

President's Report
To the Board of Trustees
July 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 of Interest

- June 25 Beginner Fitness Ball Class offered Monday & Wednesday (6 week class) 12:15 - 1:00
- June 26 Intermediate Fitness Ball Class offered Tuesday & Thursday (6 week class) 5:00 - 5:45
- July 2 Finals for Summer I
- July 4 Independence Day – College Closed
- July 5 Summer II Classes Begin
- August 4 Judge Harold Crawford Scholarship Golf Tournament (Cherokee Village South)
- August 8 Finals for Summer II
- August 9 Faculty reports for Fall Semester
- August 13-16 Open Registration
- August 18 Foundation Concert (Sonny Burgess) 7:00 pm
- August 20 Fall Semester Begins

Ozarka College Events

- May 28-31 – Kid's College
- June 4 – Ozarka College Foundation Board Meeting
- June 11 – Tree City USA Reception at City Hall in conjunction with Forestry Grant
- June 14 – Library hosted Seminar "Getting Your Books Published: What Genealogists and Writers Need to Know" presented by Steven Whisnant

College Governance

- Summer enrollment is good and many students have already registered for the fall semester. Fall registration will continue through the summer with specific advising and registration dates also conducted in August.
- The Nursing Department is on track with the LPN program expansions in Ash Flat and Melbourne. Both sites have been visited by the State Board of Nursing and we have full go ahead to begin the programs. Both sites will be full with 20 new LPN students accepted at each site. Ruby Johnston (Director of Nursing), Alison DeLong (LPN Instructor-Mountain View), Leslie Batterton (LPN Instructor-Ash Flat), and Dr. DeLong have worked hard to make these expansions successful.
- Renovation has continued on the Melbourne campus with carpet and paint in the former administration area and relocation of student services to this area. All of the exterior metal walls of the rear of the Administration building and the old maintenance building have been cleaned and repainted. It looks very good. Additional renovation priorities have been established and are attached to this report.
- The administrative team continues to discuss and monitor "things that seem to fall through the cracks". Each month we revisit this list to add new issues and to eliminate issues that have been solved. It has been a very productive method of identifying

issues that need to be taken care of. As one part of this process, the administrative team has thoroughly evaluated the administration building to identify needed repairs. Many have already been completed and others are under way. The team has recently evaluated the Hall building and listed several repairs to be made this summer.

- The administrative team also continues to review the Task Force reports from the Spring 07 semester. The Task Forces made several recommendations for improvement for:
 - Mission Statement
 - Retention
 - Job Placement/Graduate Follow-up
- The Fitness Center continues to have positive success with enrollment and community member participation. Many of the participants are over the age of sixty and give us a good group to begin piloting some additional programming for area senior citizens. The programming is in the exploration stage at this time and hopefully several ideas will be ready to present at the September board meeting.
- Dr. DeLong, Gin Brown, and Dr. Johnston have attended several meetings with Mountain View High School administration, board members, community members and others to continue planning for a Secondary Technical Career Center in Mountain View.

Instruction

- Visited with several area high school partners about the Partners In Care Grant
- Accompanied Arkansas State Board of Nursing evaluator (Dr. Thomas) in evaluation of our LPN program equipment and facilities at Ash Flat and Mountain View campuses (Ozarka College was approved to offer the programs)
- Started dialog with Mountain View High School to establish a Secondary Career Center at MVHS (Construction Technology will be one of the areas we are hoping to establish)
- Developing an Adjunct Faculty Handbook for the Fall
- Meeting with owner of Highland Beauty Academy to discuss a partnership teaching Cosmetology
- NATEF recertification (for Automotive Technology) was approved for all eight areas

Ash Flat Campus

- Summer I courses offered at the Ash Flat Campus increased from 5 to 12 (140%) over last year. The number of credit hours enrolled increased from 63 to 157 (145%).
- 06/06/2007 - Secretary of State's office held a seminar/training for area notaries in room 101.
- 06/09/2007, 06/10/2007, 06/23/07 - Kelton Schools held a Real Estate licensing training in the lecture hall.

Mountain View Campus

- May 8 - hosted the May NCARED meeting; about 25 in attendance.
- May 14 - Gin presented College Update and information on endowed scholarship drive to Stone County Community Resource Council.
- May 22 - Graduation Program for Stone County Youth Leadership Program at First Service Bank. Rachel Braim was awarded a \$250 Ozarka College Foundation Scholarship. Gin serves on Youth Leadership Board and was responsible for the program.
- May 23 - Stone County Community Resource Council awards \$10,000 to the Ozarka College Foundation to establish a Stone County Community Resource Council

Endowed Scholarship. Dr. Johnston accepts the donation and announces that the scholarship will begin in the fall of 2007 semester. Board of Trustee member, Paul Balentine, Foundation Board members, Susan Kemp, Jane Shipman and Jan Isbell and OC staff, Suellen Davidson and Gin, were in attendance.

- June 3 - Ozarka College Foundation 2-person Golf Scramble and silent auction in honor of the Netta Gilbert Scholarship. The event raised \$6,663 toward the \$10,000 goal.
- June 6 - Dr. Calvina Thomas, Assistant Director Nursing Education, Dr. DeLong, Ruby Johnston and Alison DeLong made a site visit to campus for the LPN program that begins in the fall of 2007.
- June 22 - Wal-Mart Foundation awarded \$1,000 to the Ozarka College Foundation for the Netta Gilbert Scholarship. This brings the amount raised to \$7,663.
- June 30 Ozarka College will be partnering with the Stone County Leader and entering a float "Freedom of the Press" in the 4th of July parade in Mountain View.

Student Services/Enrollment Information

- The new student services location combines Admissions, Financial Aid, Testing, Institutional Research, Registrar, and the Vice President for Student Services into a "one-stop-shop" for both new and returning students. The new location is in the area where the President's office was located.
- The summer enrollment for the North Central Unit in Calico Rock is 24 students.
- TRiO is offering tutoring 2 hours per day 4 days per week during the summer terms

Advancement/Workforce/Community Service

- Ron Helm was recently elected to serve as the President for the Fulton County Hospital Foundation Board.
- Foundation Board elected new officers (Jean Pace, Chair; Marc Goings, Vice Chair; Janet Lamb, Secretary)
- The Stone County Foundation Board group raised \$7600 for scholarship for Netta Gilbert, the ICON from Stone County. Other ICON scholarship projects currently include Clayta Ballard Endowment in Sharp County, Charles Cheatham Endowment in IZard County. The Fulton County scholarship is yet to be named
- 2007-08 Catalogs have been printed and received for distribution
- Scholarship Committee selected recipients for Fall 2007 endowment awards
- Kids College was held May 28-31
- Career Pathways awarded tuition, fees, books for five students enrolled for summer
- The final Career Pathways budget for 2007-08 was approved for \$252,000
- Continuing Education course registrations from 1995-2002 have been condensed to a master list for quick reference

Grants/Planning/Special Projects

- The final grant report for The Big Read Grant has been submitted.
- A no-cost extension for the Department of Justice grant was granted and the DOJ grant will continue probably through April 2008, using funds projected to remain at the end of August 2007.
- Ozarka College will serve as the fiscal agent for the 2007-2008 Perkins grant for the Mountain Consortium consisting of Ozarka College and Rich Mountain Community College. Ozarka will hire a Student Success Specialist with 80% Perkins funds and 20% Ozarka funds. Ozarka's needs show it using just over \$40,000 of the grant funds. The 2007-08 Transition Plan and 2007-2008 Local Plan has been submitted.

- The final grant report for the Arkansas Urban Forestry Council grant has been submitted.
- The Planning Manual for 2007-2008 is being distributed to the college by a combination of electronic copies and hard copies, depending on the choice of the recipient. The Planning Results Manual for 2006-2007 is nearing completion and should be distributed at the next Board of Trustees meeting.
- The first preliminary meeting for preparing for the 2010 accreditation visit by NCA/HLC will be held in July.
- The Partners In Care grant has two major components, the LPN program at Ash Flat and the high school component. The current status of these components include 20 college students to participate in the LPN program this fall and nearly 50 high school students projected to enroll this fall in the three health care courses via interactive video.
- As a participant in the Arkansas Department of Higher Education Disaster Preparation Group, Ozarka College has pledged emergency housing of up to 60 persons in the lobby of the John E. Miller Auditorium in the event of a state disaster such as a major earthquake near Jonesboro.

Finance/Auxiliary Services

- Lyndle McCurley, Vice Chancellor for Administrative Affairs (ASUMH) and Ron Jenkins, Vice Chancellor for Finance (UACCB) were on campus to meet with Joan Stirling, Michelle Cunningham and Tina Wheelis to discuss the fiscal policies and procedures related to the Partners in Care Grant.
- CLIP bonuses were paid to classified personnel on June 21st.
- The following ADHE reports were completed and submitted during the month.
 - 2007-08 Series 17 (Budgeted)
 - 2007-08 Series 18 (Budgeted)
 - 2007-08 Series 21 (Budgeted)
 - 2007-09 Biennium Contingency Transfer Request
- Year end closing procedures have begun. We expect to make our final submission of the year to Little Rock late Thursday afternoon (June 28th).

Information Systems

- On Sunday, June 17th, a severe lightning storm caused damage to several pieces of equipment on campus. The primary damage was to the phone system on two cards on the Melbourne campus and one at the Ash Flat location. Replacement cards were ordered, received and installed on Wednesday. Most phone service to the campus was restored Monday afternoon with CenturyTel completing a trouble ticket on the T1 Tuesday morning.
- Polycom Viewstation that was on loan from the Co-op was returned. Special thanks to Jeff Johnston for his assistance.
- The maintenance department donated three large storage shelves to the IS department. All storage items were moved from existing location onto the new shelves, clearing the way to relocate the server racks into the old storage room.
- Worked with Business Office on replacing a time consuming payment recording process.

Physical Plant/Grounds

- Hallways in the administration building that had old paneling have had sheetrock installed and painted.
- Floors in the Miller building have been striped and waxed and the dining area for the Culinary program has been painted.

- The evening crew is working on the floors of the Nursing/ABE building and the main Administration building.
- Several trips to M&R in Little Rock to dispose of old outdated equipment.
- Storage has begun in the new maintenance building with new shelving.
- Curbing for the parking lot in Mountain View has been completed and paving and striping will be completed soon.
- The old maintenance building has been cleaned and renovated for a more productive work area.
- A search committee for the Apprentice Tradesman position has been appointed. Interviews are scheduled to take place the week of June 25th.

Personnel

New hires for consideration at the next Board of Trustees meeting

- Rodney Williams—Social Science Instructor
- Amanda Fuller—Care Giver III, Kids Academy

Resignations

- J. D. McCrackin, CST instructor—retirement
- Sean Ferrari, Apprentice Tradesman—relocation
- Sherry Henry – Care Giver III, Kids Academy—new job

Searches

- Apprentice Tradesman
- Care Giver III (completed)
- Computer Information Technology Instructor
- LPN Instructor—Melbourne
- Tutor Coordinator for TRIO Program

Travel/College Representation

- Dusty R. Johnston
 - Career Center meeting—June 14—Mountain View, AR
 - Class Presentation—June 13—State Prison, Calico Rock, AR
 - Career Center meeting—June 22—Mountain View, AR
- Michelle Cunningham & Tina Wheelis
 - AR Legislative Council Review Committee Meeting, Little Rock, June 6, 2007
- Four DOJ grant representatives from Ozarka College (Beth Qualls, Terri Bennett, Mary Wanley and Joan Stirling) attended Technical Training associated with the grant in Boston, Massachusetts during the last week of June.
- Linda Taylor traveled to the national culinary arts conference in Kansas City under the Perkins grant during the last week of June.
- Ron Helm will attend the ACSS meeting in Little Rock at the Arkansas Department of Higher Education on June 28.
- Joyce Baker and Joan Stirling attended the Arkansas Institutional Research Organization meeting on June 14.
- Kim Whitten and Suellen Davidson attended institutional advancement meeting in Hot Springs on May 11-12
- Karla Rush and Kim Lovelace went to ADHE for Career Pathways Budget hearing
- Career Pathways staff have been visiting Mountain View and Ash Flat weekly to meet with students
- Laura Lawrence and Tracy Cone attended CPI Counselors meeting in Little Rock on May 22-23
- Karla Rush attended the statewide Development/Research meeting on June 19

- Kim Lovelace attended the CPI Directors meeting in Little Rock on June 5-6
- Kim Whitten attended Spring River Chamber reception on June 19
- Suellen Davidson and Karla Rush attended NCARED meeting in Hardy on June 12

Kudos

- Stone County Foundation Board members for raising over \$7000 with a golf tournament and auction to go toward a named endowed scholarship
- Marilyn Mathis for working hard and improving the cleanliness of the Hall building.
- Kim Whitten for outstanding newspaper coverage of recent GED graduates and events
- Brenda Morris – birth of a new grandson
- AATYC Outstanding Staff - Alan Vickery
- AATYC Outstanding Alumnus - Mimi Newsome
- AATYC Outstanding Faculty - Samantha Thornsberry
- AATYC Academic All-Star - Jacqueline J. Davis

In our thoughts

For challenges of family or personal illness:

- Libby Cone—mother's illness
- Cheri McKee-McSwain – mother passed away

Tentative action items for the next Board of Trustees meeting

- Personnel—new hires
- Revision of employment procedure to include criminal background check

Tentative discussion items for the next Board of Trustees meeting

- Ash Flat building update
- Renovation priorities update
- Secondary Technical Career Center update
- Facility usage guidelines update

Monthly Financial Report--The Vice-President of Finance and staff are working on the end of year report (July 1, 2006 – June 30, 2007). The end of year financial report will be attached to the August 1 President's Report to the Board. Tina and I estimate that the year will end with approximately \$75,000 available to move to reserve.

College Monthly Calendar (attached)

DRJ Closing Comments

- At the September board meeting, I will propose a revision to the employment procedure to include a criminal background check. This is now required of any teacher who teaches a class on any high school campus in Arkansas. Many of the colleges are beginning to require it of all new hires. Please contact me if you have any concerns to this revision.
- I am very pleased with the relocation of the student services components of the college. It is truly a one-stop shop for students as they seek information about the college, financial aid, admissions, and registration. The new carpet and paint make it a very inviting and student friendly area.
- I had planned vacation the week of July 2, but I will be leaving early to take my mother to a doctor's appointment on Thursday, June 28. I will leave campus around noon on June 27 and be out until after July 4. Please contact me at any time on my cell phone.
- If you have any questions, concerns, or suggestions please contact me at:
 - djohnston@ozarka.edu
 - Office: 870-368-2001
 - Cell: 870-368-2097 (This is a new cell number)

- I have attached a list of significant accomplishments for spring 2007. I attribute these to hard work by the employees of Ozarka College.

Significant Accomplishments Spring 2007

Administrative/Governance

- Completed professional reviews for all college employees
- Initiated the Single Parent Scholarship program for IZARD county residents
- Hosted an area superintendents meeting to enhance communication between the area high schools and the college
- Continued participation in local and area chamber of commerce meetings
- Continued work on Task Force Recommendations. Spring Task Forces were:
 - College Mission
 - Job Placement/Graduate Follow-up
 - Retention
- Initial planning for the development of a Secondary Career Technical Center in Mountain View.
- Expansion of the LPN program was approved by the State Board of Nursing and the Arkansas Higher Education Coordinating Board
- Renovation and relocation of all Student Services departments to the former administrative area to create a one-stop shop for services
- Relocation of Human Resources, Receptionist, Workforce, Planning, and President offices
- Initial planning and development of building plans for the Ash Flat campus

Instruction/Student Services

- Successful 2007 graduation exercises honoring a record number of graduates
- Ozarka College Automotive program received reaccreditation from NATEF
- The RN program was formally approved on May 3rd by the State Board of Nursing
- Complete revamping of Business Technology
- Awarded BT Certificates to prior students
- Increased enrollment and additional classes at the Fitness Center
- Developed new endowment guidelines
- Reorganized Foundation database
- Reorganized Foundation committee structure
- Achieved 80% employee giving to the Foundation
- Implemented personal care aide training series for White River Agency on Aging
- Started 'student success' series for media
- Successful spring Foundation Gala netting approximately \$7000
- Participation of administration and division chairs in the Arkansas Assessment Conference
- Success of the Adult Education program including the top scorer in the state on the GED test
- Continue planning and staffing the LPN program expansion in Ash Flat and Mountain View
- Initiation of a tutoring program for technical students
- Enhanced advising and registration processes due to Task Force recommendations
- Revision and improvement of the college catalog
- Increase in enrollment 48% and course offering on campus by 26% over the spring of 2006 at Mountain View
- Increase in community activities/ meetings on campus at Mountain View
- Ozarka College received the Bill A. Young Community Cooperation Award and the Partners for Progress Community Development Award from the Mountain View Area Chamber of Commerce for 2006

- Complete development of a policy and procedure manual for the office staff at Mountain View
- Improve the bookstore organization and process for receiving, ordering and returning books to the Melbourne campus
- Initiated establishing a partnership with the Ozark Folk Center to develop a selection of courses for credit and non credit though the courses being offered by the Ozark Folk School and in-season craft work shops
- Increase in enrollment 48% and course offering on campus by 26% over the spring of 2006 at Mountain View
- Increase in community activities/ meetings on campus at Mountain View

Finance/Fiscal

- Completion of the 2007-2008 budget process
- Completion of the 2005-2006 audit
- Developed and implemented the administrative drop procedure for non-payment of tuition and fees prior to the start of semester classes
- Reorganized the payroll process and completed training for the new procedures
- Completed procedures manuals for payroll, accounts receivable, and accounts payable functions
- Reviewed and updated insurance coverage for buildings, property, and vehicles

Advancement/Community

- Planning and implementation of the Arkansas Career Pathways program
- Developed new endowment guidelines
- Reorganized Foundation database
- Reorganized Foundation committee structure
- Achieved 80% employee giving to the Foundation
- Implemented personal care aide training series for White River Agency on Aging
- Started 'student success' series for media
- Successful spring Foundation Gala netting approximately \$7000

Planning/Grants

- Development of Ozarka College Strategic Planning Annual Cycle
- Completion of Planning 2007-2008
- Completion of Planning 2006-2007
- Results Manual for the 2006-2007 Strategic Plan
- Completion of Big Read Activities
- Conference on Domestic Violence, Sexual Assault and Stalking had 100 attendees from across the state
- Completion of Forestry Grant with Arbor Day celebrations on the Melbourne Campus, Ash Flat and Mountain View sites, and the City of Melbourne
- Assisting the City of Melbourne apply for Tree City USA status
- Grant to bring the Artmobile to the Melbourne campus which was visited by 323 people

Information Systems

- Completed wireless internet upgrades
- Installed underground wiring to Kids Academy and New Maintenance Building
- Installed new wiring in the old maintenance building
- Assisted in the completion of transfer of old equipment to M&R in Little Rock
- FM transmitter installed in the Fitness Center
- Installation of SAN – Storage Area Network
- myOzarka passed the 10,000 students served mark

- Installed projector, dvd/vcr & computers in the following classrooms:
 - C106, C107, C115, H109, M215A, MV105, MV10

Physical plant/Maintenance/Grounds

- Completion of the new maintenance facility
- Completion of renovation to Hall building
- Renovation and organization of old maintenance facility
- Removal of old equipment and “stored stuff” by sending to MM&R in Little Rock
- Planting of trees at all campuses to celebrate Arbor Day
- Planting of trees at the Melbourne campus to line the street in front of the Miller building
- New paved parking lot at the Mountain View campus
- Remodel of Room 216
- Planned remodel of Admin Suite
- Planned remodel of Room 215
- Painting of hallways in admin building –in progress

Other

- Personnel changes/additions for spring 2007 include
 - Alison DeLong—LPN Instructor
 - Leslie Batterton—LPN Instructor, Ash Flat
 - Tamra Beville—PIC Allied Health Instructor
 - Wanda McConnaughay—Admissions Secretary
 - Amanda Bledsoe—Career Pathways Administrative Assistant
 - Kim Lovelace—Career Pathways Coordinator
 - Tracy Cone—Career Pathways Counselor/Advisor
 - Laura Lawrence—Career Pathways Counselor/Advisor
- Ozarka College has hosted many events and activities including:
 - The Big Read activities at several locations
 - NCARED Southern Growth Policy Board meeting
 - Ollabelle concert
 - FBLA area competition
 - Spelling Bee area competition
 - Quiz Bowl area competition
 - Educational Coop Teacher In-service
 - Allyson Lewis, motivational speaker
 - Arbor Day celebrations
 - Area high school graduations
 - Stone County Youth Leadership Program
 - North Central Arkansas Economic Development board meetings
 - Phi Theta Kappa Induction
 - LPN Capping and Pinning Ceremonies
 - Ozarka College graduation
 - Administrative Professionals Day luncheon for Ozarka employees
 - High School superintendent meeting and luncheon
 - High School counselor/ambassador luncheon
 - Real Estate continuing education
 - Foundation Board spring Gala
 - TRIO Transfer Day program
- Dr. Johnston has continued to develop relationships with or participate in the following:
 - Higher Learning Commission/North Central Association
 - AATYC Presidents/Chancellors

- Arkansas Department of Higher Education
- Arkansas Higher Education Coordinating Board
- Ozarka College Foundation Board
- State Senator Paul Miller
- State Representative Ed Cooper
- State Representative Curren Everett
- North Central Education Co-op Service Center
- Melbourne Chamber of Commerce
- Melbourne Mayor
- Melbourne City Council
- Izard County Judge
- Izard County Sherriff
- Melbourne Public Schools officials
- Mountain View Chamber of Commerce
- Salem Chamber of Commerce Auction
- Spring River Chamber of Commerce
- Ash Flat mayor
- Ash Flat City Council
- Cherokee Village City Council
- North Central Arkansas Economic Development Board
- Stone County Youth Leadership Program
- Stone County Judge
- Mountain View Mayor
- Mountain View Public School officials
- Melbourne Pee Wee Basketball Tournament
- Pioneer Days Rodeo Committee
- Sharp County, Fulton County, and Izard County 4-H
- Arkansas 2007 Legislative session

July 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<u>1</u>	<u>2</u> 8a Cooper Nurs... 6p Lions Club Final Exams	<u>3</u> 8a Cooper Nurs... 11a Faculty Co... 5p MV Chamber...	<u>4</u>	<u>5</u> 8a Cooper Nurs... Final Grades D...	<u>6</u> 8a Cooper Nurs...	<u>7</u>
<u>8</u>	<u>9</u> 8a Co-Op Works... 6:30p Gideons 7p Cake Decora...	<u>10</u>	<u>11</u> 10a Career Pat...	<u>12</u> 8a ECERS-R for...	<u>13</u>	<u>14</u>
<u>15</u>	<u>16</u> 7p Cake Decora...	<u>17</u>	<u>18</u> 8a Co-op Event 8a Co-Op Works...	<u>19</u> 8a Co-Op Works...	<u>20</u>	<u>21</u>
<u>22</u>	<u>23</u> 7p Cake Decora...	<u>24</u> 6:30p Addressi...	<u>25</u>	<u>26</u> 8a Co-op Mtng. 11:30a Optimis...	<u>27</u>	<u>28</u>
<u>29</u>	<u>30</u>	<u>31</u> 10a State Land...				