

**President's Report
To the Board of Trustees
November 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

- November 3 TRiO Student Seminar 9:00 a.m. to 12:00 p.m.
- November 6 Bloodmobile at Ash Flat Campus 9:00 a.m. to 2:00 p.m.
- November 8 Gourmet Night 6:00 p.m. to 9:00 p.m.
- November 8 Ozarka Idol (fundraiser for LPN program) 6:00 p.m.
- November 15-17 Worthen Art Exhibit in the Lobby of the John E. Miller Building
- November 22-23 Campus closed for Thanksgiving Holiday
- November 27 Play – “The Lion, the Witch and The Wardrobe” 10:00 a.m. (open to the public, schools invited)
- December 4 Ash Flat campus Holiday open house 11:00 a.m.
- December 5 Mountain View campus Holiday open house 11:00 a.m.
- December 13 Ozarka College Board of Trustees meeting 4:30 a.m.
- December 14 Melbourne campus Holiday open house 11:00 a.m.

Ozarka College Events

- October 4 Gourmet Night
- October 5 Hosted local FBLA competition
- October 18 Gourmet Night
- October 23 TRiO sponsored a “Coffee House” activity
- October 30 TRiO provided a Chili competition
- October 31 Student Services College Planning Day

College Governance

- We are discussing enhancement and revision to the current student learning lab and the current TRIO tutoring lab. The goal of the revamping will be a monitored open lab and tutoring lab for all students. The lab will primarily be supervised and monitored by TRIO staff but will also include Carl Perkins funded tutors, institutional tutors, ABE staff, and student tutors. The concept will also enhance student advising and retention efforts. The enhancement should be complete for the start of the spring 2008 semester.
- The new Committee structure and the 2007-2008 committee appointments are attached. This structure involves all faculty and staff as well as defines the purpose and guidelines for each institutional committee.
- Preparation and education in regard to the HLC/NCA accreditation criterion has begun and will continue through the spring and summer.
- Ozarka College was well represented at the annual AATYC conference in Hot Springs by faculty, staff, and administration. The conference was top notch with many timely and informative sessions.
- The Planning and Effectiveness committee is continuing to do a good job. The committee is charged with monitoring and ensuring all assessment and planning efforts that take place at the college.

- A task force has been formed to review and offer recommendations for change and improvement to the food service operations of the cafeteria. The committee has met several times and is coming up with some good recommendations in regard to service and the menu.
- Most of the new furniture for the new Student Center has arrived. The Student Center looks very nice and is a great addition to the campus.
- The bids for the Ash Flat building were opened on Tuesday, October 30. The bids were very close and are still being reviewed and analyzed. The good news is the costs are very close to the budgeted funds.

Instruction

- Letters of Intent for Healthcare Professions and Early Childhood Education Technical Certificates was approved by ADHE Co-Board.
- Sent out Classroom Assessment Techniques forms to faculty to gather data for assessment program.
- Printing classroom evaluation form for faculty to distribute to students to gather day by day information on teaching, overall class, and points learned (for assessment). Will allow faculty to make changes in the classroom immediately to better facilitate student learning.
- Doing program reviews on CJL, Culinary Arts, Certified Nursing Assistant, and AA (General Studies) programs.

Ash Flat Campus

- Oct. 3 TRiO Student Support Services held an interview skills workshop in the lecture hall.
- Oct 10 The Sharp County Economic Council held a meeting in the lecture hall.
- Oct 15 TRiO Student Support Services held transfer workshop in the lecture hall.
- Arkansas Teacher's Retirement Program held a seminar for its members in the lecture hall.
- Oct 17 Career Pathways held a N.E.T. test preparedness seminar in the conference room.
- Oct 22 TRiO Student Support Services held study skills workshop in the lecture hall.
- Oct 25 ASU's Childhood Services Office held a training session for 25 early childhood/daycare personnel in room 101.
- Oct 29 Highland High School held its standardized testing for its 8th graders in the lecture hall.

Mountain View Campus

- Oct. 2 Mountain View Area Chamber of Commerce Meeting; 5:00 p.m. Gin serves on Board.
- Oct. 8 & 15 First Assembly of God Fall Festival(Oct. 31) Planning Meetings
- Oct. 17 Compass testing. 8 students tested.
- Oct. 31 Rural Special HS, Shirley HS, and Timbo HS Seniors and their counselor toured the campus. Student Ambassador, Sara Jane Doolin, assisted with tour.
- Gin Brown off campus activities in support of Ozarka:
 - Oct. 8 Update on Ozarka College presented to the Stone County Community Resource Council.
 - Oct. 9 Update on Ozarka College presented to Stone County Quorum Court; 7:00 p.m.; Court House.
 - Oct. 18 Meeting of Chamber of Commerce Agriculture Appreciation Committee; 4:00 p.m., Extension Service Building.

Oct. 20 Meeting with the Arkansas Craft Guild Education and Support Association; 10:00 a.m. – 2:00; Ozark Folk Center.

Oct. 26 Assisted with set up of Bean Fest.; 4:30 p.m., Court House Square.

Student Services/Enrollment Information

- Registration for the spring 2008 semester began on October 22, 2007.
- Zeda Wilkerson (Admissions) is currently attending career events with a focus in north Arkansas.
- On October 30, 2007, TRiO SSS hosted their annual chili cook-off. Around 40 people were there to eat chili and participate in the festivities. Thanks to John Petersen and the rest of the TRiO staff for organizing this year's event. The winning chili was made by Joyce Goff!
- TRiO SSS hosted a successful Coffeehouse as a local cultural activity. Approximately 20 people were in attendance. Everyone participated in music, poetry and story reading, games and fun. The annual coffeehouse offers an opportunity for students to put their talents in the spotlight. The smaller groups allow a non-threatening environment where students, who may not normally present their talents, feel comfortable performing or reading.
- The Student Services College Planning Day was Wednesday - October 31, 2007. Approximately 600 high school students attended. College and military representatives were available. The Culinary department provided refreshments for all representatives attending the event.
- Student Services, TRiO SSS, Career Pathways and Perkins are co-sponsored a student seminar on November 3, 2007. **The seminar is open to all Ozarka students.** Workshop topics include: business etiquette, healthy lifestyles, time management, and levels of intelligence, resume writing, transfer /financial aid, note taking, interview skills, and student success skills. Students will have the opportunity to attend three workshops of their choice. Presenters include: Kim Lovelace, Deltha Shell, John Petersen, Jennifer Miller, Holly Ayers, Ronda McLelland, Michelle Cooper and Michael Orf.

Advancement/Workforce/Community Service

- Suellen Davidson, Kim Lovelace, Kim Whitten, Nancy Dust and Karla Rush attended the AATYC conference in Hot Springs. Ozarka College staff provided decorations for the academic all-star brunch.
- 80% employee giving goal has been realized for 2007 fund drive.
- Netta Gilbert Endowment completed.
- Coffee at the College in Melbourne for community members on Oct 19th.
- 55 public school board members received continuing education training at Ozarka in conjunction with the North Central Arkansas Education Cooperative.
- Kim Whitten and Suellen Davidson participated in the Sharp County Economic Summit on October 26.
- Ozarka hosted the Melbourne Chamber of Commerce meeting on October 2.
- Karla Rush and Suellen Davidson attended the Bad Boy Mowers annual showcase event on October 8.
- Departmental brochures, admissions forms and the Spring/Summer schedule have been updated for re-print.

Grants/Planning/Special Projects

- Department of Justice Grant

- *An Empty Place at the Table* to promote domestic violence awareness was sponsored by Ozarka on all three campuses
- The grant partly sponsored the T-shirt project in Salem and Melbourne to raise awareness of domestic violence in conjunction with Safe Passage.
- Partial institutionalization of the grant is occurring with Gin Brown in Ash Flat and Joan Stirling in Melbourne being contact points for women's advocacy.
- Perkins Grant
 - Jennifer Miller, the Student Success Specialist, needed a way to identify students having difficulty at midterm and Scott Pinkston produced a web retention tool where by advisors can click on a program that identifies all advisees who have one or more Ds or Fs for midterm. In keeping with Alan Seidman's formula, *Retention = Early Identification + (Early + Intensive + Continuous) Intervention*, advisors can identify their advisees who may need additional help and contact them. Scott is working on additional web tools for retention.
 - Jennifer Miller and Joan Stirling are assisting Dr. Johnston in developing a proposal for Student Success Centers on each campus that will be perfected as the proposal is reviewed by all parties involved.
- Partners for Care
 - The Ash Flat LPN, high school health skills, and Ozarka health skills classes are proceeding smoothly.
- Planning
 - Dr. Johnston is in the process of identifying a group of Ozarka faculty and staff members to compare the planning results manual to model self-studies promoted by HLC/NCA to make recommendations for Planning 2008-09. In addition, those participating in the review will become knowledgeable about the Criteria for Accreditation and the self-study process.

Finance/Auxiliary Services

- Merit increases for all eligible classified employees were implemented with the October 25th payroll. To receive an increase, employees must have been employed on October 1, 2006 and have had a personnel evaluation in the past year. Employees hired after October 1, 2006 will receive merit increases on the anniversary of their hire date.
- The Professional Service Contract for Rico Harris, Harris Architecture, has been approved by the Department of Finance and Administration. This contract is for the renovations of the old Nursing Building and the Administration Building.
- All major financial aid disbursements for the semester have been completed.
- Reports completed and submitted during the month.
 - ADHE – 2007 Millage Survey
 - Dept of Education – IPEDS Survey/Institutional Characteristics 2007-2008

Information Systems

- Contracted the installation of Satellite services for Student center, student services, the dining room, and the Fitness Center.
- Continued work on the President's initiative website and data organization
- Working with Business office to refine student accounting records and billing practices.
- Worked with Marketing department on campus website design and structure, tying it in with "provides life-changing experiences"
- Handling trouble calls
- Moved Nancy Dust and Jennifer Miller into their new offices.

- Massive data crunching for FISAP Report. Suggesting some changes to accounting practices to ensure accurate data is being reported.

Physical Plant/Grounds

- The maintenance department is now fully staffed with the recent hire of a building and maintenance repairman.
- The maintenance department continues to work at meeting the requests of all work order notifications to ensure the campus is running smoothly.
- The grounds department has been busy this fall preparing trees, plants and grass for the winter.
- The grounds department planned, designed, and constructed the new entry way area for the Culinary Arts dining area. The end result is a very attractive entrance.

Personnel

New hires for consideration at the next Board of Trustees meeting

- Dennie Elrod, Building Maintenance Repairman II
- Crystal Massey, Care Giver III
- Cheryl Moore, Secretary I Mtn. View
- Connie Esparza, Secretary I Ash Flat

Resignations

-

Searches

- CIS Instructor for Spring Semester

Travel/College Representation

- *Dusty R. Johnston*
 - *ADHE President's Council—October 2—Little Rock*
 - *Legislative Committee on Graduation, Retention, and Remediation—October 8-9—Little Rock*
 - *AATYC Conference—October 14-16—Hot Springs*
- *Tina Wheelis*
 - *AATYC Conference, October 14 -16, Hot Springs, AR*
- *Gin Brown*
 - *Arkansas Association of Registrars and Admissions Officers Fall Conference serves as secretary for the association and was reelected secretary for another 2 year term, part of a 4 member team that presented a program "Reducing Stress in the Registrar's Office"; Oct. 3-5; Ft. Smith.*
- *Joan Stirling*
 - *AATYC, Oct. 14-16, Hot Springs*
 - *Disaster Planning Group, October 18, Little Rock*
 - *AUFC Meeting, October 22, Petite Jean*
 - *Perkins Fall Meeting, October 23, Little Rock*
- *Dr. DeLong*
 - *Assessment Expo at UALR - October 4*
 - *Bank of Mountain View Open House – October 5*
 - *Various faculty at AATYC Conference in Hot Springs – October 14– 16*
 - *ARNEC Meeting in Little Rock – October 17*
 - *Dr. DeLong and Joan Stirling at ADHE Co-Board Meeting in Batesville – October 26*
- *TRiO staff*

- *The TRiO SSS staff attended the annual conference of the Arkansas Association of Student Assistance Programs (AASAP) on October 4-6 in Little Rock.*

Kudos

- Finance office staff for online access to purchase orders, invoices and real-time budget information
- Sandra Miller was named President of Arkansas Association of Continuing and Adult Education
- Samantha Thornsberry, Jeremy Nicholson, Cheryl Moore, and Gin Brown for representing OC at the 25th Annual Bean fest & Great Arkansas Championship Outhouse Race and winning 1st place in Table Arrangement and 2nd place in Costume. Theme: Greek Scholars. Our pot of beans didn't win but we had a great time. We also cooked a pot of beans for the Chamber of Commerce.
- Introduction to Studio Arts students Daphne Morton and Lea Edwards for volunteering to do face painting at the First Assembly of God Fall Festival, Oct. 31
- Kendall Morrison was elected to the Nominating Committee for AACAE
- Kim Whitten for her work as a board member for AATYC and her work on a very successful conference
- Thanks to the work of Karin Brown, TRiO SSS hosted a successful Coffeehouse as a local cultural activity.

In our thoughts

For challenges of family or personal illness:

- Kim Lovelace's husband, Randall
- Rick Dowdle - brother, Jack Dowdle, passed away
- Tracy Morris
- Melissa Martin
- Pam Miller's Mother-In-Law, Treva Miller
- Wayne Wilson's grandson, Lincoln Gillihan

Tentative action items for the next Board of Trustees meeting

- Personnel
- Facility Usage Guidelines
- Fee change approval

Tentative discussion items for the next Board of Trustees meeting

- New technology program discussion
- Secondary Career Center at Mountain View discussion

Monthly Financial Report (attached)

College Monthly Calendar (attached)

DRJ Closing Comments

- The next Ozarka College Board of Trustees meeting will be Thursday, December 13 at 4:30 pm.
- I want to remind you about the different holiday open houses called "Trees and Tidings" on each campus. Ash Flat—December 4, Mountain View—December 5, and Melbourne—December 14. Each one will be hosted by college faculty and staff and treats will be offered by the Culinary program. Each open house is scheduled from 11:00 am to 1:00 p.m. These are provided as opportunities for community members to be on campus as well as a holiday social for faculty and staff.
- I am chairing the AATYC President's/Chancellor's committee on Performance Funding which primarily will be dealing with issues related to retention, graduation, and

remediation. I will be attending the next legislative committee meeting to discuss this issue on November 15.

- I have been selected as a member of a Higher Learning Commission accreditation team which will visit The Cooking and Hospitality Institute of Chicago on November 12-14. This is good opportunity for me to be at the forefront of accreditation issues as they apply to our institutions and will serve us well as we move toward our next accreditation visit.
- Please contact me with any comments, suggestion, or questions @
 - djohnston@ozarka.edu
 - Office: 870-368-2001
 - Cell: 870-368-2097

Ozarka College
 Restricted Funds
 July 1, 2007 thru October 31, 2007

	Approved 2007 - 2008 Budget	Adjustments to 2007 - 2008 Budget	Revised 2007 - 2008 Budget	Actual Month to Date Revenue/Expense	Actual Year to Date Revenue/Expense	Budgeted Balance to Collect or Balance to Expense
Revenues:						
Student Aid Revenues						
AR Challenge Awards	63,250		63,250	27,625	27,625	35,625
AR Workforce Improvement Awards	47,500		47,500	20,564	20,564	26,936
Federal Work Study	45,000		45,000	4,494	4,494	40,506
Academic Competitiveness Grant	14,000		14,000	4,500	4,500	9,500
PELL Grant	1,750,000		1,750,000	3,145	1,198,818	551,182
SEOG Awards	25,000		25,000	12,450	12,450	12,550
Student Loans	1,675,000		1,675,000	610,395	1,196,732	478,268
Miscellaneous Scholarships	<u>0</u>	B <u>7,500</u>	<u>7,500</u>	<u>750</u>	<u>7,500</u>	<u>0</u>
Student Aid Revenues	3,619,750	7,500	3,627,250	683,923	2,472,683	1,154,567
Federal Grant Revenues						
Big Read Grant	0	A 3,000	3,000		3,000	0
Career Pathways Initiative	250,000		250,000	26,155	113,725	136,275
Carl Perkins	87,450		87,450			87,450
Correctional Grant	6,012		6,012		5,800	212
Department of Justice Grant	70,000		70,000		3,526	66,474
Direct & Equitable Grant	118,528		118,528		45,000	73,528
Partners In Care	325,500		325,500	62,408	77,889	247,611
TRIO Grant	<u>265,045</u>		<u>265,045</u>	<u>19,627</u>	<u>87,168</u>	<u>177,877</u>
Federal Grant Revenues	1,122,535	3,000	1,125,535	108,190	336,108	789,427
State Grant Revenues						
Adult Basic Education Grant	12,000		12,000	3,000	12,000	0
General Adult Education Grant	<u>298,140</u>		<u>298,140</u>		<u>74,000</u>	<u>224,140</u>
State Grant Revenues	310,140	0	310,140	3,000	86,000	224,140
Total Restricted Revenues	5,052,425	10,500	5,062,925	795,113	2,894,790	2,168,135

Expenditures:

Student Aid Expenditures						
AR Challenge Awards	63,250		63,250	27,750	27,750	35,500
AR Workforce Improvement Awards	47,500		47,500	20,564	20,564	26,936
Federal Work Study	45,000		45,000	5,594	10,088	34,912
Academic Competitiveness Grant	14,000		14,000	4,500	4,500	9,500
PELL Grant	1,750,000		1,750,000	10,687	1,202,174	547,826
SEOG Awards	25,000		25,000	12,450	12,450	12,550
Student Loans	1,675,000		1,675,000	613,984	1,193,376	481,624
Miscellaneous Scholarships	0	B	<u>7,500</u>	<u>356</u>	<u>4,356</u>	<u>3,144</u>
Student Aid Expenditures	3,619,750		7,500	695,885	2,475,257	1,151,993
Federal Grant Expenditures						
Big Read Grant	0	A	3,000	3,000	1,777	1,223
Career Pathways Initiative	250,000		250,000	21,179	98,202	151,798
Carl Perkins	87,450		87,450	2,870	3,038	84,412
Correctional Grant	6,012		6,012	603	2,551	3,461
Department of Justice Grant	70,000		70,000	1,320	8,266	61,734
Direct & Equitable Grant	118,528		118,528	7,695	24,720	93,808
Partners In Care	325,500		325,500	37,951	112,502	212,998
TRIO Grant	<u>265,045</u>		<u>265,045</u>	<u>19,115</u>	<u>106,282</u>	<u>158,763</u>
Federal Grant Expenditures	1,122,535		3,000	92,510	357,338	768,197
State Grant Expenditures						
Adult Basic Education Grant	12,000		12,000	3,134	12,000	0
General Adult Education Grant	<u>298,140</u>		<u>298,140</u>	<u>21,930</u>	<u>64,789</u>	<u>233,351</u>
State Grant Expenditures	310,140		0	25,064	76,789	233,351
Total Restricted Expenditures	5,052,425		10,500	5,062,925	813,458	2,909,385

A - Grant was extended into the 2008 fiscal year

B - Pass thru scholarships to Ozarka students from sources other than federal or institutional funds

Percentage
Realized
To Date

43.68%
43.29%
9.99%
32.14%
68.50%
49.80%
71.45%
0.00%
68.17%

0.00%
45.49%
0.00%
96.47%
5.04%
37.97%
23.93%
32.89%
29.86%

100.00%
0.00%
27.73%
57.18%

43.87%
43.29%
22.42%
32.14%
68.70%
49.80%
71.25%
0.00%
68.24%

59.25%
39.28%
3.47%
42.43%
11.81%
20.86%
34.56%
40.10%
31.75%

100.00%
0.00%
24.76%
57.46%

Ozarka College
Unrestricted Current Funds
July 1, 2007 thru October 31, 2007

	Approved 2007 - 2008 Budget	Revised 2007 - 2008 Budget	Actual Month to Date Revenue/Expense	Actual Year to Date Revenue/Expense	Budgeted Balance to Collect or Balance to Expense	Percentage Realized To Date
Revenues:						
Tuition & Related Fees	1,529,341	1,529,341	99,907	782,453	746,888	51.16%
Program & Course Related Fees	92,126	92,126	3,825	50,748	41,378	55.09%
Testing Services	19,711	19,711	1,285	8,893	10,818	45.12%
Sales Tax Proceeds	232,930	232,930	20,326	61,885	171,045	26.57%
Interest Income	39,469	39,469	0	10,718	28,751	27.16%
Other Income	39,536	39,536	2,853	28,834	10,702	72.93%
General Revenue	2,880,151	2,880,151	212,855	943,765	1,936,386	32.77%
Workforce 2000 Funding	1,088,212	1,088,212	95,788	383,154	705,058	35.21%
Economic Development Funding	65,000	65,000			65,000	0.00%
Critical Maintenance Funding	50,000	50,000		100,000	(50,000)	200.00%
Auxiliary Income - Cafeteria	45,022	45,022	7,857	18,735	26,287	41.61%
Auxiliary Income - Bookstore	357,573	357,573	27,670	285,199	72,374	79.76%
Auxiliary Income - Preschool	124,659	124,659	13,596	43,461	81,198	34.86%
Foundation Contribution/Ash Flat Center	100,000	100,000			100,000	0.00%
Carryover Funds - Previous Years	100,000	100,000			100,000	0.00%
Unrecognized Income/Waivers & Scholarships	<u>210,000</u>	<u>210,000</u>	<u>0</u>	<u>133,151</u>	<u>76,849</u>	63.41%
Total Unrestricted Revenues	<u>6,973,730</u>	<u>6,973,730</u>	<u>485,963</u>	<u>2,850,996</u>	<u>4,122,734</u>	<u>40.88%</u>
Expenses:						
Regular Salaries	3,178,761	3,178,761	249,495	969,385	2,209,376	30.50%
Extra Help Salaries	125,000	125,000	8,589	47,846	77,154	38.28%
Fringe Benefits	1,376,545	1,376,545	98,659	431,889	944,656	31.37%
Supplies & Services *	1,148,624	1,143,624	63,521	518,617	625,007	45.35%
Travel	68,095	68,095	2,214	6,993	61,102	10.27%
Utilities	323,275	323,275	23,815	85,919	237,356	26.58%
Capital Outlay *	37,000	42,000		20,120	21,880	47.91%
Transfer to Debt Retirement	27,460	27,460	6,865	13,730	13,730	50.00%
Bond Payments	188,970	188,970			188,970	0.00%
Institutional Scholarships & Waivers	210,000	210,000		133,151	76,849	63.41%
Contingency	<u>290,000</u>	<u>290,000</u>			<u>290,000</u>	0.00%
Total Unrestricted Expenditures	<u>6,973,730</u>	<u>6,973,730</u>	<u>453,157</u>	<u>2,227,650</u>	<u>4,746,080</u>	<u>31.94%</u>

* Adjustment to Grounds budget for purchase of new equipment

Net Income **623,346**

Ozarka College

Ash Flat: (870) 994-7273 - Melbourne: (870) 368-7371 - Mountain View: (870) 269-56

Calendar of Events

« October 2007 **November 2007** December 2007 »

November 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 8:30a Instruct... 11a Inst Effec... 6p Miss Blue B...	2 9a COMPASS 6p Speaker	3 9a TRIO Studen...
4	5 12p Lions Club 12p CAAP TEST CAAP Testing (...)	6 9a Bloodmobile... 11a Faculty Co... 3p Special Eve... 4:30p CAAP TES... 5p MV Area Cha... 5p Chamber of ... CAAP Testing (...)	7 8a Assessment ... 12:30p Wonderl... 6:30p Iz. Co. ... CAAP Testing (...)	8 8a CAAP TEST 9a Compass Tes... 6p Gourmet Nig... 6p "Ozarka Ido... CAAP Testing (...)	9 CAAP Testing (...)	10 8a Veterans Da...
11	12 6:30p Gideons	13 11a Student Co... 6p Scrapbookii...	14 2:30p Retired ...	15 8a Worthen Art... 11a Cooking on... 6p Sharp Count...	16 8a Worthen Art...	17 2p Railroad Sy...
18	19 8a Retired Tea... 6p Lions Club	20 10a Nursing Ba...	21 Thanksgiving H...	22 6p Optimist Cl... Thanksgiving H...	23 Thanksgiving H...	24 8a Annual Chri...
25	26 6p Scrapbookin...	27 10a "The Lion,... 11:30a Optimis...	28	29 9a ERI Nurses ...	30	

218 College Drive Melbourne, AR 72556

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OZARKA COLLEGE

Governance
Through
Committees

Committee Structure

**Committee Assignments
2007-2008**

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Student Appeals

Technology

B. Task Forces

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Off-site Campus Coordination Council

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Automotive Service Technology
Business technology
Criminal Justice
Culinary Arts
Health Information Technology
Library
Licensed Practical Nursing
Registered Nursing

IV. Committee Descriptions and Charges

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Professional Development Committee
Safety Committee
Scholarship Committee
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Special Events Committee
Student Affairs Committee
Student Appeals Committee
Task Forces
Technology

V. Committee Appointments 2007-2008

Ozarka College

Governance through Committees

Statement of Governance Commitment

Ozarka College (OZC) involves college personnel in the governance of the college through the organizational structure, college unit operational structures (i.e. Instructional Council, Faculty Council, Division Units, Committees (standing, task forces, groups, or teams). To insure on-going and continuous involvement in governance several areas have been identified for standing committee involvement and for other areas task or ad-hoc groups are developed as needed. Committees are organized for each academic year. Standing committees have defined on-going responsibilities, whereas task groups, ad-hoc committees, or teams have charges developed to meet specific issues.

Standing committees are expected to meet two times per semester. All committees, task forces, etc. are expected to produce an agenda and recorded minutes which are to be uploaded to the college effectiveness website.

Committee Membership Responsibilities

1. Review the committee description, defined responsibilities or goals, and/or group charge. Each committee shall organize and direct its meetings towards the effective accomplishments of the responsibilities, goals, and/or charge.
2. Attend meetings, participate, and contribute.
3. Be proactive and base decisions upon the institutional value of continuous development and improvement.
4. Consider the institutional commitment to learning and being a learning institution committed to helping students and maintaining a work environment that supports each other in the decision making process.
5. Keep notes (minutes) of each meeting. Notes should be forwarded to committee members and all college personnel by e-mail. This promotes communication and encourages broad input to and from committee members. Agendas, minutes, reports, etc. should be posted to the College Effectiveness webpage.
6. Seek input from colleagues and appropriate offices as committee responsibilities/charges are reviewed and addressed.

7. Prepare a mid-year report and forward to all college personnel via e-mail. The mid-year report should also be posted to the College Effectiveness website. The Vice-President of Instruction office will monitor posting of reports.
8. Prepare and end-of-year/charge report and forward to all college personnel via e-mail. The end-of –year report should be posted to the College Effectiveness webpage. The Vice-President of Instruction office will monitor the website to ensure timely completion of all necessary postings.

Annual Committees and Councils or Designated by the President

Task Forces

Purpose:

To review policies, procedures, practices, timelines, and functions and then make additions, deletions, and changes to ensure effectiveness, efficiency, and student friendliness.

Task Force Chairperson Functions:

- Initiate task force meeting and develop subsequent meeting review and meeting schedule.
- Clearly articulate the purpose and specific change to task force members.
- Establish guidelines for meetings to ensure effectiveness.
- Facilitate through review and discussions.
- Ensure that notes or minutes are kept to assist in the development of additions, deletions, or changes.
- Ensure completion of report and submission to Presidents Administrative Council.

Task Force History:

Fall 2006

Advising

Budget

Payroll

Facility Usage

Summer 2006

Business Office

Financial Aid

Registration

Spring 2007

Retention

Mission

Job Placement/

Graduate Follow-up

College Administrative Councils

Designated by position or appointed by the President

President's Administrative Council

The President's Administrative Council usually meets weekly and consists of the President and the senior College Administrators. The Administrative Council exists to:

- Promote coordination and communication across campus.
- Develop programs and services that are fully coordinative among college units and that are supportive of excellence in fulfillment of the mission, vision, value, role and scope, and goals.
- Review administrative policies, procedures, processes, and practices to ensure the college is efficient, effective, and student friendly.
- Recommend colleges process and be integral to planning and effectiveness review.
- Review recommendations submitted to the Board of Trustees.
- Provide leadership which unites all areas of the College.
- Provide assistance to one another for the attainment of the College Mission, Vision, and Values.
- Outline, discuss, and resolve issues that impede the College in fulfilling its
- Provide leadership for strategic planning and assessment.

Instructional Council

The Instructional Council is composed of the chairpersons from the divisions of Math/Science, Business Technology, Arts and Humanities, Social Sciences, and Allied Health as well as the Directors/coordinators of Adult Basic Education, Library, Ash Flat campus, and Mountain View campus. This Group represents the instructional component of the College.

- Provides input and direction to the instructional component of the College in coordination with the Vice President of Academic Affairs.
- Serves as a means of input for faculty and instructional staff in regard to instructional and institutional issues.
- Provides direction and follow-up to ensure the implementation of the "Measures of Student Learning" component of the Institutional Assessment Plan for the College.
- Provides leadership in the development of new programs and courses to enhance the instructional are of the College.
- Serves as a means of communication in regard to academic policies, program evaluation, catalog requirements and changes, course scheduling, and other instructional functions.

Off-site Campus Coordination Council

The Off-site Campus Coordination Council consists of administration and professionals that have the leadership and management responsibilities for off-site campus programs and services. The Council exists to:

- Communicate and coordinate program and service development initiatives and issues for effective implementation and identification of impact issues on college areas.
- Coordinate program resources needs and assets for effective utilization of personnel, equipment and service to students.
- Review community needs and plan programs to meet those needs.

College Advisory Councils/Committees

An educational advisory is a group of persons selected from the community who advise the college concerning specific occupational education programs and courses of study. Advisory committees include practitioners, employers, and supervisors within their occupation. Students, graduates, and consumers may also be represented on the committee. Members of the college administration, faculty, or staff serve as liaisons to the committee.

Education programs are unique because they recognize the need for input from business, industry, health, and public services communities to assure programs meet the needs of community. Advisory committees are indispensable in identifying current and future occupational skills, knowledge, and goals. Such input ensures that graduates have the necessary skills that the labor market demands for success. Ozarka College advisory councils/committees include:

- **Adult Education**
- **Automotive Services Technology**
- **Business Technology**
- **Criminal Justice Leadership**
- **Culinary Arts**
- **Health Information Technology**
- **Library**
- **Licensed Practical Nursing**
- **Registered Nursing**

Committee

Descriptions and Charges

Academic Appeals Committee

Purpose:

The Academic Appeals Committee exists to provide students the opportunity to appeal a grade of which they disagree. Academic evaluation on student performance shall be neither prejudicial nor capricious. Students may appeal grades awarded by faculty members by utilizing the procedures below. Faculty members will provide course materials at the beginning of each semester or term that included course requirements and grading procedure.

Committee Membership:

1. The Appeals Committee is appointed by the President at the beginning of the academic year at the time other committees are appointed. The Committee shall consist of two faculty members, and one professional staff person.
2. An alternate faculty member and an alternate professional staff member shall be appointed to fill a vacancy or to substitute in the event an appointee is the faculty member in question or in the event there is a conflict with the faculty member or professional staff in question.

Informal Appeal:

A student who disagrees with their grade shall begin with an informal appeal to the faculty member who awarded the grade in question. The student will explain the reason for their concern, and the faculty member will explain the reason (s) and basis for awarding the grade. The faculty member has the authority and responsibility to determine the grade.

If the student is not satisfied with the response of the faculty member the student may continue their informal appeal by contacting the Vice President of Academic Affairs. Once hearing the student's informal appeal, the Vice President will meet with the faculty member. The academic administrator's discussion with the faculty member may include such topics as adherence to course requirements and grading procedures and understanding and consideration of the basis of the appeal by the student. The academic administrator may provide guidance or suggestions to the faculty member and will inform the student of the outcome of the discussion and the decision of the faculty member.

If the student is not satisfied with the informal appeal, the student may file a formal appeal.

Formal Appeal:

The formal appeal process consists of the following steps:

1. The student meets with the Vice President of Student Affairs to review the Formal Academic Appeals Process and no later than the end of the 10th class day of the next regular semester following the grade in question (regular semester is Fall and Spring).
2. The Vice President of Student Affairs, during this first meeting, will provide the student with a copy of the Academic Appeals process and explain the requirements, the timeframe, and the process. Within seven (7) calendar days from the date of the meeting of the student and the Vice President of Student Affairs a written statement requesting an appeals hearing. The statement shall provide the student's rationale as to why the grade should be changed.
3. Within seven (7) calendar days from the receipt of the student's written appeal request, the Vice President of Student Affairs shall forward a copy of the appeal to the faculty member in question and to the Vice President of Academic Affairs.
4. Within twenty-one (21) calendar days from the receipt of the students' written appeal request, the Vice President of Student Affairs shall convene the Academic Appeals Committee for the purpose of hearing the appeal. The Vice President of Student Affairs will coordinate the Appeals Hearing with the schedule of the student making the appeal, the faculty member, and the Vice President of Academic Affairs. If conflicts in schedule create difficulty in finding a time suitable for all, the Vice President shall give preference to the committee and the student requesting the appeal.
5. The hearing shall be informal and the hearing committee shall provide reasonable opportunities for witnesses to be heard. The hearing shall be closed, unless student request an open hearing. The Vice President of Academic Affairs and Vice President of Student Affairs may attend the hearing as observers.
6. The hearing shall proceed as follows:
 - a) The student shall present the rationale for grade change (20 minutes).
 - b) The faculty member shall present their grading systems and grade rationale if they so choose (20 minutes).
 - c) The student shall present rebuttal evidence (10 minutes).
 - d) The faculty member shall have an opportunity for rebuttal argument (10 minutes).
 - e) The Academic Appeals Committee shall enter executive session and may take the matter under advisement for two class days before rendering a decision.
 - f) The academic Appeals Committee shall decide by majority vote with all members having an equal vote.
 - g) The Academic Appeals Committee Chair shall inform the instructor, the student, the Vice President of Academic Affairs, the Vice President of Student Affairs, and the President, in writing of their decision.

Evidence:

Evidence shall be handled according to following:

1. Legal rules of evidence do not apply in a hearing under this policy and the hearing officer may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The chairperson shall exclude irrelevant, immaterial, and unduly repetitious evidence. The chairperson shall give effect to the rules of privilege recognized by law and custom.
2. At the hearing the student shall prove that the evidence supports the charges.
3. The instructor (faculty member) may not be compelled to testify.
4. The hearing committee shall decide the issue and appropriate recommendation solely on the basis of admitted evidence.
5. A tape recording shall be made of the hearing under supervision of the Vice President of Academic and Instructional Affairs. Minutes of the hearing shall be made available to all parties involved in the hearing process upon request.

Types of Decisions:

The committee may impose one of more of the following recommendations:

1. Reevaluation of the complaint by the instructor.
2. Specific change to be implemented by the instructor.
3. Status quo.

NOTE:

Information about the student reviews, beliefs, and association acquired by the College personnel in the course of their work is confidential and shall not be disclosed to persons other than College officials acting in an official capacity, except with the consent-expressed or implied-of the student, or under legal compulsion.

College Planning and Effectiveness Committee

Purpose:

To monitor and to ensure completion of the strategic planning and the effectiveness process of the college.

- The Administrative Council led by the Director of Planning and Special Projects is charged with
 - Development and completion of the annual Strategic Plan
 - Defining, developing, and implementing systematic process that ensure institutional effectiveness that is consistent with college expectations, state exceptions and all accrediting bodies requirements
- The Instructional Council led by the Vice President of Academic Affairs is charged with
 - Development of process and procedures which ensure student learning measures are consistent with college expectations, state expectation and all accrediting bodies requirements
 - Follow-up and documentation of measures of student learning to ensure the instructional programs are effective and that student learning is taking place
 - Implementation of the approved assessment calendar

Committee Membership:

- Director of Advancement (Chair)
- Vice President of Student Services
- Vice President of Academic Affairs
- Director of Planning and Special Projects
- Director of Adult Basic Education
- Faculty Council Chairperson
- Appointed by the President
 - Two faculty members
 - Two professional staff
 - Two classified staff
 - Two Ozarka Students

Committee Responsibilities:

1. Monitor, review, and suggest enhancements for each of the following:
 - a) College strategic planning process
 - b) Follow-up on actions of the strategic plan
 - c) Use of assessment information to drive the planning process
2. Monitor, review, and suggest enhancements for each of the following:
 - a) Identified measures of student learning
 - b) Identified measures of institutional effectiveness
 - c) Follow-up and documentation of measures of student learning and measures of institutional effectiveness
3. Meet a minimum of two times each semester to monitor and review planning and assessment activities including the approved assessment calendar
4. Submit a mid-year report and an end of year report of committee activities and recommendations to the Presidents office

Campus Preparedness/Safety Committee

Purpose:

To review and make recommendations concerning College activities that will enhance the safety of employees, students, and visitors.

Committee Membership:

- Vice-President of Finance as designate Chief Safety Officer
- One member from each of the following groups;
 - Administrative Team
 - Mountain View Campus
 - Ash Flat Campus
 - Maintenance
 - Automotive
 - Science
 - Nursing

- One at large member
- The chairperson shall be appointed by the president.

Responsibility:

1. Assisting in identifying hazards in respective areas of campuses.
2. Providing safety guidelines pertaining to the safety of buildings, grounds, students staff, faculty and the general public while on the Ozarka College campuses.
3. Providing education opportunities to encourage safe practices on campus.
4. Hearing and acting upon safety concerns expressed to the committee
5. Initiate and assist in the development of a Campus Preparedness Plan to cover possible crisis situations on campus.
6. Meet a minimum of four times per year to review and revise safety program and operational procedures and to determine effectiveness of measure.

Additional Guidelines:

1. All accidents, both major and minor should be documented on the standard Ozarka College form.
2. A copy should be filed with the Vice-President of Finance and with the Human Resources Manager.
3. The committee will review these accident reports during its meeting to determine if further accidents of the same type can be avoided, make recommendations as such, and enforce such recommendations.

Catastrophic Leave

Purpose:

The Catastrophic Leave committee will review all catastrophic leave requests and make a recommendation to the president.

Committee Membership:

Five (5) members representing a cross section of the College and appointed by the president. The committee shall elect a chairperson.

Responsibility:

1. Review all catastrophic leave requests.
2. Ensure that all eligibility requirements are met in accordance with the current Ozarka College Catastrophic Leave policy.
3. Make recommendations to the President
4. Make recommendation for revisions to the policy as necessary.
5. The committee will meet on a as needed basis

Curriculum Committee

Purpose:

The Curriculum Committee shall develop and maintain offerings in keeping with the philosophy and objectives of the institution and shall identify those components essential

for the implementation of such curricular offerings. All faculty members shall have the right to make proposals to the Curriculum Committee. The Vice President of Academic Affairs shall serve as liaison to this committee.

All recommendations for the initiation of new policies and changes of policy shall be made to the Professional Association. All recommendations concerning program additions, deletions, and changes shall be made to the President. All other recommendations concerning the additions, deletions, and changes of curricular offerings shall be made to the Vice President of Academic and Instructional Affairs. Actions taken shall be reported to the Committee by the Chairperson of the Committee.

Committee Membership:

Seven faculty members appointed by the Faculty Council.

The committee shall elect a chairperson.

The Vice-President of Academic Affairs will serve as the administrative liaison to the curriculum committee.

Responsibilities:

The functions of the Curriculum Committee shall be as follows:

1. Evaluate periodically the objectives and philosophy of the College and make recommendations regarding them to the Faculty Council and Administrative Council.
2. Review and recommend to the Faculty Council program, degree, and graduation requirements.
3. Recommend additions and deletions of courses and programs.
4. Recommend criteria for the admission and retention of students in individual programs.
5. Initiate and periodically evaluate all curricular offerings.
6. Make recommendations regarding physical facilities and equipment needed for instructional purpose.
7. Participate in planning of facilities for instruction.
8. Coordinate with the Vice President of Academic Affairs all aspects for student, peer, and professional review of faculty.

Employee Handbook Committee

Purpose:

Review and suggest changes in current employee handbook for ease in use and clarity of information.

Committee Membership:

Representatives from all employee groups. Six members with three (3) members always serving a two year term. The Human Resources director will serve as a continuous member and as chair of the committee.

Responsibilities:

1. Review the format and suggest improvements for ease of use and information access.
2. Review the handbook for clarity and recommend changes.
3. Review the handbook for writings where policy, procedures, or processes are not clear and/or are in need of revision. Edit where appropriate. Where more detail is needed make a list and identify what about the writing needs to be clarified or enhanced for process, procedure, and policy review by the appropriate office or area.
4. Identify information that is not in the handbook that should be and include as appropriate.

Notes:

The handbook should address the needs of the faculty, professional staff, classified staff [exempt and non-exempt], and administrative staff.

Financial Aid Appeals Committee

Purpose:

The Financial Aid Appeals committee will hear appeals that have been filed through the financial aid appeals process. The committee will follow the appropriate procedures as outlined in the respective policies.

Committee Membership:

Two Professional Staff

One Faculty member

Vice President of Student Affairs—non-voting facilitator

Financial Aid officer—non-voting information provider

Responsibilities and Procedures:

1. Students with unsatisfactory academic progress are placed on financial aid probation. If the student continues with unsatisfactory academic progress for the semester which they are on financial aid probation, the student will be placed on financial aid suspension. Students who are suspended from financial aid due to lack of satisfactory progress may file a financial aid appeal.
2. The appeal will be submitted in writing to the financial aid office with the intent of documenting extenuating circumstances.
3. The Vice President of Student Affairs will convene the financial aid committee a minimum of one week prior to the beginning of registration each semester to consider financial aid appeals.
4. The committee may also be required to meet additional times to review additional appeals that are submitted during the registration period.
5. The financial aid officer will serve as an information provider to the committee.
6. The committee will either to uphold the suspension or to allow one additional semester of financial aid on probation.

Friendship Fund

Purpose:

Ozarka College has established a Friendship Fund to provide a vehicle through which to show employee concern during the time of need or joy of another employee. The Friendship Fund is a fund contributed to through volunteer contributions to show concern and care for fellow workers. It is not a college fund, but a college agency fund (i.e. a fund held by the college for the contributors, managed by the Friendship Fund Committee that work to assure fund accountability in use and financial accounting, and that reflect the consensus wishes of the contributors).

Committee Membership:

The Fund Stewards shall be comprised of one member representative selected from each of the following departments:

- Adult Education/GED Program
- Administrative Offices
- Allied Health Division
- Arts and Humanities Division
- Ash Flat Campus
- Bookstore/Kitchen
- Business Technology Division
- Finance Office
- Information Systems
- Library
- Maintenance
- Math, Science and Education Division
- Mountain View Campus
- Preschool
- Social Science Division
- Student Services
- Trio/Student Support Services Program

Responsibilities:

1. The Friendship Fund Committee will select a departmental designee. Said designee will serve in the position of Fund Steward until they no longer wish to serve in this capacity.
2. It is the responsibility of the Fund Steward to maintain contact with his or her department regarding births, adoptions, deaths, illness, and retirement. All employees are encouraged to notify the Fund Steward for their department. The Fund Steward is to notify the Personnel Officer. The Personnel Officer is to handle the required paperwork to obtain a purchase order, and is then responsible for ordering and/or purchasing the gift, flowers, or card. The Personnel Officer will forward to the Friendship Fund Committee an email stating the response, the cost, and the date completed.
3. By September 1, the Finance Office will provide, to the Friendship Fund Committee, a statement of account setting forth the total collections, disbursements and fund balance for the previously ended fiscal year.

Graduation Committee

Purpose:

The Graduation Committee will ensure that plans for graduation are completed in a timely and effective manner.

Committee Membership:

- Vice President of Student Services—Co-Chairperson
- Vice President of Academic Affairs—Co-Chairperson
- Additional members appointed by the President.

Responsibilities:

1. Securing a graduation speaker
2. Ensuring the ordering of caps and gowns.
3. Preparing diplomas and programs
4. Preparation of the auditorium.
5. A variety of other Tasks as required by the Graduation Check list.

Institutional Improvement Committee

Purpose:

The Institutional Improvement Committee will actively promote improvements in and the appropriate uses of facilities and equipment.

Committee Membership:

- Three faculty members
- Three professional staff members
- Three classified staff members

Responsibilities:

1. Annually review condition of facilities and equipment for Ozarka College campuses.
2. Receive input from faculty and staff in regard to needs to upgrade facilities and equipment.
3. Recommend uses and hours of facilities including the library and learning resource centers.
4. Recommend improvements for current and future campus facilities and grounds.

Professional Development Committee

Purpose:

The Professional Development Committee shall formulate and maintain an active professional development program.

Committee Membership:

The five (5) member Professional Development Committee shall be composed of five faculty members appointed by the Faculty Council. The committee shall elect a chairperson. The Vice President of Instruction shall serve as liaison to this committee.

Responsibilities:

All recommendations for initiation of new policies and changes of existing policies shall be made the Faculty Council, then to the President's Administrative Council. Recommendations regarding budgetary needs shall be made to the President's Administrative Council. Reporting procedures pertaining to evaluation of faculty and administration shall be specified within the policy established for such evaluation.

The functions of the Professional Development Committee shall be as follows:

1. Identify the professional development needs each year.
2. Recommend and evaluate a professional development program in keeping with the identified needs.
3. Recommend to the President's Administrative Council budgetary needs for the implementation of the professional development program.
4. Develop and administer an evaluation program for Faculty members and administration.
5. Review and recommend fund allocations for professional development for individual faculty members to the President's Administrative Council.

Scholarship Committee

Purpose:

A college committee charged with the review of scholarship and aid applications; and that determines the award of college scholarships and grants in accordance with college policies and scholarship/grant restrictions.

Committee Membership:

- Director of Advancement, Chairperson
- Vice President of Student Services
- Assistant Director of Financial Aid
- Admissions Counselor/Recruiter
- Admissions Administrative Assistant
- Two faculty members appointed by the president
- One professional staff member

Responsibilities:

1. Establish criteria for scholarships awarded by the college.
2. Review scholarship applications prior to each semester.

3. Approve the awarding of college scholarships in accordance with scholarship criteria each semester.
4. File a written list of awarded scholarships with the Financial Aid office prior to the beginning of each semester.

Special Events Committee

Purpose:

To plan, coordinate, implement and host college-sponsored events and activities that are consistent with the college's mission and values. All events shall contribute to one or more of the following:

1. Develop or strengthen college community relations*.
2. Enhance the community understanding of the program and opportunities available at Ozarka College.
3. Strengthen partnerships with specific service area groups.
4. Promote the development of our students and our teaching/learning environment.
5. Promote the development of supportive personnel relations and enhance institutional and program effectiveness through a positive, fun, caring work environment.
6. Promote the accomplishments of the college's mission, vision, role, and scope, and values.

Committee Membership:

Representatives from all employee groups (a large committee assigned to task groups with responsibilities for a special project(s) including Birthdays, Fairs, honors, Graduation, Celebrate Community College Week, Christmas Open House, Nursing Capping, Employee Get-Together, (Beginning of year-End of year....) ,etc. The committee will elect a chairperson.

Responsibilities:

1. To develop an annual calendar of special events including but not limited to employee recognitions, holiday events, Celebrate Community College Week, and end of year employee gatherings.
2. To plan, implement, and host the events outlined in the annual calendar.
3. To work in concert with other college committees and offices to plan, implement, and host receptions for Scholarship Ceremony, Graduation, and the Nursing pinning ceremony.
4. To identify assess previous activities and events for effectiveness and improvement.
5. To recommend new events that will further the development of the college in effectively meeting it mission and values.
6. To recommend events or activities that should be discontinued according to assessment results.
7. To draft a recommended calendar of events and budget during the college's budget development for the next academic year.

Student Affairs Committee

Purpose:

The Student Affairs Committee shall assist in the development and maintenance of educational, financial, and cultural activities and services for Ozarka student body. The committee will also be responsible for promoting student life issues such as counseling, advising, placement, parking, student organizations, and recreation. The Student Government Association shall report any proposed activities to the Student Affairs Committee for approval. The Vice President of Student Affairs shall serve as the administrative liaison to this committee.

Committee Membership:

The Student Affairs Committee shall be appointed by the Faculty Council and shall be composed of the following:

- Three Faculty Members
- Three Student Services Professional Staff

Responsibilities:

All recommendations for the revision of student activities and services shall be made to the Faculty Council. The functions of the Student Affairs Committee will include the following:

1. Recommend new policies and changes in existing policies concerning non-academic standards of students.
2. Promote the outreach efforts of the institution in all areas.
3. Promote and encourage the use of library and its resources.
4. Assist in the coordination of the student advisory system.
5. Encourage the establishment and governance of student clubs and organizations.

Student Appeals Committee

Purpose:

The Student Appeals Committee serves as the college's appellate board. The committee will hear appeals that have been filed through the code of student conduct appeals process. The committee will follow the appropriate procedures as outlined in the respective policies. The committee may hear other student appeal issues as designated by the President of the college.

Committee Membership:

- Two Faculty

- Two Professional
- One Student
- The committee will elect a chairperson
- The Vice-President of Student Services will facilitate the appeals process.

Responsibilities and Procedures:

1. The appellant must complete all required forms in detail and return them to the Vice President of Student Services prior to a hearing date being set.
2. The appellant will be given prior notice of the hearing. If the appellant can not attend, the hearing will be held in their absence with the committee basing their decision on the evidence available.
3. The hearing shall provide reasonable opportunities for involved parties to be heard. The hearing shall be closed.
4. The hearing shall also be tape recorded. Involved parties may request a copy of the tape. The tape will provided by the Vice President of Student Services in a timely manner.
5. The hearing shall proceed as follows:
 - a. The appellant will present the appeal and reasons for the appeal (10 minutes).
 - b. An appropriate staff person will present the reasons for the initial decision (10 minutes).
 - c. The appellant will have the opportunity to respond (5 minutes).
 - d. The staff person will have the opportunity to respond (5 minutes).
 - e. The committee members will have an opportunity to ask questions if they would like.
 - f. The committee shall enter executive session and render a decision.
 - g. The committee shall decide by majority vote will all members having equal vote.
 - h. The committee chair shall inform the appellant in writing of the decision within two days.

Evidence:

Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply in a hearing under this policy. The chairperson may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs.
2. The chairperson will conduct the meeting and keep all involved parties on task and on time. Any discussions not directly connected to the appeal will be stopped. All parties will conduct themselves in a civilized manner.
3. The hearing committee will decide the issue and appropriate recommendation solely on the basis of admitted evidence.
4. A tape recording will be made of the hearing under the supervision of the Vice President of Student Affairs. Minutes of the hearing shall be made available to all parties involved in the hearing process upon request.

Notes:

The Vice President of Student Services is responsible for calling a meeting of the Student Appeals Committee following the receipt of written appeals. Once notified of the appeal, any member of the committee who believes a conflict may exist between them and the appellant should request that they be excused from the hearing involved said students.

Technology Committee

Purpose:

To develop a Technology plan and policies that protect the college, provide acceptable use, encourage technology development, except unethical behaviors, and are compliant with state and federal laws. The plan should guide the college in its on-going development as an institution known for effective teaching, learning, and administration.

Committee Membership:

- Director of Computer Information Systems designated as Chairperson
- Two Faculty
- Two professional staff
- Two classified staff

Responsibilities:

1. **Computer Use Policy**--- Review, revise, and recommend an ethical computer use policy for the four primary College users (faculty, staff, students, and community).
2. **Technology Plan**--- Develop/review and evaluate a Technology plan that is consistent with the College mission, goals, and resources. The plan is to be proactive with short-term action items, biennial strategic goals with annual action goals, and broad visionary goals for the next six to eight years. It should address licensing responsibility, system and data security, training and education, and etc.
3. **System Security**---Outline system security requirements that define access availability and level for user groups (student, faculty, staff and community).
4. **Data Security**--- Define data security requirements and draft policies and/or guidelines and procedures for data back-up policies, anti-virus software implementation and use, and SPAM control.
5. **Enhance Technology Use, Education, and Awareness of User Responsibility by Recommending**
 - Professional development activities to the Professional Development committee with suggested times for offering and presenters.
 - Discuss and identify other modes of learning that would assist in meeting this objective.
 - Develop and suggest an orientation process for Ozarka College technology uses and new employees.

COMMITTEE APPOINTMENTS 2007-2008

Standing Committees initiated by the Faculty

Appointment considerations:

- Faculty initiated standing committees exist through the by –laws of the Faculty Council
- The Faculty Council is elected by the members of the Ozarka College faculty.
- Standing committee members are recommended by the Faculty Council and appointed by the Faculty Council Chairperson. Committee members will be comprised of representatives from all departments.
- The Vice-President of Academic Affairs may meet with the committee as a non-voting ex-officio member.
- See the Constitution and By-laws for additional information

The Faculty Council and committees are:

Faculty Council

Curriculum

Professional Development

Student Affairs

Standing Committees Designated and Appointed By the President

Appointment Considerations:

- Consultation with appropriate offices and personnel, an appreciation for other committee appointments, and diversity of campus involvement are taken into considerations when making appointments.
- The President, if not designated as a member, is ex-officio member of each committee without voting privileges.

The Standing Committees are:

Academic Appeals

Campus Preparedness/Safety

Catastrophic Leave

College Planning and Effectiveness

Employee Handbook

Financial Aid Appeals

Friendship Fund

Graduation

Institutional Improvement

Scholarship

Special Events

Student Appeals

Technology

Committee Membership
2007-2008

Academic Appeals

Kendall Morrison, Samantha Thornsberry, Kim Lovelace
Alternates: Suellen Davidson, Melissa Martin

Campus Preparedness/Safety

Tina Wheelis (Chair), Joan Stirling, Gin Brown, James Spurlock, Rick Dowdle, Larry Wilkes,
Bruce Dietsche, Katie Wilson, Karen Overturf

Catastrophic Leave

Earlene Martz, Kim Whitten, Bettie Estes, Shirley Hill, Ronny Rush

College Planning and Effectiveness

Karla Rush (Chair), Ron Helm, Mike DeLong, Joan Stirling, Wayne Wilson, Brad Hollaway,
Jeremy Nicholson, Rodney Williams, Laura Lawrence, Mary Ellen Hawkins, Candace Blevins,
Dave Rush, student, student

Employee Handbook

Libby Cone (Chair), Jerry Smith, Karen Owens, Tracie Morris, Linda Taylor, Judy Sharp, Dan
Lindsey

Financial Aid Appeals

Deltha Shell, Michelle Cunningham, Trish Miller, Ron Helm (non-voting), Joyce Goff (non-
voting)

Friendship Fund

Debbie Yancey, Libby Cone, Stacy Dale, James Spurlock, Brenda Morris, Kathryn Langston, Jill
Yancey, Mary Ellen Hawkins, Marilyn Mathis, Holly Ayers, Gin Brown, Amy Pinkston, Joyce
Baker, Karin Brown, Chaney Coleman

Graduation

Ron Helm (Co-chair), Mike DeLong (Co-chair), Judy Sharp, Libby Cone, Dave Rush, Cindy
Conley, Pam Miller, Rex Whitfield, Ronda McLelland, Sandra Miller, Jacob Bennett, Lane
Garrison, Eric Booth, Sheila Titus, Stephen Baltz, Alison DeLong, Amanda Bledsoe, Judy
Cannady

Institutional Improvement

James Spurlock, Gin Brown, Kim Lovelace, Cheri McKee-McSwain, John Petersen, Leslie
Batterton, Dan Lindsey, Dave Rush, Chaney Coleman

Scholarship

Karla Rush (Chair), Ron Helm, Joyce Goff, Zeda Wilkerson, Wanda McConnaughay, Becky
Yauilla, Russell Bassham, Suellen Davidson

Special Events

Tamra Bevill, Alan Vickery, Kenda Levett, Kim Whitten, Mimi Newsome, Phil Gillihan, Valerie West, Bonnie Crider, Karla Rush, Kena Tyler, Tracy Cone, Nancy Dust, Jenny Miller, JR McConnaughay, Suellen Davidson

Student Appeals

Michelle Cooper, Ruby Johnson, Karla Rush, Deltha Shell, student

Technology

Scott Pinkston (Chair), Joanna Fulbright, Michael Orf, Karin Brown, Michelle Cunningham, Chaney Coleman, Eric Booth