

**Board of Trustees**  
**Quarterly Board Meeting and Planning Session**  
**Thursday, May 20, 2010**  
**9:00 a.m.**

**DRAFT**

**Attendees:** Chair Ben Cooper, Vice Chair Dennis Wiles, Bonnie Wyatt, Bob Evins, Larry Sullivan, Paul Weaver, Dr. Richard Dawe, Dr. Mike DeLong, Ron Helm, Tina Wheelis, Joan Stirling, Scott Pinkston, Michael Orf, Holly Ayers, Kathryn Langston, Ruby Johnson, Suellen Davidson, Drexene Winey

**Absent:** Barbara Perryman, Karla Rush

Chair Cooper called the meeting to order at 9:08 a.m.

Dr. Richard Dawe welcomed everyone to the board meeting. Dr. Dawe discussed the importance of the planning meeting and the role the new long-range plan will play in determining the future of Ozarka College. The Strategic Planning process and the seven new strategic priorities were reviewed and approved by the Board. The discussion items included:

- The impact and possible benefit of lifting the technical designation of Ozarka College
- Considering the possible opportunity to expand to a four year college
- The seven strategic priorities and supporting strategies

Dr. Dawe turned the floor over to Joan Stirling for her facilitation of the planning session. Joan Stirling opened the floor for review and discussion of the seven priorities.

A recess was called following the planning session to have lunch at 11:20 a.m.

The Board Meeting was reconvened at 12:10 p.m.

Dennis Wiles made a motion to accept the minutes from the regular quarterly Board of Trustees meeting on March 11, 2010 and the minutes from the special called Board meeting on March 29, 2010.

Larry Sullivan seconded the motion. The motion was unanimously approved.

Action Items A.1 through A.2 were addressed at this time.

A.1 Bob Evins made a motion to approve the following appointments:

- Lynda Paige Holloway, Transfer Specialist, effective March 15, 2010
- Chris Layne Automotive/Diesel Services Technology Instructor effective, August 09, 2010

- Stephen Gould, Fitness Center Coordinator, effective July 01, 2010
- Jason Self, Physical Science Instructor, effective August 09, 2010
- Debra Kirtley, LPN Instructor, effective August 09, 2010
- David Carpenter, Developmental Education Instructor, effective August 09, 2010

Larry Sullivan seconded the motion. The motion was unanimously approved.

A.2 Paul Weaver made a motion to approve the provisional positions for 2010-2011.

- Program Director- TRIO
- Academic Advising Coordinator-TRIO
- Administrative Specialist III-TRIO
- Tutor Coordinator-TRIO
- Transfer Specialist-TRIO
- Program Director-Career Pathways
- Outreach Specialist-Career Pathways
- Counselor-Career Pathways
- Administrative Specialist III-Career Pathways-Classified
- Advising Coordinator-Carl Perkins Grant
- Advising Specialist-Carl Perkins Grant
- Advising Specialist-Carl Perkins Grant
- Project/Program Specialist-Arkansas Works Career Facilitator Grant
- Project/Program Specialist-Arkansas Works Career Facilitator Grant

Dennis Wiles seconded the motion. The motion was unanimously approved.

Action Items B.1 through B.8 were addressed at this time. Tina Wheelis, Vice-President for Finance briefed the Board on the Finance Committee's Report. Discussion included the operating budget, method to maintain a designated reserve balance and the amount. It was discussed that an eight percent reserve would be an appropriately conservative level this fiscal year. An increase in tuition rate was also discussed along with increase of salary for the adjunct faculty and eliminating the mileage reimbursement for adjunct faculty as we are currently the only college in the state offering mileage. A two percent cost of living adjustment for all employees was recommended by the administration. It was discussed that Ozarka College was one of only two colleges in the state providing a COLA this year.

Action Item B.2: Paul Weaver made the motion to establish and maintain a designated reserve balance of eight percent of the unrestricted operating budget yearly, with yearly adjustment made by the Board of Trustees as recommended by the administration. Dennis Wiles seconded the motion. The motion was unanimously approved.

Action Item B.3: Paul Weaver made the motion to allocate cash accumulations resulting from budgeted revenues and expenditures through transfer of funds to 1) Designated Reserve Balance; 2) Thirty percent of the remaining cash allocation transferred to the Physical Plant

Fund; and 3) Balance moved forward and incorporated into the next fiscal year's budget to fund unfunded priority requests. Larry Sullivan seconded the motion. The motion was unanimously approved.

Action Item B.4: Bob Evins made a motion to approve an increase of the tuition rate of \$5 per semester hour, and raise the LPN and RN assessment fee to \$75 for LPN students and \$100 for RN students, as required by ARNEC. Larry Sullivan seconded the motion. Chair Cooper polled the Board Members for their votes.

- Bonnie Wyatt-yes
- Bob Evins-yes
- Paul Weaver-no
- Larry Sullivan-yes
- Dennis Wiles-yes
- Ben Cooper-yes

The motion was passed.

Action Item B.5: Dennis Wiles made the motion to increase the adjunct faculty salary rate by \$50 to \$500 per credit hour and to eliminate adjunct mileage reimbursement with the exception of the clinical instructor mileage reimbursement. Bonnie Wyatt seconded the motion. The motion was unanimously passed.

Action Item B.6: Paul Weaver made the motion to provide a two percent cost of living adjustment (COLA) for all faculty, staff and administration. Larry Sullivan seconded the motion. The motion was passed unanimously.

Action Item B.8: Paul Weaver made the motion to approve the 2010-2011 Budget. The motion was seconded by Bob Evins. The motion was unanimously passed.

Action Item C: Joan Stirling, Director of Planning and Institutional Research, presented the Board with the Self-Study. Joan explained that the entire College contributed to the Self-Study and it was currently being reviewed and critiqued.

Dennis Wiles made the motion to approve the Self-Study Report. Bonnie Wyatt seconded the motion. The motion was passed unanimously.

The Board of Trustees adjourned to executive session at 1:41 p.m.

Chair Cooper called the Board of Trustees meeting back to order from the executive session at 2:40 p.m.

Action Item D: Dennis Wiles made the motion to extend the contract for Dr. Richard L. Dawe as President of Ozarka College through June 30, 2012 to include a salary of \$142,850 and a

housing allowance of \$4,200 for the academic year 2010-2011. The motion was seconded by Bob Evins. The motion was passed unanimously.

Dr. Dawe briefed the Board on the Mountain View Capital Campaign and building. Handouts were given to review. Pledges are already secured for the nursing lab and classroom, Student Success Center and one general classroom. There is a concert planned in June to raise funds for the building project. Ron Helm will be meeting with nationally known musicians about a concert in July for further funding support. The proceeds raised by the golf tournament in Mountain View on June 6 will also be donated to the building fund.

The ground breaking ceremony is set for Tuesday, August 10, at 10:00 a.m. in Mountain View.

Dr. Dawe gave an update on the Ozarka College Mammoth Spring site. Ozarka will offer seven or eight classes in the fall semester. Mayor Jean Pace has provided office space for Monday through Thursday from 10:00 a.m. until 3:00 p.m. at the Mammoth spring City Hall building.

Dr. Dawe discussed articulation agreements with four year colleges and noted that ASU is committed to work with us.

### **Area Reports**

#### **Academic Affairs-Dr. Mike Delong**

- ARNEC consortium is adding two more colleges making a total of eight Colleges
- Expecting up to forty RN students

#### **Student Services-Ron Helm**

- Enrollment is exceeding last year and the estimate of student enrollment could be as high as 1,500 for the fall semester
- Letters will be sent out to GED graduates for the past three years with information regarding Financial Aid

#### **Finance and Human Resources-Tina Wheelis**

- Re-roofing is currently underway on the John E. Miller building
- A DF&A audit is scheduled for June 8. This is being done for all colleges, not just Ozarka

#### **Advancement-Suellen Davidson**

- Suellen thanked the Board for the support during the Spring Gala
- The next Foundation meeting is the first Monday in June

## **Information Systems-Scott Pinkston**

- Ozarka College has made it past the due diligence phase for the Broadband Technology Opportunities Program.

Dr. Dawe made the announcement that Joan Stirling is being promoted to Vice President of Planning and Institutional Research.

Larry Sullivan made the motion to adjourn the meeting. Bob Evins seconded the motion.

Meeting adjourned at 3:12.

Scott Pinkston noted that Action Item B.7 had not been approved.

Chair Ben Cooper called the Board of Trustees meeting back to order at 3:15.

Action Item B-7: The end-of-month and year-to-date financial report presented by Vice President of Finance.

Dennis Wiles made the motion to approve the end-of-month and year-to-date financial report. Bob Evins seconded the motion. The motion was passed unanimously.

Larry Sullivan made the motion to adjourn the meeting. Bob Evins seconded the motion.

Meeting adjourned at 3:18.

Submitted by Drexene Winey