Board and President discussion, Board officer election and committees update
- ADHE HIRED Grant Update
  - Received \$1.6 million for the addition of skilled trades at the Melbourne campus
    - Includes skilled trades faculty and Director of Workforce for the first year, startup equipment and supplies, renovation and construction of the building, and other equipment for training purposes
  - We have already made the first equipment purchases: mini excavator and skid steer

- Marcus provided photos of the physical plant building and discussed the plans for renovation
- We have received good feedback and strong support letters from the community and industry partners
- Discussed legislation that will allow the College to coordinate apprenticeships for students
- Classes are scheduled to start in the upcoming Fall semester
- Government and Legislative Relations Update
  - ACCESS bill has been signed into law by the governor
    - Increase in funding for workforce challenge scholarships for technical programs
    - Standardized funding for concurrently enrolled high school students
  - Received eligibility letter for Title III grant which allows the consultants to move forward with their proposal
- Announced partnership with Salem School District this week
- KATV filmed segments featuring Ozarka's culinary, teaching, and nursing programs, as well as highlighting the College's 50<sup>th</sup> anniversary

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

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

- i. Marcus Orf – Vice President of Advancement and Workforce Development
- ii. Amber Rush – Vice President of Finance

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

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

- i. Paige Beavers – Part-time Fitness Center Assistant

#### **Information Item – Personnel 6.A.3**

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

- i. Douglas Riddle – Part-time Fitness Center Assistant
- ii. Tina Wheelis – Executive Vice-President of Finance and Administration
- iii. Shannon Stroud – LPN Instructor
- iv. Stacey Bokker – Institutional Services Assistant for AF and AFTC

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

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

- i. Skilled Trades Faculty Mountain View
- ii. Part-time Paraprofessional for Adult Education
- iii. Skilled Trades Faculty Melbourne
- iv. Director of Workforce Development

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

#### **Finance – End-of-Month and Year-to-Date Financial Reports**

- Amber Rush 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 G. Cooper and seconded by Trustee Setser. The motion passed unanimously

**Action Item 7.A.2**  
**Finance – Update Banking Signature Cards**

- Amber Rush asked the Board to remove Richard Dawe and Tina Wheelis from the College banking accounts and signature cards and replace with Josh Wilson and Amber Rush
- A motion to approve was made by Trustee Watson and seconded by Trustee G. Cooper. The motion passed unanimously

**Action Item 7.A.2**  
**Finance – Bid Process Approval**

- Dr. Wilson and Amber sought authorization from the Board to review and select the general contractor for the Melbourne skilled trades building project.
- A motion to approved was made by Trustee G. Cooper and seconded by Trustee Setser. The motion passed unanimously

**Action Item 7.B.1**  
**Personnel – Reappointment of Full-Time Administration, Faculty and Classified Staff for the 2025-2026 Fiscal Year**

- Amber Rush presented the reappointment of full-time administration, faculty and classified staff for the 2025-2026 fiscal year to the Board
- A motion to approve was made by Trustee Watson and seconded by Trustee B. Cooper. The motion passed unanimously

**Action Item 7.B.2**  
**Personnel – Approve Provisional Positions for the 2025-2026 Fiscal Year**

- Amber Rush presented the provisional positions for the 2025-2026 fiscal year to the Board
- A motion to approve was made by Trustee Watson and seconded by Trustee G. Cooper. The motion passed unanimously

**New Business**

- A motion to enter executive session was made by Trustee Wright and seconded by Trustee Howard. The motion passed unanimously and executive session was convened at 5:57 p.m.

- A motion to return from executive session was made by Trustee Watson and seconded by Trustee B. Cooper. The motion passed unanimously and executive session adjourned at 6:24 p.m. with no action taken.

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 G. Cooper and seconded by Trustee Setser. The motion passed unanimously and the meeting was adjourned at 6:26 p.m.