

President's Report
To the Board of Trustees
September 1, 2011

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

- September 3 Beaver Family Run at Mammoth Spring (Proceeds will be donated to the Mammoth Spring Building Fund)
- September 5 Labor Day Holiday – Offices Closed
- September 6 Board of Trustees Finance Committee Meeting
- September 6 Board of Trustees Academic Affairs Meeting
- September 6 American Red Cross Blood Drive – Ash Flat
- September 7 Facilities Master Plan meeting
- September 8 Scholarship Reception; 6:00 pm
- September 12 Foundation Board Meeting; 10:00 pm
- September 13 Board of Trustees Meeting; 4:30 pm
- September 22 Gourmet Night with Culinary Arts
- September 23 Hosting North Central District Fair Beauty Pageant
- September 24 Ozarka College Foundation Golf Tournament at Cooper's Hawk; 8:00 am
- September 24 Hosting North Central District Fair Beauty Pageant
- September 30 Friends of the Library book sale

Ozarka College Events

- August 1 Summer II Final Exams
- August 4 Registration and enrollment event at Mammoth Spring
- August 11 Mountain View Ribbon Cutting
- August 15 Faculty Return – Employee In-service
- August 16-18 Faculty In-service
- August 16-19 Open Registration at all campuses
- August 18 New Student Orientation at Ozarka College – Melbourne
- August 19 Faculty Committee and Division Meetings
- August 22 Fall classes begin
- August 24 myOzarka Orientation at each campus
- August 30 American Red Cross Blood Drive at Ozarka College – Melbourne

College Governance

- The ribbon cutting event for the new facility at Mountain View was well attended and provided a great kick-off for the fall semester. The outflow of support for Ozarka College is greatly appreciated.
- The fall semester had a smooth start with 1,657 headcount (5% increase) and 1201.07 FTE (7% increase); which will adjust to the final numbers at the official 11th day enrollment count.
- A facilities master plan meeting with WD&D is scheduled for September 7.

- A college wide Professional Development Committee is being established to identify and recommend professional development for the College as a whole.
- Discussion and plans to establish a Cultural Events Committee are underway.
- The City Council of Melbourne showed positive support for the joint tax between the City of Melbourne and Ozarka College. A vote will be taken at the next City Council meeting.

Instruction

- We have had several meetings to discuss the possibilities brought to us by Ina Ramsey and her family concerning the donation of the Arnold Homestead to Ozarka College.
 - Still exploring the anticipated benefits and possible costs to students and the college.
- Faculty returned August 15.
 - In-services went well with two guest presenters invited in to present on Effective Classroom Presentation/Student Involvement and Customer Service.
 - The presentations received high marks on evaluations.
- Academic staff visited several of the area high schools to promote and finalize concurrent classes.
- Developing a continuing education welding class to offer in September or October.

Ozarka – Ash Flat

- Tuesday – Career Pathways Representative on Campus
- Monday – Thursday – TRiO Representative on Campus
- Monday and Wednesday – GED Representative on Campus
- August 17 – Compass Testing for Viola High School
- August 24 – MyOzarka Orientation

Ozarka – Mammoth Spring

- Monday mornings – Adult Education testing.
- Thursday – Career Pathways beginning August 25.
- August 11 – Recorded radio spot for a student success story at K-Kountry radio station.
- Concurrent students enrolled in classes at the Mammoth Spring Ozarka Site: 12 from Mammoth Spring High School and 1 from Thayer High School.
- August 22 – September 6 – Pre-Compass testing available for Developmental Courses.

Ozarka – Mountain View

- Monday and Tuesday beginning August 22 Career Pathways.
- Wednesday and Thursday beginning August 24 TRiO.
- High School Student Registration held on August 2 and 3.
- Ribbon Cutting for Student and Nursing Education Center held on August 11.
- Cook out for students, faculty, staff held on August 30. The food was provided by Siloam Fellowship and Foothills Baptist Church with music provided by faculty and a student.
- Cook out for students, faculty, staff held on August 31. The food was provided by Ozark Heritage Bank and Centennial Bank with music provided by faculty and a student.

Student Services/Enrollment Information

VPSS

- Student Services staff provided placement and registration activities with the service area high schools related to concurrent classes.
- Ron Helm worked with the North Central Unit to determine eligibility of students and placement in college classes at the unit.
- Student Services staff worked at all Ozarka College locations to assist students with financial aid, placement, and registration.
- Student Services staff provided a new student orientation with key Ozarka College personnel presenting.
- Ron Helm and Zeda Wilkerson are currently working to assist students with documented disabilities to determine methods to assist them in learning.
- Participated with Dr. Delong in the AATYC/CAEL webinar.
- Ron Helm served on the Director of Admissions Search Committee

Registrar

- Joyce Baker and Zeda have been processing transcript requests, and drop/add forms. Joyce has been certifying VA students as well.
- We are receiving a number of transcripts from other schools for evaluation.
- Zeda is working to keep the degree audits current, including adding audits for our new programs.
- Zeda participated in a CAEL webinar.

Admissions Office

- The admissions office has processed over 1,000 fall applications and has already received over 100 applications for spring.
- Wanda is working on preparing the ARNEC applications for review; the deadline for ARNEC applications is August 31.
- Former Director of Admissions Brandy Gore accepted a teaching position with Ozarka, and our New Director of Admissions, Amanda Dobbs, began August 29.
- Nearly 100 students attended New Student Orientation on the Melbourne campus. For spring we will return to orientations at all four Ozarka locations.
- LPN program applications will be accepted between September 1 and November 1.

Financial Aid

- Processed over 600 loans.
- Verified over 100 students in the last two weeks.
- Received 1,874 Pell records still receiving daily- processed and awarded if eligible.
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- Continue to award scholarships (foundation, ADHE, etc).
- Processed financial aid suspension appeals and special considerations.
- Completed the Net Price Calculator.
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Career Pathways

- Loaned books to 259 students for the fall semester.
- Will provide childcare assistance to 15 students.
- Paid CNA class tuition for one student.
- Gave book bags with school supplies to approximately 150 new students.

- Hired Lindsay Wilson-Galloway as the new Student Advisor.

Student Success Center

- The student success center staff advised and registered students for the fall 2011 Semester.
- Mickey Freeze presented at New Student Orientation on behalf of the Student Success Center regarding the different student success services offered.
- Mickey Freeze, Tamra Bevill, Kim Lovelace, and Candace Jeffery presented an Allied Health Programs Workshop to students on August 18. The presenters discussed the different allied health programs offered at Ozarka College.
- Jerry Greenhaw and Chris Hinkle of Targeted Training Services presented professional development sessions to faculty, staff, and administration members on August 15. Jerry Greenhaw and Chris Hinkle provided two sessions which were "Effective Presentations for Faculty" and "Customer Service." The professional development sessions were part of the Perkins grant funded activities for the 2011-2012 Academic Year.

Testing

- Placement Testing /COMPASS
- August 1-30—Administered 217 COMPASS tests

TRIO

- Attended Student Orientation
- Attended College Success Teacher Training
- Attended Mountain View Open House
- Conducting TRiO Classroom Presentations

Advancement/Marketing

- Ribbon Cutting Ceremony at Mountain View, August 11, Mountain View.
- Planning for the scholarship reception, September 8, John E Miller Building, Melbourne.
- Planning for the Foundation golf tournament, September 24, Cooper's Hawk.
- Hired new Public Relations Specialist, Molly Carpenter.
- Surveyed entering students during orientation August 18.
- Placed advertising in Areawide newspapers supporting local football teams.
- Placed advertising with KSAR for the upcoming Melbourne Town Hall meeting, which includes a live radio remote broadcast from the Melbourne campus with Dr. Dawe.
- Purchased KKountry sponsorship that will run from September to March. It will sponsor Thayer football and Mammoth Spring basketball.
- Wrote, edited and posted August Ozarka College Connection.
- Sent out press releases to local media.
- Attended Mountain View ribbon-cutting and took pictures of the event for use in the media and on Facebook.

Planning/Institutional Research

- Organized the PAC meeting to complete planning for the Assessment Academy for the 2011-2012 academic year.
- Presented for in-service on the Learning College.
- Facilitated the showing of a webinar for professional development on increasing daily productivity.
- Visited with Mieko Peek about speaking at each location for Japan International Day in November.

- Represented the College at the ACCESS meeting.
- Submitted the IPEDS header for the upcoming IPEDS reports.

Finance/Auxiliary Services

- The Ash Flat Parking Lot was completed and available for student use the first day of classes.
- Several special legislative requests were completed and submitted during the month.
- The finance staff assisted with bookstore sales at the Melbourne, Ash Flat, and Mountain View campuses during the first two days of classes.
- The City of Melbourne construction project to expand the Ozarka Kids Academy has begun. It is estimated that the project will be completed by mid-February.
- Sealed bids were received on the Mountain View janitorial services contract.

Information Systems

- Closed 393 work-orders during August.
- Moved the ARNEC (RN nursing program) compressed video system from C116 to the Lecture Hall in Melbourne.
- Completed software imaging on all computer labs and classrooms at all locations in preparation for the fall 2011-12 semester.
- Completed installation of all IT equipment in the wonderful new building on the Mountain View campus. We are proud of the end result and I want to thank the efforts of the entire department to help ensure a seamless transition to the new facility.
- Completed programming and upgraded myOzarka to version 3.0. This release brought several enhancements and new features such as attendance tracking, drag/drop course calendar, course announcements, and comments on course items.
- myOzarka saw a 15 percent increase in traffic from the traffic in August of 2010.
- Worked with ADHE on correcting a discrepancy on the data for performance funding formula.
- Replaced the lightning damaged phone system carrier and faulty cards on the Mountain View campus. We are working with the Physical Plant on possible grounding issues with the building and hope to identify the source of the issues.
- Working with the business office on several data reports requested by the office of legislative audit.
- Began the process of returning all of the old equipment that was replaced during the busy summer months through the State of Arkansas Marketing and Redistribution department.

Physical Plant

- Hired extra help for evening cleaning at Kids Academy.
- Hired extra help for evening cleaning at main campus.
- Stripped and waxed all of Allied Health and Adult Education tile floors.
- Power washed Administration buildings at Mountain View and Ash Flat.

Grounds

- Ash Flat
 - The New parking lot has been completed and is in use.
- Mammoth Spring

- We are in the process of installing a flag pole. The pole has been ordered and will be delivered and installed on September 9 along with additional lighting. Landscaping will be completed after the installation is complete.
- Restriped the gravel parking lot for organized parking.
- Melbourne
 - Showers in the Miller Building have been installed and are in use.
 - Ozarka Kids Academy Play Ground fall zones have been designed and built to meet State code. Rubber mulch has been priced, purchased and will be delivered September 30.
 - Inventoried and submitted obsolete or damaged office and classroom furniture, etc. to M&R for approval and disposal.
- Mountain View
 - All landscaping, watering systems and sod work has been completed.
 - Parking lot restriped and four additional handicap parking spaces were added to meet ADA requirements.

Personnel

- New hires for consideration at the next Board of Trustees meeting
 - Drexene Winey – Financial Aid Specialist
 - Robin Coggins – Bookstore Manager
 - Cheryl Ekenes – LPN Instructor – Ash Flat
 - Loretta Trammell – LPN Instructor – Mountain View
 - Jedidiah O'Brien – Math Instructor- Mountain View
 - Drexene Winey – Financial Aid Assistant
 - Karin Brown – Associate of Arts in Teaching Program Coordinator
 - John Kelly – Institutional Services Assistant – Ash Flat
 - Hannah McWilliams – Development Officer/Alumni Relations
 - Tracy Cone – Academic Advising Coordinator – TRiO
 - Ross Jackson – Fitness Center Coordinator
 - Eric Morgan – Career Coach – Mountain View
 - Amy Plaster – Criminal Justice/Corrections instructor
 - Lauren-Marie DiPierdomenico – Child Care Technician
 - Brandy Gore – Developmental Education Instructor
 - Justin Ward – Developmental Education/Mathematics Instructor
 - Jeannie Hudspeth – Psychology Instructor
 - Molly Carpenter – Public Relations Specialist
 - Lindsay Galloway – Career Pathways Counselor
 - Amanda Dobbs – Director of Admissions
- Searches
 - Career Pathways Intake Specialist/Administrative Assistant
- Resignations
 - Charlotte Knox, Career Pathways Intake Specialist/ Administrative Assistant

Travel/College Representation

- Dr. Richard Dawe
 - Meeting about Arnold Springs Homestead, August 1, Melbourne
 - Interview with Richard Irby (reporter), August 2, Melbourne
 - Mr. Haley's services, August 4, Melbourne
 - Administrative Council at Mountain View, August 9, Mountain View
 - Special Board of Trustees Meeting, August 10, Melbourne
 - Ribbon Cutting Ceremony, August 11, Mountain View
 - Fulton County Hospital Golf Tournament, August 13, Horseshoe Bend
 - Faculty and staff in-service, August 15-16, Melbourne
 - City Council Meeting, August 18, Melbourne
 - AATYC Presidents and Chancellors Meeting, August 24, Little Rock
 - Filming for UAMS Allied Health video , August 25, ASU Mountain Home
 - Melbourne Town Hall Meeting – Radio Remote, August 30, Melbourne
 - Meeting with Trustee Bob Evins, August 30, Highland
 - Meeting with Trustee Darla York, August 30, Salem
 - Meeting with former Trustee Barbara Perryman, August 30, Viola
- Dr. DeLong
 - CAO Meeting, August 4, ADHE Little Rock
 - Ribbon Cutting Ceremony, August 11, Mountain View
 - Concurrent Enrollment Meeting with Highland High School, August 18, Highland
- Ron C. Helm
 - Emcee of the Izard County Fair Talent Competition, August 11, Melbourne
 - Worked at the Fulton County Hospital Foundation Golf Tournament, August 13, Horseshoe Bend
 - Ribbon Cutting Ceremony, August 11, Mountain View
- Tina Wheelis
 - Performance Funding Committee Meeting, August 18, Little Rock
- Joan Stirling
 - Ribbon Cutting Ceremony, August 11, Mountain View
 - Visited Mieko Peek, August 22, Lyon College in Batesville
 - ACCESS Meeting, August 25, ASUMH in Mountain Home
- Nancy Dust
 - Administrative Council Meeting and building walk-through, August 9, Mountain View
 - Ribbon Cutting Ceremony, August 11, Mountain View
- Suellen Davidson and Hannah McWilliams
 - Registration, August 4, Ozarka College-Mammoth Spring
 - Ribbon Cutting Ceremony, August 11, Mountain View
 - Arkansas Coalition for Excellence Annul Meeting, August 24, Little Rock
- Zeda Wilkerson
 - ACDEC Meeting, August 5, Pine Bluff
 - Compass Test Installation, August 23 , Viola
 - Career Coach Fall Conference, August 28 , Hot Springs
- Michael Orf
 - Assisted with registration at Mammoth Spring, August 4, Mammoth Spring campus

- Met with high school officials at ICC, Viola, and Salem, August 10 and August 22, ICC, Viola, and Salem High Schools
- Ribbon Cutting Ceremony, August 11, Mountain View
- Met with concurrent teachers at Thayer and Highland High Schools, August 12, Thayer HS and Highland HS
- Ruby Johnson
 - Arkansas State Board of Nursing Rules and Regulations Task force for Educational Programs, August 1, Little Rock
 - Mt. View preparing the lab, unpacking and meeting with Loretta, August 2, OC-Mountain View
 - Ribbon Cutting Ceremony, August 11, Mountain View
 - Prepare Lab, deliver and unpack supplies, inventory, work with new instructor, August 12, OC-Ash Flat
 - Mammoth Spring Online Orientation, August 24, OC-Mammoth Spring
 - ARNEC Meeting with Linda Caputi—Curriculum Revision, Aug 26, Little Rock
- Michelle Gray and Karen Hall
 - Pre-Construction Conference (Ozarka Kids Academy Expansion Project), August 18, Melbourne City Hall
- Finance Staff
 - Professional Development, August 30, Little Rock
- Gin Brown
 - Stone County Drug Court Presentation - Ozarka Opportunities, August 26, Mountain View
- Kay Adkins
 - On Course I Workshop, August 4-7, Baltimore, Maryland.
- Molly Carpenter
 - Ribbon Cutting Ceremony, August 11, Mountain View
 - Salem Chamber of Commerce Meeting, August 24, Salem
 - Meeting with Areawide editor and staff, August 25, Salem
 - Recorded radio ad and discussed upcoming live radio remote with KSAR, August 25, Highland
 - Took pictures of the Ash Flat parking lot to accompany news release, August 26, Ash Flat
- James Spurlock
 - Highland School Back to School Event, August 6, Highland
 - Spring River Chamber of Commerce, August 16, Hardy
 - Salem Chamber of Commerce, August 24, Salem
- Anthem Eder
 - Mammoth Spring Chamber Meeting, August 11, Mammoth Spring
 - Staff and Faculty in-service meeting, August 15, Melbourne
- Kim Lovelace, Kendra Smith, Charlotte Knox
 - Mountain View Open House, August 11, Mountain View
- Ronny Rush, Rick Dowdle, Denny Elrod, Bonnie Crider and Penny Ramsey
 - Prepare for Ribbon Cutting Ceremony, August 11, Mountain View
- Rick Dowdle and Denny Elrod

- Move and set up offices and classroom, August 15-19, Mountain View
- Drexene Winey
 - Assist with registration, August 4, Mammoth Spring
 - Assist with registration, August 17, Mountain View
 - Assist with registration, August 18, Ash Flat

Kudos

- Information Systems for getting everything ready for the start of the semester in the small window of opportunity available to them.
- Dr. DeLong, the Division Chairs, Site Coordinators and Karen Overturf for their dedication and hard work during the first week of classes.
- Student Services for their long hours getting all the students ready to start classes.
- Advancement, Nancy Dust, Mimi Newsome, and Gin Brown for an excellent ribbon cutting ceremony in Mountain View.
- Finance staff for helping at the locations and Career Pathways during a busy time.
- Maintenance and Grounds for excellent surroundings as we begin another year.
- DeeDe Stead for her tireless work in getting all the new hires on board.
- Kitchen staff for trying something new.
- Robin Coggins for her efficiency in the bookstore.
- Laura Lawrence on the birth of her daughter, Callie Sue.
- Michael Orf for his contribution toward promoting and coordinating the concurrent enrollment process this fall.
- All the Division Chairs for teaching the myOzarka online orientation this fall.

In our thoughts

For challenges of family or personal illness:

- Bonnie Leonhardt (adjunct instructor) – death of Father
- Phillip Gillihan – illness
- Alan Vickery - illness

Tentative discussion items for the next Board of Trustees meeting

- ACCT Trustee Committees
- Facilities Master Planning progress report
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Tentative action items for the next Board of Trustees meeting

- Selection of Board of Trustee Officers and Committees
- Personnel – Approval of new hires
- Finance
 1. Approve end-of-year financial report as of June 30, 2011
 2. Approve year-to-date financial report
 3. Approval of revised 2012 operating budget
 4. Approval to request an Accounting Coordinator position from the Higher Education Growth Pool
- Board Policy Revisions
 1. Policy 2.10 Personnel Policies – Employee Recruitment and Selection

2. Policy 2.11 Personnel Policies – Job Vacancy Posting
3. Policy 4.32 Academic Policies – Standards of Progress

Monthly Financial Report (attached)

College Monthly Calendar (attached)

Dr. Dawe's Closing Comments

- We have begun the new fall semester and I am so impressed by the positive attitudes and eagerness for new innovation that I hear from all personnel. This has been a very active and often challenging year for Ozarka College and we are sharing now in seeing our initiatives and effort take hold throughout the college. We have hired and promoted many talented faculty and staff and they are helping us to advance even further.
- The facilities master planning work is advancing well and we will soon have a concept of building needs at the main campus to share with the college community. This will most likely include some level of enhancement to the existing structures and the foot and vehicle traffic flow throughout the main campus in Melbourne. Concepts will be shared beyond the working group comprised of administration, faculty, staff and community representatives as soon as we have the basics developed.
- I appreciate everyone's' dedication and efforts to begin the year on very firm ground with positive energy! Record enrollment growth, fueled by new and progressive programs will ensure the success of our students for decades to come.
- Please contact with any questions, concerns, or comments at:
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 - Office: 870-368-2001