

President's Report  
To the Board of Trustees  
**December 1, 2007**

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

**Upcoming Events**

December 1	Melbourne & Ash Flat Parades
December 1	Breakfast with Santa sponsored by the Kid's Academy
December 3	Foundation Board Meeting
December 4	Groundbreaking at Ash Flat Campus
December 4	Trees n' Tidings - Ash Flat Holiday Open House
December 4-7	Spring Registration
December 10-14	Fall Semester Final Exams
December 12	Nursing Capping/Pinning
December 13	Board Meeting
December 14	Trees n' Tidings – Melbourne Holiday Open House
December 17	Final Grades Due – Last Day for Faculty
December 21-January 1	Campus Closed for Holidays

**Ozarka College Events**

- November 3 TRiO Student Seminar
- November 6 Bloodmobile on campus
- November 8 Ozarka Idol – fundraiser for nursing program
- November 8 Gourmet Night
- November 12-15 Kid's Academy Book Fair
- November 15-17 Kristy Worthen - Art Exhibit was on display in the lobby of the John E. Miller Education Complex
- November 22-23 Campus Closed for Thanksgiving Holiday
- November 28 Trees n' Tidings – Mountain View Holiday Open House

**College Governance**

- A group of administration, faculty, and staff are studying the development of a student success center. The primary goals for the center will be retention and graduation of students. The center will include testing, advising, career guidance, tutoring, a learning lab, and mentoring. The motivation is to provide all services possible to as many students as possible on all campuses to give the students every chance for success. The center will include collaboration of personnel from student services, TRiO, Carl Perkins, Career Pathways, faculty and new personnel to provide expanded tutoring and academic coaching. The goal for implementation is early spring 2008.
- Mike Delong, Karla Rush, and Gin Brown have been meeting with officials from the Ozark Folk Center to explore a partnership to offer non-credit courses to Folk Center participants.
- Secondary Career Center plans in Mountain View have continued. The funds for the Career Center will not be available until Fall 09, but Ozarka and the Mountain View high school are working on a partnership to offer Medical Professions Education coursework starting Fall 08.
- The revised committee structure for the college has been implemented and committees have been appointed. The committees are meeting this semester and

providing updates of progress. The new structure provides more organization and involvement of faculty and staff.

- The December College Update is attached for more information. The College Update is provided to all college employees two times each semester.

### **Instruction**

- Requested faculty to start utilizing Classroom Assessment Techniques to start building course assessment files through myOzarka
- Submitted Letters of Intent to ADHE for a Technical Certificate and AAS in Construction Technology
- Have been working with Mountain View High School (MVHS) to create a Career Tech Center at the school. Ozarka College and MVHS will start in the Fall 2008 with a concurrent program in Medical Professions
- Started dialog and drafted a partnership proposal with the Ozark Folk Center and the Arkansas Craft Guild to develop a program and possible school at the Ozark Folk Center in fine crafts. We will start with continuing education courses and eventually also offer an associate program

### **Ash Flat Campus**

- Nov. 11 Career Pathways held a workshop in the lecture hall
- Nov. 15 The Tri-county Board of Realtors held a computer training seminar in the computer lab for 20 area real estate professionals
- Nov. 15 The Sharp County Community Foundation held a meeting in the lecture hall
- Nov. 17 The Arkansas Cattlemen's Association held its annual meeting in the lecture hall
- Nov. 19 Highland High School conducted the ASFAB test in the lecture hall

### **Mountain View Campus**

- Nov. 2 Planning meeting with Ozark Folk Center, Arkansas Craft Guild, and Ozarka College (Dr. DeLong and Gin) concerning a partnership to establish an Arkansas Craft School.
- Nov. 6 Mountain View Area Chamber of Commerce Board meeting; 5:00 p.m.; Gin serves on Board.
- No. 14 Stone County Youth Leadership Board Meeting; 2:30 p.m.; Gin serves on the Board.
- Nov. 16 Proposal, Mission, Objectives meeting for Arkansas Craft School; OFC, ACG, and OC (Dr. DeLong, Karla Rush and Gin) 8:30 a.m.
- No. 26 Stone County Sheriff's Dept. – Jailers Class, 5:00 p.m.
- Nov. 28 Holiday Open House 11:00 a.m. to 1:00 p.m., 150 in attendance.
- Nov. 28 Stone County Sheriff's Dept. - Jailers Class, 6:00 p.m.
- Gin Off campus activities in support of Ozarka:
  - Nov. 1 Meeting of Chamber of Commerce Agriculture Appreciation Committee; 4:00 p.m.; Extension Service Building.
  - Nov. 2 Participated in a planning meeting with State Dept. of Education-Workforce Ed., MVHS and OC concerning MV Public School Vocational Center; 10:00 a.m.; MVHS.
  - Nov. 12 Update on Ozarka College presented to the Stone County Community Resource Council; 11:00 a.m.; SCCRC Building.
  - Nov. 12 Participated in the MVACC Economic Development Committee Industry Leaders meeting, 6:00 p.m.; County Time Dining.
  - Nov. 14 Moderator and presenter for Stone County Youth Leadership

Program – Your Ticket to the Good Life; 9:00 a.m. to 2:00 p.m.; Ozark Folk Center.

### **Student Services/Enrollment Information**

- Student services will be conducting registration, and COMPASS testing at Mountain View – December 4; Ash Flat – December 5; and Melbourne – December 7.
- Judy Sharp, Ron Helm, and Laura Lawrence will ACT test on Saturday – December 8 at Ozarka College in Melbourne.
- Ron Helm will do a presentation on his recent travels in Europe with a focus on art, sculpture, and architecture (December 6 in Ms. McSwain's class)

### **Advancement/Workforce/Community Service**

- Kim Lovelace and Laura Lawrence attended the Arkansas Community Education Conference
- Suellen Davidson and Karla Rush attended the Sharp County Community Foundation Meeting
- Kim Whitten, Suellen Davidson and Karla Rush participated in North Central Arkansas Economic Development programs
- Career Pathways staff assisted Trio with student seminars on Saturday, Nov 3
- (20,000) Spring/Summer schedules were printed and distributed
- Registration ads and special ads for health care programs were added to media rotation
- Application for admission was revised and reprinted
- Advancement staff completed campus decorations for holidays and distributed information about holiday receptions
- Ozarka Foundation Board received \$20,000 endowment for nursing scholarships
- Ozarka Foundation began new scholarship fund in honor of Leon & Jean Jennings
- The Foundation received another \$15,000 donation for the Robert Kalisher Endowment, making this a \$25,000 endowment

### **Grants/Planning/Special Projects**

- Partners for Care – the first 8 CNA students are registered to take the licensure exam
- Perkins – trip to attend a Noel-Levitz seminar is in planning for February
- Planning – Planning Results Review Committee composed of Karla Rush, Bettie Estes, Rodney Williams, Holly Ayers and Joan Stirling have begun reviewing 2006-2007 Planning Results Manual
- Crisis Manual – the first draft is undergoing revisions
- DOJ grant
  - trip to attend a training session in DC is in the planning for January
  - Women's Advocacy blog has been maintained with weekly postings this semester

### **Finance/Auxiliary Services**

- The furniture for the new student center has arrived. Several students are taking advantage of the newly furnished area to study or relax between classes.
- Tate General Contractors has been awarded the contract for the Ash Flat Nursing/Student Center Project. Dirt work has already begun and the groundbreaking celebration is scheduled for December 4<sup>th</sup>.
- Kay Terry and Herb Scott with the Office of Personnel Management were on campus the 16<sup>th</sup> of the month to discuss the proposed state-wide pay plan program and its effect on classified employees.

## Information Systems

- Developed Mid-Term Grade alert system for advisors and the retention specialist to help with identifying students that may need assistance
- At request of Legislative Auditors, worked with Business Office to create and transmit pre-audit files to Little Rock
- Installed Intrusion Prevention and load balancer hardware for myOzarka traffic
- Continued development of the President's Effectiveness site
- Installed televisions in the Fitness Center
- Met with Nursing Department to discuss assisting them with the application process and tracking of nursing students
- Installed Fax machine and copier in Human Resources

## Physical Plant/Grounds

- Tina Wheelis and Ronny Rush met with Tate General Contractors and the sub-contractors at the Ash Flat campus on Nov. 14th
- Construction of the new building started the week of November 19<sup>th</sup>
- Bids for the new floor at the Day Care are complete and Quality Floor of Melbourne has the contract. The new floor will be installed during the Christmas break
- Rick Dowdle took another load of old inventory to M&R at Little Rock on November 27<sup>th</sup>
- The grounds crew has been busy with the removal of leaves and other debris to keep the grounds clean and looking nice

## Personnel

- New hires for consideration at the next Board of Trustees meeting
  - Denny L. Elrod, Building Maintenance Repairman II
  - Candice D. Franks, Switchboard Operator I
  - Crystal Massey, Care Giver III
  - Cheryl Moore, Secretary I Mtn. View
  - Connie Esparza, Secretary I Ash Flat
- Resignations
- Searches

## Travel/College Representation

- *Dusty R. Johnston*
  - *Career Center meeting—Nov. 2—Mountain View*
  - *Student Success Center—Nov. 6—MSCC@West Memphis*
  - *HLC Accreditation Visit—Nov. 12-14—Chicago, IL*
  - *Legislative Committee—Nov. 15—Little Rock*
  - *Workforce Investment Board—Nov. 13—Batesville*
  - *AATYC Outcomes Committee—Nov. 26—Little Rock*
- *Dr. Johnston, Dr. DeLong, Ron Helm, Jenny Miller, Joan Stirling*
  - *Visit the Student Success Center at Mid South Community College in West Memphis on 11/7/07*
- *Mike DeLong*
  - *Mountain View Chamber of Commerce to present the MVHS and Ozarka College partnership that creates a Career Tech Center*
  - *judge in the Ozarka Idol talent contest; a fund raiser for the Melbourne LPN class*
- *Michelle Cunningham and Tina Wheelis*
  - *Little Rock, November 11<sup>th</sup> - 13<sup>th</sup>, SACUBO Fall Conference*

- *Ron Helm*
  - *Assisted with the Fulton County Hospital Chili Supper at the Salem High School on November 16. The hospital foundation sponsored this event.*
- *Gin Brown*
  - *Arkansas Association of Registrars and Admissions Officers Executive Committee meeting; Nov. 8; ASU-Beebe.*

### **Kudos**

- Scott Pinkston for programming for retention purposes
- Kudos to Nancy Dust and Alan Vickery for designing and putting together the Ozarka College Holiday float!
- Kudos to Dr. Johnston for completing his first peer review at the Chicago Institute of Culinary!
- Kudos to Tracy Cone on the birth of a new baby boy, born on November 20.
- Kudos to Scott and Chaney and Alan Vickery for getting our new TV's set up and working in the fitness center. We've received so many compliments on the TV's. They are a great addition to our facility and our program.
- Kudos to Amy and staff at the kid's academy for a great book fair. They work extremely hard throughout the year to provide our children, parents and community with various educational and recreational opportunities.
- Kudos to Deltha Shell for passing her comprehensive exams in the Specialist program at ASU.
- To Valeria West, Ruby Johnston, and Val's LPN students for developing and coordinating the Ozarka Idol show. It was well attended both by acts and audience. Everyone had a lot of fun and wanted to do it again next year!

### **In our thoughts**

- For challenges of family or personal illness:
  - Gin Brown – the death of her mother.
  - Shirley Hill

### **Tentative action items for the next Board of Trustees meeting**

- Personnel
- Approval of Facility Usage Guidelines
- Fee changes
  - Eliminate parking fee
  - Eliminate placement testing fee
  - Add \$2 to the matriculation fee beginning July 1, 2008
- Program approval to begin exploring a Construction Technology program
- Approval of funds to assist the College Street renovation project conducted by the City of Melbourne

### **Tentative discussion items for the next Board of Trustees meeting**

- Secondary Career Center in Mountain View update
- Folk Center partnership update
- Student Success Center update

### **Monthly Financial Report**

- An up to date financial report will be included with the Board packet information for the December 13<sup>th</sup> Board Meeting.

**College Monthly Calendar** (attached)

**DRJ Closing Comments**

- I really enjoyed my opportunity as an accreditation team member for the Higher Learning Commission. The opportunity increased by knowledge of the criterion for accreditation, provided me the opportunity to see how another institution accomplishes its' mission, and allowed me to work with three consultant evaluators from three different states. The experience assured me that we are on the right track with many of our plans, processes, policies, and assessment activities at Ozarka College.
- I am chairing the AATYC presidents' committee for Outcomes Measures. This committee is meeting with the legislative subcommittee on Retention, Graduation, and Remediation on a regular basis to help in developing future performance measures for higher education in Arkansas. This is a top priority for the Governor and the two-year colleges, through this committee, are having a great deal of input. I fully expect some future funding to be tied to performance outcome measures, so I am taking full advantage of this opportunity to try to shape these outcomes measures.
- The semester has once again sped by. Faculty, staff, and administration have worked efficiently and effectively this semester to create success for our students and our institution. I am currently developing the list of accomplishments for the fall 07 semester. I am looking forward to even more positive things for the upcoming spring semester.
- I want to remind you again of the Trees and Tidings Holiday Open House on the Melbourne campus, Friday, December 14<sup>th</sup> from 11:00 – 1:00 in the lobby of the John E. Miller Building. I look forward to seeing you there.
- Please contact with any questions, concerns, or comments at:
  - [djohnston@ozarka.edu](mailto:djohnston@ozarka.edu)
  - Office: 870-368-2001
  - Cell: 870-368-2097

# Ozarka College

Ash Flat: (870) 994-7273 | Melbourne: (870) 368-7371 - Mountain View: (870) 269-5600

## Calendar of Events

« November 2007 December 2007 January 2008 »

### December 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b> 7a Breakfast w...
<b>2</b>	<b>3</b> 9:30a Foundati... 12:30p MV COMP... 2p TRIO SSS Fi... 5p MV Stone Co... 6p Lions Club ...	<b>4</b> 8:30a Mtn. Vie... 9a Compass Tes... 10:30a Ground ... 11a Trees & Ti... 11a Boeing Ret... 1p TRIO SSS Fi... 1:30p Career P... 5p MV Area Cha...	<b>5</b> 8a Spring 2008... 8:30a Registra... 8:30a Registra... 5p MV Stone Co...	<b>6</b> 11a CCaRT meet... 2p TRIO Worksh... 3p Special Eve... 5p MV Stone Co...  Last Day to Dr...	<b>7</b> 8a New Student... 9a COMPASS TES... 12p PTK Meetin... 2p TRIO Worksh... 6:30p Holiday ...  Classes End	<b>8</b> 8a ACT Testing 8a MV Stone Co...
<b>9</b>	<b>10</b> 7:30a Safe Pas... 5p Play practi... 7p MV Stoen Co...  Semester Final...	<b>11</b> 8a Student Cou... 10a Capping/Pi... 5p Play Practi... 7p Melbourne C...  Semester Final...	<b>12</b> 8a Jr. High Qu... 10a Inst Effec... 5p MV Stone Co... 6p LPN/RN Capp...  Semester Final...	<b>13</b> 8a Mt. Pleasan... 4p Board of Tr... 5p MV Stone Co... 6:30p Iazard Co...  Semester Final...	<b>14</b> 11a Holiday Op... 6:30p Musical ...  Semester Final...	<b>15</b> 6:30p Musical ...
<b>16</b> 8a Musical Rev...	<b>17</b> Final Grades D... Last Day for F...	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> Offices Closed	<b>22</b> Offices Closed
<b>23</b> Offices Closed	<b>24</b> Offices Closed	<b>25</b> Offices Closed	<b>26</b> Offices Closed	<b>27</b> Offices Closed	<b>28</b> Offices Closed	<b>29</b> Offices Closed
<b>30</b> Offices Closed	<b>31</b> Offices Closed					

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**Ozarka College  
Self-Study Timeline  
DRAFT**

<b>Target Dates</b>	<b>Activity</b>
January-September 2008	Institutional self-study pre-planning
September 2008	Institutional self-study coordinator appointed
December 2008	Institutional self-study steering committee appointed
January-March 2009	Steering Committee organizes and selects principle working committees: Criteria committees conduct preliminary meetings
April 2009	Select institutional self-study committee members attend the HLC Conference and Self-Study Workshop
April 2009	Self-Study steering committee finalizes self-study design
May-August 2009	Steering Committee/Criterion Committee workshops
August 2009	All employee meeting starts self-study process
August 09-February 2010	Committee gather data, interview, analyze, and draft reports
February-May 2010	Steering committee analyzes information, completes study, and prepares draft of Self-Study Report.
April 2010	Attend HLC Conference and Self-Study Workshop Printer identified and confirmed
June-July 2010	Draft report available for campus review and comment
August 2010	Steering committee receives final comments on draft
September 2010	Steering committee reviews report for content
October 2010	Editor compiles final Self-Study Report Draft to HLC Staff Liaison Self-Study Report submitted to printer Receive final information about the visiting team
November 2010	Visiting Team logistics schedule and time line completed

December 2010	Distribute Self-Study Report to employees, board members, etc. Send self-study materials to HLC and Accreditation Team members All visit arrangements finalized
February 2011	Evaluation visit takes place

### **Self-Study Organization**

#### Self-Study Steering Committee

- Self-Study Chair
- Self-Study Criterion Committee Chairs
  - Mission and Integrity
  - Preparing for the Future
  - Student Learning and Effective Teaching
  - Acquisition, Discovery, and Application of Knowledge
  - Engagement and Service
- Resource Room Chair/Recorder
- Self-Study Editor/Publisher
- Website Chair
- Newsletter Chair
- Hospitality Chair
- President
- Administrative Team members
- SGA President

College Effectiveness Webpage  
**DRAFT**

Home  
Assessment Overview  
Assessment Data  
Budget  
Communication  
Committees  
Handbooks  
Organizational Structure  
Strategic Plan  
Task Forces

Assessment Overview

- Annual Assessment Cycle
- Assessment Calendar
- Assessment Matrix
- Glossary of Assessment
- Governance through Committees
- Hierarchy of Assessment

Assessment Data

- Annual Division Assessment Summaries
- Enrollment Data
- Executive Summary Data
- Measures of Institutional Effectiveness
- Measures of Student Learning
- Professional Reviews Summary
- Program Reviews
- Survey Summaries

Budget

- Yearly Budget

Committees

- Administrative
  - President's Administrative Council
  - Instructional Council
  - Off-site Campus Coordination Council
- Institutional Effectiveness
  - College Planning and Effectiveness
  - Institutional Improvement
  - Technology

- Institutional Processes
  - Academic Appeals
  - Financial Aid Appeals
  - Friendship Fund
  - Safety
  - Scholarship
  - Special Events
- Instructional
  - Curriculum
  - Faculty Council
  - Professional Development
  - Student Affairs

#### Communication

- Board of Trustee's Agendas/Minutes
- President's Report to the Board
- President's College Updates

#### Handbooks

- Board of Trustee Policy and Procedure
- Employee Handbook
- Faculty Handbook
- Part-time Faculty Handbook

#### Organizational Structure

#### Strategic Plan

#### Task Forces for Improvement

- Assignments
- Reports

**COLLEGE UPDATE**  
**12-1-07**

1. College Planning and Effectiveness

- The College Planning and Effectiveness committee has met several times this semester. The primary focus has been on development of the assessment calendar and defining the assessment activities on the assessment calendar.
- The committee has also been tasked with continuing to monitor and follow-up on the status of the activities cited in the assessment calendar. This task will be continuous.
- Every assessment activity that was included on the assessment calendar was submitted by someone on campus as something they or their department accomplishes to assess their areas. These activities must occur and follow-up information must be provided to the Planning and Assessment committee.
- I remind you that the purpose of the Planning and Effectiveness committee is to monitor and to ensure completion of the strategic planning and the effectiveness processes of the college. The committee will monitor, review, and suggest enhancements to:
  - The Administrative council which will be charged with:
    - Development and completion of the annual Strategic Plan
    - Defining, developing, and implementing systematic processes that insure institutional effectiveness that is consistent with college expectations, state expectations, and all accrediting body requirements
  - The Instructional Council which will be charged with:
    - Development of processes and procedures which ensure student learning measures are consistent with college expectations, state expectations, and all accrediting bodies
    - Follow-up and documentation of measures of student learning to ensure that instructional programs are effective and that student learning is taking place
    - Implementations of the approved assessment calendar activities and functions
- The College Effectiveness website is nearing completion. A draft of the design is attached.

2. Student Success Center

- Several administrators and staff members have been exploring the development of a Student Success Center to provide all students with the assistance they need to be successful. Services will be provided through cooperation of staff from TRiO, Carl Perkins, Career Pathways, faculty, and additional staff to expand tutoring and academic coaching. Functions will include tutoring, academic coaching, advising, career guidance, testing, and a learning lab. The intent is that all services and functions will be provided to all students at all campuses.
- A short description of the initiative will be to replicate the many positives of the TRIO, Carl Perkins, and Career Pathways programs utilizing current and

additional staff and institutional funding to meet the needs of all students who enter Ozarka College. This is a large undertaking, but one that I am very committed to. I appreciate your support and involvement in advance.

### 3. Strategic Plan/Planning Calendar

- I want to commend everyone for the progress on the Strategic Plan the past two years. Special thanks to Joan Stirling and Nancy Dust for bringing us the final product for 06-07 and the planning cycle for 07-08. I encourage you to go to the website and continue getting very familiar with the Strategic Plan process. It is here to stay with expectations of continued improvement. It is not just a bunch of sentences and paper. It is and will be the Ozarka College guide for action. We will continue to educate on how to produce an improved strategic plan for each of your areas and on how to best use it to improve the planning and accomplishments in each of your areas. A task force of volunteer faculty and staff are currently reviewing the completed plan for 06-07 to make recommendations for improvement.
- The Annual Cycle for planning is on page 66. This provides us a very systematic plan for activities. We will try our best to follow it as closely as possible and to provide documentation of the planning efforts that it indicates we will accomplish.
- A very important comment is that prior to beginning the budgeting process for 2008-2009, we will complete the strategic planning process for 2008-2009. The annual cycle indicates that this will be completed by the end of February, so I encourage you to begin thinking of actions and activities you want to accomplish during the 2008-2009 school year.

### 4. Budget Process

- The annual cycle indicates that the departmental budget process will be completed by the end of March. The finance department will complete the final draft of the budget by the end of April. The 2008-2009 budget will be approved by the Ozarka College Board of Trustees at the May meeting.
- Remember, that in the perfect world, good assessment drives good planning which drives good budgeting. I encourage you as you work on the strategies and actions for your part of the strategic plan to also note any impact on your departmental budget requests.

### 5. Higher Learning Commission/North Central Association

- Ozarka College is just more than three years away from the next re-accreditation visit from HLC/NCA. We have made improvements in processes, policies, and especially strategic planning and institutional assessment the past two years. The next year we will continue to be immersed in the HLC/NCA criterion for accreditation. We will spend the next three years accumulating data, initiating the self-study, finalizing the self-study, and preparing for the re-accreditation visit. A draft Self-Study timeline has been established. This timeline is attached to this College Update. I encourage you to become familiar with it.

- The HLC/NCA Handbook for Accreditation can be seen in its entirety at [www.ncahlc.org](http://www.ncahlc.org) . I encourage you to visit the site and become as familiar as possible with the accreditation process. Several professional development opportunities will be conducted over the next year to ensure that all employees are knowledgeable of the process.
- The assessment calendar, the activities of the College Planning and Effectiveness committee, the Strategic Plan, and the review of the strategic plan all work together to assist the institution in continually preparing for the next accreditation process.
- Through review of the criterion for accreditation, several issues have been identified that require improvement or enhancement for the next accreditation visit. These issues are being studied by the administrative team and many of you will be involved in helping to resolve the issues.

#### 6. Foundation/Scholarships

- The Ozarka College Foundation continues to be headed in a firm and positive direction. I really want to commend the faculty and staff for your continued contributions to the foundation efforts. During the 2007 year, new endowment and scholarship income has already exceeded \$100,000 with more expected by the end of the year. The Foundation Board is continuing discussions on investment strategies, planned giving, goals for raising additional money, and scholarship opportunities.
- Many of you may not be aware that during 2007 Ozarka College awarded just over \$225,000 in scholarships and waivers. Approximately one-fourth of this amount went to Ozarka College Regional Scholarships to area high school students to cover tuition costs.
- In addition to the increase in endowments, the foundation staff has taken charge of implementing Ozarka College's participation in the Single Parent Scholarship program. This new program is a great source of scholarship assistance for the many single parents who attend college.

#### 7. Construction/Renovation

- The bid for the Ash Flat building was awarded to Tate Construction of Jonesboro, Arkansas. The project just under \$1.3 million. Rico Harris from Hot Springs has been the architect for the project and will ensure the timeliness and quality of the project.
- Construction of the Ash Flat building has begun. Groundwork is underway and the contractor is getting a good start prior to the holidays and hopefully prior to any poor weather.

#### 8. Faculty Council

- The Faculty Council has successfully been reorganized this semester after several faculty meetings and is functioning effectively under the new reorganization. The Faculty Council is representative of all faculty and has revised the by-laws and constitution as well as defined its committee structure. I look forward to working with the Faculty Council for the continued improvement of Ozarka College.

## 9. Committee Structure

- The revision to the Ozarka College committee structure is complete. The purpose, membership, and responsibilities of each committee have been well defined. All employees have been appointed to a committee. Each committee will have met by the end of the fall semester. All committees are expected to document each meeting with well-organized agendas and minutes which will be placed on the College Effectiveness portion of the website.

## 10. Professional Reviews

- Each employ will participate in a professional review process with their immediate supervisor prior to March 1. This is the second year to complete this process. The format will includes documentation of:
  - review of the employee job description
  - areas of good or exceptional work
  - challenges or improvements needed
  - goal accomplishment of previous year
  - goals for upcoming year
  - supervisor assessment

The form for the review process will be available on-line and your administrative team supervisor will be leading the process which will be completed prior to the March board meeting.

- In addition, all classified employees will be evaluated by their supervisor utilizing a state form from OPM. This is a requirement of the new Merit Pay plan that Ozarka College chooses to participate in. Training for supervisors will occur in January to assist with these evaluations.

## 11. Marketing/Registration/Enrollment/Retention

- I am pleased with the marketing efforts that the college is participating in. Web page, billboards, newspaper, radio, mail-outs, letters, schedules, recruitment visits, student tours, etc. If you have any additional ideas, please share them with Kim, Karla, or the administrative team.
- Registration is going well. I have heard positive comments about the early registration for the spring semester. I appreciate the efforts of all admissions, financial aid, and student services personnel in helping with the early registration. As we continue with our registration efforts, there is always room for improvement. Please forward any suggestion for improvement in the process to me.
- Enrollment seems to be going well also. We will all be interested in the enrollment data for the spring semester. I want to do everything possible to increase enrollment at all three campuses through appropriate course scheduling, advising, and marketing.
- Retention rates, along with graduation rates, continue to be a big topic with all levels of the government. I chair the AATYC committee dealing with performance outcomes and funding. I assure you that retention and graduation

rates are prime topics among several legislative committees and task forces that are currently meeting. Anything we can do to improve the success of our students makes us one step ahead of the game.

12. Secondary Career Center in Mountain View

- Plans are still underway to begin a Secondary Career Center in partnership with Mountain View high school. The center will not be funded until fall 2009, but planning is ongoing to offer courses beginning fall 2008. The initial classes will be in Medical Professions Education .Future courses will be developed in Construction Technology.
- The courses for the Medical Professions Education program are currently taught by Ozarka College in the Health Skills program and in the soon to be approved Health Skills certificate program. A new program for Construction Technology will be developed this spring.

13. "Issues that fall through the cracks"

- The administrative team has spent time brainstorming about issues that seem to fall through the cracks. We all have busy jobs, there are many functions to accomplish, and we all have different sets of priorities at times. The goal has been to identify things that are important, but maybe not as important as other projects, but need to be accomplished anyway. We have identified several issues and have begun to prioritize them and will work to accomplish them this spring.
- I will share the list when it is completed. I encourage you to help us identify other issues that seem to be put on the back burner so we can all work toward their accomplishment.

14. Ozark Folk Center partnership

- Mike DeLong, Karla Rush, and Gin Brown have been working with the Ozark Folk Center and members of the Arkansas Craft Guild to develop a partnership to offer continuing education courses through the college. Future plans include exploring the development of an associate degree in an art and craft related field.

15. Mission Statement Placards

- Placards with the Ozarka College Mission statement have been ordered to be placed in all Ozarka College buildings. The intent is to consistently convey to the students and to the public that all employees are aware of and supportive of the stated mission.

16. Inclement Weather policy

- The primary decision in regard to inclement weather will be the status of area high schools. The final decision will be made by the Ozarka College president and made public through radio, TV, website, and phone calls. Full-time and adjunct instructors are expected to meet class if the college is open. Please pay attention to the published inclement weather policy.

17. Coffee at the College

- Coffee at the College was held at all three campuses this fall. The turnouts for the events were successful. Each event had several community members attend and share comments about the college, ask questions, and provide input about future college priorities.

18. DRJ Priorities 07-08

- Attached is a list of the 07-08 priorities that I have given you before. I assure you that these are on my desk and that I use them daily and weekly to help remain focused on what I need to be accomplishing. I think we are making very good progress on each of them. I want to encourage you to continue to be familiar with the priorities we are working on.

19. Wednesday, January 2, 2008

- This will be a great in-service day to kick off the semester. I will touch base on several priorities that I will be working on for the spring semester including the implementation of a Student Success Center. Dr. DeLong has produced an agenda which will be provided to you prior to the end of the fall semester.
- I hope each of you has a great holiday and I encourage you to return in the spring ready to focus on student success.

Ozarka College  
DRJ Priorities  
2007-2008

1. Continue to set the leadership tone characterized by honesty, fairness, trustworthiness, directness, consistency, and open communication. Provide leadership which values students, the institution, and the employees of the college.
2. Provide leadership to ensure the academic integrity of the institution through quality courses, programs, employees, facilities, policies, processes, procedures, and infrastructure.
3. Provide leadership to the development of a quality and useful Strategic Plan aligned with the HCL/NCA Criterion for Accreditation.
4. Provide leadership in the development, implementation, and documentation of the Institutional Effectiveness/Measures of Student Learning plan.
5. Provide leadership to educate faculty, staff, and other college personnel in regards to the HLC/NCA criterion and accreditation process.
6. Provide leadership to implement improved course, program, and faculty evaluation and review.
7. Provide leadership to continue analyzing staffing patterns in all segments of the institution and develop plans for future staffing needs.
8. Provide leadership to promote growth and enhance course and program offerings at the Melbourne, Ash Flat and Mountain View campuses.
9. Provide leadership to promote faculty, staff, and other college personnel professional development to enhance job performance.
10. Provide leadership to promote growth of the Foundation endowment through fund enhancement activities and investment strategies.
11. Provide leadership to continue to review all processes, procedures, policies, and functions of all components of the college to ensure effectiveness, efficiency, and student friendliness.
12. Provide leadership to adequately fund the operations of the college to ensure quality in all programs, facilities, and infrastructure while maintaining fiscal soundness and improving the reserve fund balance of the institution.
13. Provide leadership to effectively implement a fair, consistent and systematic review of employee performance which includes goal setting and follow-up on goal attainment as well as evaluation of specific job functions.
14. Provide leadership to promote the development of new academic and technical programs as well as expansion of current programs.