

**President's Report
to the Board of Trustees
December 1, 2015**

This report is intended to provide members of the Ozarka College Board of Trustees with information regarding Ozarka College activities and accomplishments.

Upcoming Events of Interest

- December 1 Nurse Capping and Pinning
- December 3 President's Consultation Council (PCC) Meeting
- December 4 Ozarka Christmas Event
- December 7 State Trustees Conference
- December 11 College End-of-Year Party
- December 17 Board of Trustees Meeting

Ozarka College Events

- November 3 Red Cross Blood Drive
- November 5 Domestic Violence Awareness Session
- November 9 4H Annual Banquet
- November 10 Adult Education Advisory Board Meeting
- November 11 NAESC Superintendent's Luncheon
- November 30 Nursing Banquet
- November 30 PTK Induction Ceremony

College Governance

- Ozarka will observe the Christmas and Holiday break by taking 21 December thru 3 January.

Instruction

Dr. Keith McClanahan, Provost and Executive Vice President of Learning:

- On November 2 Dr. McClanahan spoke to the Cherokee Village Kiwanis Club about the programs offered at the College, the proposed BSN program and College-Now Scholarships.
- Dr. McClanahan participated as a member of the ARNEC Board interview committee on November 4 seeking to fill the vacated ARNEC Director position. Interviews were held in Little Rock at the University of Arkansas System Offices. Ms. Judy Carlisle was the person recommended by the ARNEC Board to serve as the new ARNEC Program Director.
- The Adult Education department had an initial Workforce Alliance for Growth in the Economy (WAGE) Site visit on November 6. WAGE is a new Ozarka College initiative seeking to improve job readiness skills of Adult Education students in our 4-county service area.

- On November 30, the Ozarka College nursing program hosted the Nursing Capping and Pinning Luncheon to honor graduating LPN and RN students.
- Ozarka College inducted eight students into The Phi Theta Kappa (PTK) Honor Society on November 30, 2015. Katie Wilson and Justin Ward serve as PTK Advisors.
- All 44 RNs have passed their courses and passed the Predictor with a 90% or higher probability of passing their boards as of November 30, 2015.
- Dr. McClanahan and Chris Lorch along with division chairs have been working on checking and updating all faculty credentials. The goal is to create a document for each instructor that specifies what Ozarka College courses the individual is approved to teach in meeting the Arkansas Higher Education Coordinating Board and the Higher Learning Commission mandates of faculty credentialing. A master roster of Instructor/approved courses will be made available to all division chairs for use in determining faculty load and teaching responsibilities.
- The Enrollment Management Committee has been working diligently to create a workable and useful enrollment management plan for Ozarka College.
- As of November 30 two hundred and fifty students have completed the Online Course Orientation for the fall semester.

Distance Learning

Candace Killian, Director of Distance Learning, Advisement, and Placement:

- Online Faculty Training for new instructors was held from November 9 – November 28.
- Online Course Orientation (myOzarka Orientation) Entered Final Passing grades for 14 sections, *totaling 250 students so far for the Fall semester.*

Student Services/Enrollment Information

Ron Helm, Vice President of Student Services:

- Participated in the Default Management Taskforce Meeting
- Participated in the Director of Admissions Orientation
- Participated in the Enrollment Management Meetings
- Attended the 2016-2017 Catalog Meeting

Zeda Wilkerson, Registrar, Office of Admissions and Records:

- Compass testing and recruitment visits at Highland High School
- Enrollment Management Meeting
- Met with the Student Government Association
- Met with Vanesa Roberts, Career Coach at Viola High School
- Compiling data for the Gainful Employment submission
- Ashley Sherrell prepared a Veterans Day table in Student Services Building
- Ashley amended the fall VA certifications based on feedback from compliance visit

Laura Lawrence, Director of Financial Aid:

- Conducted Financial Aid High School presentation at Viola
- Conducted Default Management Taskforce meeting with USA Funds presenting our projected forecast for the FY2014 & FY2015 Cohorts

Amber Whitaker, Director of Admissions:

- Working on personal contact with area high schools
- Communication with all departments of the college to determine recruitment strategies

Student Success Center:

- Kay Adkins facilitated the Stone County Youth Leadership event
- Career Exploration workshops in three College Success classes
- Perkins planning meeting with Zeda, Kay, and Kendra
- Enrollment Management Planning meeting
- Conducted meeting to plan for career services initiatives for the spring 2016 semester
- Completed script for Career Planning video tutorial
- Conducted Career Planning Workshops in two College Success classes at Ash Flat
- Attended Family Violence Prevention presentation
- Assisted Kelly Shell with CE computer class (Intro. to Android phone platform)
- Participated in Mini Health Fair conducted by nursing department in Ash Flat
- Created career-focused student newsletter entitled Career Sphere, which is posted on the Student Success blog, CareerLink and the Ozarka College Facebook page
- Completed Haven training and two Blue and You training sessions

Career Pathways

Kim Lovelace, Director of Career Pathways:

- Recruitment of the January 2016 RN students for Career Pathways; upon completion of Career Pathways requirements, they will be eligible for books, supplies, scrubs and transportation assistance.
- Mailed recruitment letters to all January 2016 LPN students.
- Held Career Pathways Book Give-Away.
- Worked with the IT department to automate our textbook check-out process by using a handheld scanner.

TRiO Student Support Services

Deltha Shell, TRiO Program Director:

- Conducted Finals Prep Workshops
- Hosted UCA Transfer Representative

- ASU Transfer Trip
- Submitted Annual Performance Reports

Finance

Tina Wheelis, Vice President of Finance:

- The annual benefits fair and open enrollment was held during the week of November 10th. Vendors visited the Ash Flat, Mtn. View, and Melbourne campuses.

Planning and Institutional Research

Josh Wilson, Associate Vice President of Planning and Institutional Research:

- November 3 - 6—Traveled to Harrison for the first of three ACC Leadership Institute sessions for the 2016 leadership class. Among many speakers and breakouts, the session included a visit to the North Arkansas College Career Technical Center, a trip to the Keeter Center at College of the Ozarks and a presentation from Dr. Dawe on Leadership and Vision the next day.
- November 11—Presented an Ozarka College Performance Highlights summary for Administration Council, a document designed to detail many areas in which the College performs extraordinarily well.
- November 18— With support from the Blue & You Foundation Grant and thanks to Jason Lawrence for facilitating, the College is now offering modular, department-tailored training. With grant support, the College recently purchased the *Safe Colleges* safety training software as a way to achieve the grant's *Safety in the Workplace* objective. The software is an online modular safety training system which contains modules tailored for college personnel.
- November 20—Upon approval from the Planning and Assessment Council and Dr. Dawe's signature, Josh submitted the *Quality Initiative Proposal (QIP)* to HLC. The Initiative is a new component of the HLC Open Pathway Accreditation Cycle and under Dr. Dawe's guidance the College selected Enrollment Management as its Quality Initiative.

Ash Flat

Kim Whitten, Campus Director:

- Sharp County Economic Development Planning meeting
- Arkansas Department of Health & AF LPN Students Flu Clinic
- Benefits Fair
- Highland Students ASVAB testing
- Ozark Foothills Single Parent Scholarship Meeting
- EF Tour – Costa Rica Info session for interested students
- Prometric CNA Testing
- WRAAA Medicare Part D Enrollment

Mammoth Spring

James Spurlock, Campus Director:

- Intro to Computers CE Course
- AARP Driver Safety Refresher Course
- ASBTDC Web Site Design Workshop

Mountain View

Lindsay Galloway, Campus Director:

- Attended ACC Leadership Institute in Harrison
- Stone County Youth Leadership Event on Campus "Vocational Leadership & Becoming a "Change Agent"
- Mountain View Chamber of Commerce Monthly Board Meeting
- American Red Cross Blood Drive
- SGA Hosted the Annual Chili Cook-Off with Proceeds Benefiting Stone County Abuse Prevention
- Arkansas Craft School Board Meeting
- Stone County Community Resource Council Monthly Board Meeting
- AARP Safety Drivers Course Sponsored by Farmers Insurance
- WRAAA Medicare Part D Signup

Advancement

Suellen Davidson, Director of Advancement:

- Quarterly Foundation Board Meeting
- The Board took action to support the Holiday Event and designated up to \$4000 for the event.
- Commitment from donor for \$10,000 endowed scholarship and \$2,500 gift to the Student Services Center Capital Campaign
- Aviation Capital Campaign follow-up letter to 40 constituents
- Prepared end of year letter from the President's Office to be mailed December 1 to approximately 275 constituents
- Photo and visit with eight of the nine Stone County Community Resource Council scholarship recipients and the SCCRC Board.

Public Relations and Marketing

Manda Jackson, Director of Public Relations and Marketing:

- Sent eight press releases during the month of November regarding the upcoming holiday event, travel abroad opportunities, CAN program openings, Director of Admissions announcement, Interim Director of OKA, Nursing student events (flu clinic), open registration days, etc.
- Prepared for the community holiday event that will take place on 12/4 – made flyers, ordered supplies, photo back drop, social media, etc.
- Prepared materials to be used at upcoming parades in Ash Flat, Mountain View, Salem, Thayer and Mammoth Spring. Also, coordinated scheduling for these events among various departments involved.
- Designed and ordered additional newspaper and ads for Spring '16 registration
- Updated design and printed for Foundation Giving Forms to be mailed with President's end of year letter to donors
- Designed brochure for Foundation
- Attended meeting Tourism Committee meeting (Chamber of Commerce) in Horseshoe Bend
- Took photos at the Domestic Violence Awareness presentation
- Took photos for the AS Education program on 11/9, then designed and printed new brochures
- Took photos of Classified Staff Council's Food Drive Donation
- Traveled to Mountain View to take photos of the Stone County Community Resource Council scholarship recipients
- Attended and took photos at the Nursing Luncheon and PTK Induction Ceremony
- Designed and printed RN and LPN Capping and Pinning programs
- Designed and printed PTK induction Ceremony programs

Human Resources – New Employees, Resignations/Retirements, Active Searches:

- Retirement: Kathryn Langston - Division Chair, Applied Science and Technology
- Resignation: Nicholas Wilcox - Coordinator, Criminal Justice Program
- New Hire: Kimberly Powell, Part-Time Admin. Asst. for the President
- New Hire: Autumn Cross, Part-Time Ozarka Kids Academy
- New Hire: Jennifer Walker, Part-Time Ozarka Kids Academy

Travel/College Representation

Dr. Dawe, President

- November 2 Quad Cities Rotary presentation
- November 6 ACC Leadership Class Presentation, Harrison, AR
- November 11 North Central Ed. COOP Presentation, Melbourne SSC
- November 18 Cave City Carter School Hearing, Little Rock, AR

Josh Wilson, Associate Vice President of Planning and Institutional Research

- November 3-6 ACC Leadership Institute in Harrison, AR

Dr. Keith McClanahan, Provost and Executive Vice President of Learning

- November 2 Cherokee Village Presentation, Cherokee Village Kiwanis Meeting
- November 4 Little Rock, ARNEC Interviews

Suellen Davidson, Director of Advancement

- November 30 Donor Photo, Mountain View, AR

Zeda Wilkerson, Registrar, Office of Admissions and Records

- November 12 Completed Accuplacer Training at ASU Beebe with Donna Wilson

Amber Whitaker, Director of Admissions

- November 19 Culinary Arts Demonstration with HS students in Batesville, AR
- November 19 HS College Fair in Jacksonville
- November 20 7th grade Career Class in Viola, AR

Kay Adkins, Student Success Center

- November 6 ACDEC Meeting at UALR in Little Rock, AR

Deltha Shell, TRiO

- November 4-6 ACC Leadership Training in Harrison, AR
- November 8-11 Tracy Cone and Byran Jeffery attended the Southwest Association of Student Assistance Programs (SWASAP) Annual Conference

James Spurlock, Mammoth Spring Campus Director

- November 3 Thayer Chamber of Commerce in Thayer, MO
- November 3 Couch High School Registration Session in Myrtle, MO
- November 6, 13, 20 Thayer/Mammoth Spring Rotary Club in Mammoth Spring, AR
- November 9 Viola High School Registration Session – Viola, AR
- November 16 Mammoth Spring High School Registration Session in Mammoth Spring, AR
- November 19 Salem Chamber of Commerce in Salem, AR
- November 20 Koshkonong High School Registration Session in Koshkonong, MO

Kim Whitten, Ash Flat Campus Director

- November 10 Enrollment Management Meeting
- November 11 Highland Concurrent Registration
- November 2, 9, 16 Rotary meeting, Highland, AR

In Our Thoughts:

- Candace Blevins- loss of mother
- The Ozarka College Family in the loss of Serelda Johnson, Instructor of Health Information Technology on November 29, 2015

Tentative Discussion Items for Next Board of Trustees Meeting:

- Board summer planning retreat
- Ozarka performance highlights
- Online giving
- Linking budget to planning priorities
- Residence hall legislation

Tentative Action Items for Next Board of Trustees Meeting:

- Formally endow the Gwenn Lea Scholarship
- End-of-month and Year-to-date financial reports
- Aviation program modification
- Campus security policy revision

College Monthly Calendar (Please see attached.)**Dr. Dawe's Comments:**

- We experience the loss of a wonderful person and faculty member recently; Serelda Johnson will be dearly missed.
- The Christmas event should be spectacular this year and we appreciate the Foundation Board's financial support!
- We are looking forward to an outstanding spring semester and wish everyone a Merry Christmas and successful and happy New Year!