

President's Report
To the Board of Trustees
September 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

- Labor Day Holiday – Campuses Closed – September 3
- Scholarship Reception – September 6
- Coffee At The College (Ash Flat) – September 7
- Ozarka Foundation Retreat – September 10
- Ozarka Foundation Golf Tournament at Cooper's Hawk – September 15
- IZard County Fair – September 20-22 (college represented)
- District Fair – September 24-29 (college represented)
- Coffee At The College (Mt. View) – Sept 28

Ozarka College Events

- Harold Crawford Golf Scramble – August 4 (college represented)
- Coffee at the College (Melbourne) – August 17
- Sonny Burgess Concert – August 18

College Governance

- The semester has gotten off to a great start. Enrollment at all campuses is up. The percent of full-time students is up. Full-time equivalents (FTE) show a great increase. We will report more specifics at the board meeting, but early indications are that headcount will be up 8%, but more importantly FTE (which drives future funding) could be up as much as 15%.
- The enrollment increase is a result of effective planning, marketing, recruiting, program expansion, as well as a tremendous team effort by faculty and staff to be an effective, efficient, and student friendly institution.
- A registration improvement meeting was held on August 28. The primary goal of the meeting was to discuss how to continue to improve the registration process for students and those working with registration while the fall registration was fresh on everyone's minds. Several useful ideas were discussed and several improvements will be implemented for the spring 2008 registration.
- The mission statements for Ozarka College have been reviewed by a Task Force. A draft of the recommendations was sent to you with the last report. The faculty and staff have had opportunity for review and input since returning. A final draft is included in this report. This will be an action item for the September 20 meeting. I think the final draft does a great job of telling people what the mission, vision, and values of Ozarka College are.
- The committee structure has been reviewed, revised, updated, and organized. The committees fall into two primary groups: Faculty initiated committees and President appointed committees. The administrative team and the instructional council have reviewed the updated format. A copy will be distributed to you at the September 20 meeting.

- The Facility Usage Task Force and the Administrative Team have finalized a draft of Facility Usage guidelines. I'm attaching them for you to review and placing this as a discussion item at the September 20 Board meeting.
- Please see the attached comments from the August 8 faculty and staff professional development meeting for additional updates on college programs, functions, and activities.

Instruction

- Record enrollment for headcount and FTE
- Had in-service for full-time and adjunct faculty
 - Full-time
 - Discussed assessment, advisement, classroom instruction
 - Adjunct
 - Handed out new Adjunct Faculty Handbook
 - Discussed the handbook, assessment, and classroom instruction

Ash Flat Campus

- Fall 2007 courses offered at the Ash Flat Campus increased from 52 to 67 (29%) over the previous year. The number of credit hours enrolled increased from 1886 to 2680 (42%) over the previous year. FTE increases from 126 to 179 (42%) over the previous year.
- Since moving from Remington Plaza in the Spring of 2005 to the permanent facilities, enrollment has increased from 65 to 179 FTE (175%).
- The Ash Flat facilities were not utilized by any community organizations in the month of August 2007.

Mountain View Campus

- Fall enrollment data: Using reports pulled 8/27/2007

	Fall 2006	Fall 2007	
Student Count	156	224	44% increase
FTE	81.07	148.20	83% increase
Course Offerings	46*	56	22% increase
			*includes LPN program
Evening Courses	10	13	30%

(begin at or after 3:30p.m., included in total course offerings)

Mountain View High School Concurrent Classes: 6 classes offered during school day with 41 students enrolled; for a total student count of 87. Of the 41 students several are enrolled in more than one class.

- LPN program 14 students enrolled (1 student moved)
- Aug 1 Stone County Youth Leadership Committee Meeting; Gin serves on committee.
- Aug. 7 Mountain View Area Chamber of Commerce Meeting; 6:30 Festival Committee Meeting
- Aug 10,13,16 Compass testing
- Aug 13 Fall Registration, Orientation 2 pm

Student Services/Enrollment Information

- Enrollment for the fall 2007 semester has reached an all time high with 1203 students.
- In addition, the fall semester FTE's established another record with 800.87.
- "Partners for Care" grant has a total of 47 participating students in several area high schools.
- The Summer Bridge Program conducted by TRiO was well attended with excellent comments from the participating students.

Advancement/Workforce/Community Service

- Career Pathways Program staff have begun distributing fuel cards, vouchers for tuition/books and childcare for Fall semester students
- Coffee at the College planning is ongoing. Aug 17 event was well-attended
- Sent Invitations for scholarship reception
- Assisted testing center with COMPASS testing during peak times
- Implemented application process for IZARD County Single Parent Scholarship
- Sonny Burgess Concert netted about \$3000 for Charles Cheatham Endowment
- Golf tournament sponsors and team entries are secured for September event
- Assisted with rearranging the nursing/adult education atrium and student center
- Institutional Effectiveness Committee work includes collecting assessment activities and developing an assessment calendar for a guide

Grants/Planning/Special Projects

- Partners for Care Grant: There are 20 confirmed LPN students who will receive \$500 scholarships, 45-48 high school students who will receive free tuition, fees and books for health care courses, and 11 college students who will receive \$856 toward tuition, fees, books or other college expenses for health care courses.
- Perkins Grant: A Student Success Specialist, Jennifer Miller, was hired and she will begin September 24th. She will review retention and graduation rates, explore options for increasing these rates, lead initiatives adopted by the college for increasing retention on campus, begin a job placement program, attend a retention conference, travel to Arkansas and Missouri colleges to research their retention programs, and assist in tutoring technical students. This position is 80% Perkins and 20% Ozarka.
- Planning: The *Planning Results Manual* is near completion and copies will be distributed to the Board during the September meeting.

Finance/Auxiliary Services

- The furniture for the new student center has been ordered and should be delivered in 6 - 8 weeks.
- The semester is off to a great start. Several members of the finance staff assisted Laretta Coleman in getting the bookstore ready for the first day of class. A heart-felt "thank you" goes to Shirley Wunderlich, Earlene Martz, Candace Blevins, Karen Owens, and Michelle Cunningham for helping out in the bookstore by putting books on the shelves, assisting students, and packing books to go to the Ash Flat and Mtn View campuses. We couldn't have made it without your help!
- The first financial aid disbursements of the semester will be September 13th (Pell) and September 20th (Loan). Approximately \$2.5 million of Pell and Loans have been awarded to students for the fall semester.

Information Systems

- Prepared labs for semester
- Had technicians on all three campuses for the first two days of the semester
- Removed all equipment and wiring in CV room M215 in preparation of new carpet
- Replaced TV in CV room with 40" flat panel LCD
- Re-wired CV room and installed equipment
- Upgraded ColdFusion on two servers to Version 8
- Setup Trio database on staff PCs
- Worked with Business Office on alert/correction software to assist with student billing and adjustments.

Physical Plant/Grounds

- Several classrooms have been equipped with tables' with 18-inch-tops which has increased capacity of the classrooms.
- A new industry strength shredder was purchased and is being used to shred old files from all over campus. Approximately one hundred 60-gallon trash bags have been disposed of so far.
- Ronny Rush, Jill Yancey, and Michelle Cunningham recently received training on implementing the state's new fuel card system.
- Alan Vickery has been promoted to the Skilled Tradesman position left vacant by the retirement of Ron Stovall.

Personnel

- New hires for consideration at the next Board of Trustees meeting
 - Jennifer Miller, Student Success Specialist
 - Alan Vickery, Skilled Tradesman
- Resignations
 - Ron Stovall--retirement
- Searches
 - Building Equipment/Maintenance Repairman II

Travel/College Representation

- Dusty R. Johnston
 - ADHE Coordination Board meeting—August 2-3—Fayetteville, AR
 - NCARED meeting—August 14—Mountain Home, AR
 - Meet with Betty Campbell, Endowment Donor—August 16—Hardy, AR
 - ADHE Career Pathways Advisory Council—August 21—Little Rock, AR
- Suellen Davidson
 - NCARED Meeting – Mountain Home
- Karla Rush
 - EWTP Training – Hot Springs
- Kim Whitten
 - AATYC Board Meeting
- Libby Cone and Earlene Martz
 - Health Insurance Consortium Workshop, September 27-28, Tunica, MS
- Jill Yancey & Tina Wheelis
 - Arkansas Procurement Officers Meeting—August 10, 2007—Batesville
- Scott Pinkston
 - ShoreTel/Enterasys workshop- Aug 29 - Little Rock

Kudos

- Everyone who assisted with admission, testing, registration and financial aid
- The Fall Semester head count in Business technology courses is 550! UP from 434 for Fall 2006.
- Alan Vickery – Promoted to Skilled Trades worker
- Kudos to Wanda McConaughay for processing over 700 applications for admission between the months of May-August and doing so with a smile!

In our thoughts

For challenges of family or personal illness:

- Gin Brown for recent unexpected foot surgery
- Ruby's Johnson's brother – recovering from serious car accident
- Laura Lawrence's grandmother (this is also Fern Vickery's mother)

Tentative action items for the next Board of Trustees meeting

- Approval of hiring of new personnel
- Approval of revised Ozarka Mission Statements
- Approval of high school student concurrent tuition rate
- Approval of Secretary I positions at Ash Flat campus and Mountain View campus

Tentative discussion items for the next Board of Trustees meeting

- Enrollment data
- Facility Usage guidelines
- Ash Flat building update
- Old LPN building renovation update
- Dental insurance enrollment update

Monthly Financial Report (attached)

College Monthly Calendar (attached)

DRJ Closing Comments

- I had a wonderful encounter with a lovely lady who resides part time in Hardy, AR and part time in Columbus, Ohio. She obviously has done well financially over the years and wants to contribute to the Ozarka Foundation to help build scholarships. After a nice lunch, arranged by Gary Lawrence, we gave her a tour of the Ash Flat campus. The result was a \$10,000 endowment to create a scholarship in her deceased husband's memory. The scholarship is designated to go to a Hardy student who will pursue nursing. I had a great time and really enjoyed meeting Ms. Betty Campbell.
- The first "Coffee at the College" held in Melbourne was well attended. Over 35 people from the community attended and participated in informal discussion about Ozarka College. Future coffees are September 7 in Ash Flat, September 28 in Mountain View, and October 19 in Melbourne.
- I started the semester preaching assessment to all college faculty and staff. Assessment to help determine our institutional effectiveness and to measure student learning. Ozarka College has a lot of things going on to help assessment, but we must organize, plan, and document what we are doing. I have assured all employees that this is my top priority for 2007-2008. I am sure we will make great strides.
- The AATYC conference will be held in Hot Springs October 14-16. This is the annual conference attended by faculty, staff, and administration from all twenty-two Arkansas community colleges. Board members are always welcome to attend. Please RSVP to Karen Overturf at 870-368-2005 by September 21 to make room reservations.
- On August 16, I hosted the 2nd Annual Dr. J Jalapeno Picnic. We held it in the cafeteria due to the heat. Over 150 employees, family members, and kids came and enjoyed BBQ sandwiches and a special jalapeno treat that I make. I think everyone had a great time and I look forward to doing it again.
- I was informed by the Governor's office on August 27 that Marty Sellars from Ash Flat has been appointed to the Ozarka College board of trustees. I am sure that Mr. Sellars will be a fine addition to the board. I look forward to working with him as I am sure each of you does as well. I have invited him to attend the September 20 board meeting.

Ozarka College
 Unrestricted Current Funds
 July 1, 2007 thru August 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	120,267	133,657	1,395,684	8.74%
Program & Course Related Fees	92,126	92,126	11,130	12,517	79,609	13.59%
Testing Services	19,711	19,711	1,348	2,468	17,243	12.52%
Sales Tax Proceeds	232,930	232,930	20,982	41,147	191,783	17.66%
Interest Income	39,469	39,469	0	3,469	36,000	8.79%
Other Income	39,536	39,536	3,859	4,570	34,966	11.56%
General Revenue	2,880,151	2,880,151	215,626	445,041	2,435,110	15.45%
Workforce 2000 Funding	1,088,212	1,088,212	95,788	191,577	896,635	17.60%
Economic Development Funding	65,000	65,000			65,000	0.00%
Critical Maintenance Funding	50,000	50,000	100,000	100,000	(50,000)	200.00%
Auxiliary Income - Cafeteria	45,022	45,022	2,461	4,095	40,927	9.09%
Auxiliary Income - Bookstore	357,573	357,573	12,814	17,604	339,969	4.92%
Auxiliary Income - Preschool	124,659	124,659	10,740	16,125	108,534	12.94%
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>52,701</u>	<u>56,196</u>	<u>153,804</u>	26.76%
Total Unrestricted Revenues	<u>6,973,730</u>	<u>6,973,730</u>	<u>647,717</u>	<u>1,028,466</u>	<u>5,945,264</u>	<u>14.75%</u>
Expenses:						
Regular Salaries	3,178,761	3,178,761	310,079	474,131	2,704,630	14.92%
Extra Help Salaries	125,000	125,000	18,205	30,421	94,579	24.34%
Fringe Benefits	1,376,545	1,376,545	134,044	231,813	1,144,732	16.84%
Supplies & Services *	1,148,624	1,143,624	135,215	221,752	921,872	19.39%
Travel	68,095	68,095	1,545	2,491	65,604	3.66%
Utilities	323,275	323,275	10,511	38,526	284,749	11.92%
Capital Outlay *	37,000	42,000		13,723	28,277	32.67%
Transfer to Debt Retirement	27,460	27,460		6,865	20,595	25.00%
Bond Payments	188,970	188,970			188,970	0.00%
Institutional Scholarships & Waivers	210,000	210,000	52,701	59,196	150,804	28.19%
Contingency	<u>290,000</u>	<u>290,000</u>	<u>0</u>	<u>0</u>	<u>290,000</u>	0.00%
Total Unrestricted Expenditures	<u>6,973,730</u>	<u>6,973,730</u>	<u>662,300</u>	<u>1,078,919</u>	<u>5,894,811</u>	<u>15.47%</u>

* Adjustment to Grounds budget for purchase of new equipment

Net Income (50,453)

Ozarka College
 Restricted Funds
 July 1, 2007 thru August 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	Percentage Realized To Date
Revenues:							
Student Aid Revenues							
AR Challenge Awards	63,250		63,250			63,250	0.00%
AR Workforce Improvement Awards	47,500		47,500			47,500	0.00%
Federal Work Study	45,000		45,000			45,000	0.00%
Academic Competitiveness Grant	14,000		14,000			14,000	0.00%
PELL Grant	1,750,000		1,750,000	700	44,815	1,705,185	2.56%
SEOG Awards	25,000		25,000			25,000	0.00%
Student Loans	1,675,000		1,675,000	1,733	50,472	1,624,528	3.01%
Miscellaneous Scholarships	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Student Aid Revenues	3,619,750	0	3,619,750	2,433	95,287	3,524,463	2.63%
Federal Grant Revenues							
Big Read Grant	0 A	1,777	1,777	3,000	3,000	(1,223)	0.00%
Career Pathways Initiative	250,000		250,000	43,324	69,126	180,874	27.65%
Carl Perkins	87,450		87,450			87,450	0.00%
Correctional Grant	6,012		6,012	3,800	3,800	2,212	63.21%
Department of Justice Grant	70,000		70,000	2,644	3,416	66,584	4.88%
Direct & Equitable Grant	118,528		118,528	29,000	29,000	89,528	24.47%
Partners In Care	325,500		325,500			325,500	0.00%
TRIO Grant	<u>265,045</u>		<u>265,045</u>	<u>11,751</u>	<u>11,751</u>	<u>253,294</u>	<u>4.43%</u>
Federal Grant Revenues	1,122,535	1,777	1,124,312	93,519	120,093	1,004,219	10.68%
State Grant Revenues							
Adult Basic Education Grant	12,000		12,000	74,000	74,000	(62,000)	616.67%
General Adult Education Grant	<u>298,140</u>		<u>298,140</u>	<u>3,000</u>	<u>3,000</u>	<u>295,140</u>	<u>0.00%</u>
State Grant Revenues	310,140	0	310,140	77,000	77,000	233,140	24.83%
Total Restricted Revenues	5,052,425	1,777	5,054,202	172,952	292,380	4,761,822	5.78%

Expenditures:

Student Aid Expenditures							
AR Challenge Awards	63,250		63,250			63,250	0.00%
AR Workforce Improvement Awards	47,500		47,500			47,500	0.00%
Federal Work Study	45,000		45,000			45,000	0.00%
Academic Competitiveness Grant	14,000		14,000			14,000	0.00%
PELL Grant	1,750,000		1,750,000	700	44,815	1,705,185	2.56%
SEOG Awards	25,000		25,000			25,000	0.00%
Student Loans	1,675,000		1,675,000	25,273	50,472	1,624,528	3.01%
Miscellaneous Scholarships	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Student Aid Expenditures	3,619,750	0	3,619,750	25,973	95,287	3,524,463	2.63%
Federal Grant Expenditures							
Big Read Grant	0	A 1,777	1,777	1,777	1,777	0	100.00%
Career Pathways Initiative	250,000		250,000	26,155	44,599	205,401	17.84%
Carl Perkins	87,450		87,450	1,095	1,095	86,355	1.25%
Correctional Grant	6,012		6,012			6,012	0.00%
Department of Justice Grant	70,000		70,000			70,000	0.00%
Direct & Equitable Grant	118,528		118,528	10,948	10,985	107,543	9.27%
Partners In Care	325,500		325,500	16,858	32,339	293,161	9.94%
TRIO Grant	<u>265,045</u>		<u>265,045</u>	<u>36,521</u>	<u>48,273</u>	<u>216,772</u>	<u>18.21%</u>
Federal Grant Expenditures	1,122,535	1,777	1,124,312	93,355	139,069	985,244	12.37%
State Grant Expenditures							
Adult Basic Education Grant	12,000		12,000	4,864	4,864	7,136	40.53%
General Adult Education Grant	<u>298,140</u>		<u>298,140</u>	<u>17,438</u>	<u>22,792</u>	<u>275,348</u>	<u>0.00%</u>
State Grant Expenditures	310,140	0	310,140	22,302	27,656	282,484	8.92%
Total Restricted Expenditures	5,052,425	1,777	5,054,202	141,630	262,012	4,792,190	5.18%

A - Grant was extended into the 2008 fiscal year

Calendar: Scheduler

[Month View](#)
[Day View](#)
[Room Finder](#)
[New Event](#)

Systems	
Activities	
Activities: Add By Group	
Calendar: Scheduler	
Change Password	
DE Constituent Rating	
DE Funds	
DE Giving Level	
DE Pledge Activities	
DE Pledge: TCodes Mapping	
DE Pledges by Event	
Email: Bulk	
Events	
Parking: Search	
Table Maintenance	

« Previous Month		September 2007					Next Month »
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1	
2	3 (p) 6:00 PM Lions Club Labor Day Holiday	4 (p) 11:00 AM Faculty Council	5 (m) 10:00 AM McDonnell Douglas Retirees	6 (m) 5:30 PM DOJ Meeting (p) 6:00 PM Scholarship Reception	7 (p) 7:00 AM Coffee at the College - Ash Flat (m) 12:00 PM DOJ meeting (m) 12:00 PM DOJ meeting (m) 12:00 PM DOJ meeting	8	
9	10 (p) 7:30 AM Safe Passage Meeting (m) 8:00 AM Foundation Board of Trustees (p) 6:30 PM Gideons	11 (p) 10:00 AM NCARED Board Meeting	12	13 (m) 5:30 PM DOJ Meeting (m) 5:30 PM DOJ Meeting (m) 5:30 PM DOJ Meeting	14 (m) 12:00 PM DOJ Meeting (m) 12:00 PM DOJ Meeting (m) 12:00 PM DOJ Meeting	15	
16	17 (p) 8:00 AM Retired Teachers Mtng. (p) 7:00 PM Cake Decorating Class	18 (p) 12:00 AM Retired Teachers Meeting	19 (p) 6:00 PM Izard Co. OEM Mtng.	20 (p) 4:00 PM Board of Trustees Mtng. (p) 6:00 PM Gourmet Night	21 (m) 12:00 PM DOJ Meeting (m) 12:00 PM DOJ Meeting (m) 12:00 PM DOJ Meeting	22	
23	24 (p) 7:00 PM Cake Decorating Class	25 (p) 7:00 PM See you at the Polls Rally	26	27 (m) 5:30 PM DOJ Meeting (m) 5:30 PM DOJ Meeting (m) 5:30 PM DOJ Meeting (p) 6:00 PM Optimist Club	28 (p) 7:00 AM Coffee at the College (MV)	29 (p) 11:30 AM Dist. Fair Queen Contest	
30							

Event Codes:

- (k) - Catering
- (c) - Class - Off Schedule
- (f) - Foundation
- (h) - Hidden
- (m) - Meeting
- (p) - Public
- (s) - Student Activities

Comments
8-9-07

Welcome to the beginning of the 2007-2008 school year. I hope each of you has had some time for vacation, rest, relaxation, rejuvenation, and reflection. We are going to have a really great year at Ozarka College. I have had a busy and hectic summer but I am ready to get this year started so that more good things can happen at Ozarka College. I have ready with energy, enthusiasm, and attitude.

I have a million things to cover, but due to other important issues to discuss this morning, I have limited myself to 45 minutes. I am scheduling the first Campus Update session for Thursday, September 13 at 11:00 am to update you on the many things that we have going at Ozarka College from the administrative perspective. That gives us time to get school started off with a bang and then we can have some time together for the update. For times sake today, I want to remind you of several sources of information that have been sent out lately.

I want you to remind you that the monthly President's Report to the Board of Trustees is on the website. I encourage you to read it each month as a source of information and a form of communication.

I recently e-mailed to everyone the updated list of DRJ Priorities for the 2007-2008. The updated list has 14 priorities. These are the issues and functions that I will be devoting my energies to this year. I will be asking the administrative team, as well as each of you, to devote energy and effort to accomplishing these priority issues. I encourage you to read them carefully and to begin giving each one of them thought and consideration. The priorities are specifically developed to causes significant improvement in the operations of Ozarka College. Each one is important and each one will take a lot of work.

You received an e-mail with a draft of Mission, Vision, and Value statements. This document is a direct result of hard work by the Task Force. The administrative team has reviewed it. I am asking for comments from you prior to discussing this with the Board of Trustees in September.

I also sent out an e-mail of accomplishments from the past 6 months. These were sent out earlier, but I wanted to remind you of the many good things going on at Ozarka College. These are not all inclusive, but a good summary of the primary accomplishments that I am proud that each of you contributed to in one fashion or the other.

I want to take a moment to express my appreciation to all the people in Student Services. Earlier in the summer, I disrupted their normal lives and played fruit basket turnover with the whole crew. Everyone has relocated and we now have a one stop shop for students seeking information about admissions, testing, financial aid, and registration. I know we all now believe that this is a great positive, but I say thanks to you for giving this idea the opportunity to be successful. Special thanks to Ron, Zeda, and Judy Sharp for all the

testing and advising this summer. There are already nearly 700 students registered. I have some ideas on how to have more help available next summer utilizing the division chairs and others.

I want to take the time to compliment the maintenance and grounds crew for accomplishing so much this summer. They painted, carpeted, renovated and relocated stuff all summer. I also e-mailed a list of Facility Maintenance accomplishments to give more details. A great deal was accomplished and I appreciate it.

Of course, as you arrived on campus today, you notice how good every thing looks. The grass, trees, flowerbeds, some new trees etc. It all looks great. And, if you have not driven around back to the maintenance area—let me tell you—you will not recognize it. Old trailers have been hauled off, the fenced area has been improved, and the area has had chat put into place. And, it all has new coat of paint. Again, I appreciate all of the effort and hard work.

In addition, the Computer Information staff worked hard this summer to update, install, check all things connected to labs, distance education, network, and testing. Scott, I do appreciate you and the guys' efforts.

I want to acknowledge what I think to be a much improved fall schedule of classes. I appreciate the Division chairs, faculty, James, Gin, and Dr. DeLong for trying to put together a schedule that meets students' needs. I do believe that the class schedule drives a lot of things at a small community college. I do believe that we need to be constantly revising and improving the semester schedule of classes to offer the most we can, to the most students we can, at the most times we can, at the most campuses that we can.

I hope you each have taken the time to review the Compensation and Benefits summary that was sent to you this summer. It was the result of a large amount of work in the Business Office and especially a lot of work for Michelle Cunningham. As stated in the letter, the primary purpose is to give each employee a more clear understanding of salary, fringe benefits, and deductions. If you have any questions specific to your information, feel free to contact Michelle.

A new saying that I have picked up applies to all that I have been talking about. "I am often very pleased, but never quite satisfied". I truly appreciate all that has been accomplished and I am very pleased, but I do not know the meaning of "status quo". We will all keep evaluating, identifying, and planning new ideas and projects so that Ozarka College will continue to be capable of great things.

Several topics I want to specifically touch on this morning.

- Assessment, Measures of Student Learning, Measures of Institutional Effectiveness—These are my top priorities for the fall semester and probably for the year. I think we have talked a lot and thought a lot about these things—but I

do not think the rubber has met the road yet. I envision a lot of everyone's time being spent on these area this fall. The College Planning and Effectiveness committee, the Instructional Council, the faculty, the administrative team, all employees will participate. I will tell you now that I expect you to plan everything else around this, not to try to fit this in as you can. You will continue to hear from me in regard to expectations, timelines, deadlines, follow-up, and accountability.

- Strategic Planning—the first cycle of completing the 2006-2007 Strategic Plan is accomplished. We stated what we were planning to do and then we documented our results and accomplishments. This spring you also completed the beginning of the next cycle which was the plan for 07-08. We are on our way to making planning a normal part of our life style.
- Arkansas Career Pathways—Ozarka received a planning grant to prepare to start this program. The program officially kicked off on July. We have four people who are working hard to make this a successful program. They have already had contact with over 175 students and have a goal of 75 new students to enter Ozarka College this fall. I think it is going great.
- Partners in Care Grant—this grant is providing a faculty member and start up funds for the LPN program expansion to Ash Flat as well as funds for a faculty member to deliver allied health classes via distance learning to several high schools in the area. Both faculty members have worked hard this summer to prepare to implement these programs.
- Mountain View LPN program expansion—is being partially funded by Economic Incentive funding from the Governor's office. The program is ready to go with great cooperation from the community and WRMC.
 - The two LPN program expansions and the allied health classes should add at least 85 additional new students to our rosters.
- Campus Crisis Preparedness—the administrative team and Rick Dowdle attended a one day AATYC workshop on Campus Crisis Preparedness. As you can imagine, this a very important and a very hot topic in higher education today. It was a very informative workshop. I intend to assign the bulk of this to a new committee. I think the materials from the workshop will give the committee a head start in assisting Ozarka College in developing appropriate plans.
- Student Center—I want you to help us to ensure that students utilize the new student center. It will not be totally completed by the time students arrive. Hopefully, all furnishings will be in place after Labor Day. The area will have a TV area, a small eating area, a cybercafé with four computers, and a nice, comfortable sitting area. We have painted and carpeted and updated the room. As soon as the furnishings are in place, I think we and the students will all be proud of the area.
- Construction/Renovation-the plans for the Ash Flat building are in the final stages and will go out for bid very soon. The architect has been selected for renovation plans for the old LPN building and for the front exterior of the main Administration building.
- Budget—Everyone came out good in the 2007-2008 budget. Your budgets are all available via SONIS. I encourage you to quickly order those things that you need.

Remember, I think if it was really important to you and your program, you surely are ready to spend the money and get it here.

- Last, I want to remind you of the 2nd Annual “Dr. J.” Jalapeno Picnic on Thursday, August 16 at 7:00 pm. It is not mandatory, but you will miss a good time if you do not attend. We will have BBQ, chips, drinks, and jalapeno treats. I would take a few volunteers next Wednesday afternoon at 3:00pm to assist me in preparing the jalapeno treats. I will be in the kitchen and I will provide plastic gloves. My goal for the picnic is purely social with food, fun, and fellowship. I hope you can attend.

Ozarka College

Proposed Policies for Facilities Usage

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Ozarka College and its campus sites in Ash Flat, Melbourne and Mountain View are funded through the generosity of taxpayer dollars and a variety of other federal, state, local and private sources. Ozarka College exists to serve the educational needs of students in North Central Arkansas. When possible, college facilities are available for use by outside parties with scheduling of events based on the following priorities:

- Academic needs
- College organizations, groups or committees
- Campus-sponsored events
- Community groups not affiliated with Ozarka College

All users will be assessed a facility maintenance/custodial fee. Groups or entities that rent any college facilities for the conducting of seminars, conferences, public events, or any for-profit activities will also be charged a rental rate according to the approved facility usage rate schedule.

Organized community/civic/school groups which meet on a regular basis for short periods of time and do not require the use of the lecture hall or auditorium may be exempt from all charges upon approval by the President.

Requesting Facilities

A facilities usage request form is available from the Office of the President. The following information is needed upon request to utilize Ozarka College space:

- Contact information (name, phone, fax, organization)
- Dates/times for event
- Time for practice, additional set-up if applicable
- Specific space desired
- Type of event
- Set-up needs (chairs, tables, sound, equipment, etc.)
- Other special requests

Ozarka College reserves the right to determine the time, place, and manner of usage of the facilities based on the general operating needs of the institution. The college further reserves the right to deny the use of their facilities for any reason without cause or explanation. If a

reservation is made, the College reserves the right to amend or cancel the reservation due to extenuating circumstances.

A facilities usage reservation will be considered upon receipt of the Facilities Usage Request Form by the Office of the President. Reservations will generally be made for only the regular operating hours of Ozarka College, between 7:30 a.m. and 9:00 p.m. Monday-Friday. Reservations for weekends must be requested a minimum of two full weeks in advance and approved by the President. As a general rule, the college will not take reservations during official closures i.e. Christmas holidays, spring break, Independence Day, etc.

If the scheduled event requires set-up time, this must be specified on the reservation request form and will be counted as part of the facilities usage time for billing purposes. Reserving parties are responsible for set-up and clean-up of the reserved space.

Guidelines for Usage

- Any use of the Ozarka College name or logo must be approved in writing by the Public Relations/Marketing staff prior to publication.
- Ozarka College will not be held liable for accidents occurring in conjunction with events on campus nor for personal items which are lost or stolen while college facilities are being used.
- Participant activities will not be allowed to disrupt or interfere with scheduled classes in any way.
- All events are subject to change at the discretion of the administrative council.
- Non-profit or for-profit productions are limited to 7 days of facility use for rehearsal with no charge prior to the production. All rehearsal dates must be scheduled.
- The organizer or promoter of conferences, concerts, or any for-profit activities must verify ticket sells, gate receipts, or participant numbers with the Vice-President of Finance with 24 hours of conclusion of the event. After 24 hours, an additional fee of \$500 will be assessed. If the activity is a Friday or Saturday activity, the verification will occur on the following Monday.

Facilities Usage Rates

All rates are inclusive of general use of tables and chairs. All rates are daily rates. Rental rates are the higher of the minimum rate or 25 percent of the gate receipts. Requests for excessive set-up of furnishings

may be assessed additional hourly fees as determined by the Office of the President.

Room	Capacity	Maintenance Fee	Rental Rate
John E Miller Auditorium	800	\$100	\$500
John E Miller Lecture Hall (C104)	150	\$ 50	\$250
Ash Flat Lecture Hall	140	\$ 50	\$250
Dining Area	75	\$ 50	\$200
Classroom/Conference Room	varied	\$ 25	\$100

Additional Fees as Applicable

Excessive Cleaning	\$25 per hour
Lighting/Sound/Tech (1 hour minimum)	\$25 per hour
Rehearsal/Extra Set-up	\$25 per hour
Repairs to Facilities	as needed
Personnel needed after hrs.	as needed
Key replacement fee	\$50

Other expenses for excessive use or damages may be assessed if equipment is lost or broken during facilities use.

All users and guests of Ozarka College facilities are expected to follow all institutional, state, local and federal policies including, but not limited to the following:

- Sale, distribution or consumption of alcohol is prohibited anywhere on campus.
- All college buildings are tobacco-free areas. Smoking is not allowed within 20 feet of campus entrances.
- Firearms and flammable/explosive materials are prohibited from the grounds.
- Solicitation is generally prohibited. Solicitation of any legal nature must be in accordance with institutional, state and federal guidelines and approved in advance by the Office of the President.

Audio-visual equipment is available for use if requested in advance on the facilities usage form. Equipment is available on a first-come, first-served basis in accordance with the previously-stated priorities.

Stage lights, sound systems and other select equipment must be operated by a technician provided by or approved by the College. Exceptions for outside persons to operate the sound/lighting equipment must be approved in advance.

Necessary furniture rearrangement must be listed on the facilities usage form and is subject to approval. If furniture is rearranged, it should be back in place prior to vacating the premises. Emergency exits, disabled accesses and service doors may not be blocked at any time.

Ozarka College does not provide security for events. If an approved event requires special security, the college must receive a plan for approval by the Office of the President. The plan for outside security should be submitted along with the facilities usage request form.

Special requests not addressed by the general policies and procedures for facilities usage at Ozarka College will be considered on a case by case basis under the authority of the President.



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Mission

Ozarka College provides life-changing experiences through education.

Vision

Ozarka College will be the educational resource of choice in our community providing a quality, innovative, and intellectual learning-centered environment that is responsive, adaptable, and caring.

Values

Our values are the principles, standards, and ideals that form the foundation of our actions. These are the things to which we, as a community of educators, ascribe worth. Our values reveal what we strive for and give us our identity as a college.

Learning

Ozarka College values learning and scholarship for our students, our employees, and the community. We value personal growth and provide access to diverse learning experiences in a technological, supportive environment so that our students can achieve their educational goals. We seek to continuously learn as an organization, promote life-long learning, and be responsive to our changing environment.

Caring

Ozarka College values people and ideas. We respect the dignity and potential of each individual, expressed through fairness, responsiveness, and just treatment for all. We value individual diversity and recognize the unique contributions of all individuals. We promote open communications and the free exchange of thoughts and ideas.

Quality

Ozarka College strives for excellence and integrity in all we do. We are committed to provide a quality, educational environment, being innovative in our course and program offerings, and maintaining quality in all aspects of our work. We continuously seek avenues of improvement.

Community

Ozarka College values community – both the community we serve and the community we create within. As students, faculty, and staff, we have a responsibility to our community that is expressed through involvement. We actively pursue collaborative partnerships in our service area, with the community providing unique learning environments and support for our students while the college provides services, cultural learning opportunities, business outreach, and facilities usage for our communities. We value our college community and encourage the engagement of all through participation, collaboration, and communication.