

President's Report
To the Board of Trustees
March 1, 2008

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

- March 1 Radiology Technology Continuing Education Seminar
- March 3 Foundation Board Meeting 9:30 am
- March 4 Arbor Day in Mt. View 9:30 am
- March 5 Arbor Day in Melbourne 10:45 am
Arbor Day in Ash Flat 12:45 pm
- March 6 PTK Induction 6:00 pm
- March 11 Ambassador Luncheon 11:00 am
- March 17-21 Spring Break (Campus Open)
- March 20 Board of Trustees Meeting 4:00 pm
- March 22 Electricians Continuing Education Seminar
- March 27 Spring Gala 6:30 pm (John E. Miller Lobby)
- March 28-29 Ozarka represented at the Ash Flat Home & Garden Show

Ozarka College Events

- February 4 Faculty Appreciation Dinner
- February 5 Ozarka served as Voting Poll
- February 8 Hosted Real Estate Continuing Education Seminar
- February 14 Culinary Arts Valentine's Day Dinner
- February 14 Ozarka hosted Izard County Spelling Bee
- February 23 Student Seminar
- February 25 Special Board of Trustees Meeting
- February 25 Advisory Dinner
- February 26 College Update
- February 27 Retirement Celebration for J.R. McConnaughay
- February 28 OCF Concert - Tribute to the Eagles

College Governance

- Ozarka College campuses were very lucky during the storm having no damage in Ash Flat and Melbourne. Very minor damage occurred at the Mountain View building where the tornado path came within 100 yards of the facility. Ash Flat and Melbourne campuses missed no classes due to the storm, but the Mountain View campus missed four days of class due to the power outage. Faculty and students are working hard to make up for the missed time.
- The ADHE Coordinating Board approved two new programs for Ozarka College at the February 1 meeting. The two 30 credit hour technical certificates are for Health Professions and Early Childhood Education.
- All supervisors have been conducting professional reviews and OPM evaluations for faculty and staff this past month. All reviews will be completed prior March 15 and presented at the March 20 board meeting.

- Strategic Planning for 2008-2009 is nearing completion and the budgeting process for 2008-2009 is in full swing. The budget will be completed in April and presented to the Board of Trustees at the May meeting.
- The construction at Ash Flat and the renovation on the Melbourne campus are both proceeding as scheduled. The next significant projects will be a new roof for the main administration building and kitchen renovations on the Melbourne campus.
- A great deal of additional information is in the attached College Update which was conducted on February 26.

Instruction

- Technical Certificates in Early Childcare and Health Professions approved by the ADHE Coordinating Board
- Faculty Appreciation Dinner – Feb 4
- Participated in writing a Perkins grant with the North Central Arkansas Education Consortium
- Advisory Dinner – Feb 25
- Working with Ron Helm to revamp Advising process
 - Created Early Alert process to enhance proactive advising
- Continuing to work with Mountain View High School in the creation of a Career Technology Center
- Continuing to work with Arkansas Craft Guild to develop credit curriculum

Ash Flat Campus

- Feb. 5 & 12 White River Area Agency on Aging computer training for the elderly covering Medicare sign-up and basic computer skills.
- Approximately 30 Ozarka College staff, faculty, students, and alumni volunteered at the Red Cross Relief Center.
- Feb. 14 & 28 Arkansas Center on Aging Seminar in the Lecture Hall.
- Feb. 20 U.S. Social Security on-line training in the computer lab. (Rescheduled for 03/06/2008 due to inclement weather.)

Mountain View Campus

- Feb. 21 Red Cross Blood Drive 9:00 am- 2:00 pm; 21 units donated.
- Feb. 21 closed at 10:00 because of ice.
- Feb. 25 Arkansas Craft Education Council Board meeting; 9:00 to 11:30; Gin Brown and Cheri McKee-McSwain participated.
- Feb. 28 Financial Aid Workshop co-sponsored by OC and Simmons Bank for area high school juniors and seniors and their parents; 6:00 pm, 51 in attendance.
- Completed Budget for 2008-09 and MV Planning Document.
- Month of February: Classes participated in the CORE Survey and the Community College Survey of Student Engagement.
- Gin's off campus activities in support of Ozarka:
 - Feb 16 Represented OC at the Agriculture Appreciation Day; 10 am - 2:00 pm; Stone County Fair Grounds; sponsored by the MV Area Chamber of Commerce.
 - Feb. 18 Update on OC presented to the Stone County Community Resource Council; 11:00; SCCRC Building. SCCRC voted to endow a second \$10,000 scholarship to the Ozarka College Foundation for a Stone County Student.

Student Services/Enrollment Information

- College Transfer Day – sponsored by TRiO (Student Support Services) – February 21, 2008.
- Student Seminar – sponsored by TRiO – February 23, 2008
- 41 Ozarka students attended a Student Seminar which consisted of a variety of workshops on student success. The seminar was co-sponsored by TRiO, Career Pathways, Perkins and Student Services. The workshops were presented by several Ozarka staff.
- CCSSE - Judy Sharp, Assessment Coordinator has been conducting the Community College Survey of Student Engagement.
- IZARD County Spelling Bee - Ozarka College assisted the public schools with the following: Joanna Fulbright (Reader) Becky Yauilla (Judge) Rodney Williams (Judge) and Ron Helm (Sound)
- Public School Recruitment – Zeda Wilkerson, Director of Admissions has recently visited the schools in our four county service area.
- ACT – Judy Sharp and Ron Helm administered the ACT on February 9, 2008.
- Joyce Goff and Pam Miller will be attending a SLGFA (Student Loan Guarantee Foundation of Arkansas) conference meeting on March 6 and 7 in Little Rock.

Advancement/Workforce/Community Service

- Real Estate Continuing Education Course co-sponsored with First National Banking Company on Feb 8
- Professional Reviews were completed for all advancement staff
- Endowment level of \$10,000 realized from Diane Dixon Zook and Randy Zook and Janet Dixon Newton
- New endowment created by Jane and Oscar Crofford with initial donation on Feb 19
- Take It To The Limit Concert on Feb 28th fundraiser for the Foundation
- Scholarship Committee awarded five institutional scholarships from the Foundation for spring (\$1500 total)
- Stone County Resource Council contributed an additional \$10,000 to their current endowment
- Career Pathways staff assisted with Trio student seminar on Saturday, February 23rd
- Advancement staff assisted with storm relief efforts in IZARD and SHARP Counties, collected supplies for displaced families, assisted students to replace supplies and textbooks & donated items and man hours to the county relief centers.
- High School sponsorships for schools in our service area have been completed.

Grants/Planning/Special Projects

- Perkins
 - The Student Success Center is open on the Melbourne campus and has been seeing students for tutoring and career counseling. The Student Success Specialist has written and received a grant for Drug Education for the college for \$2000.
 - The Perkins Grant funded three Ozarka persons (J. Miller, R. Helm, J. Stirling) to travel to Seattle to attend a Noel-Levitz seminar.

- The Perkins Grant funded a webinar series on Advising/Retention and the first one was held February 14 and was attended by J. Miller, J. Peterson and J. Stirling)
- DOJ
 - Continues to serve students who are victims of domestic violence
 - Visited all College Success Classes to educate on Sexual Assault, Domestic Violence and Stalking
 - Received approval for July-December 2007 report submitted in January 2008
- Partners Grant
 - Four of the eight CNA students who finished last semester have found jobs already
 - The grant has purchased a SIM Man (programmable dummy patient) for the Ash Flat nursing program
- Planning/HLC
 - Planning 2008-2009 has occurred and Administrative Council members are taking turns inputting planning into the shared document on the I drive
 - The college is sending six persons to a NCA/HLC workshop in Kansas City to jump start the Self-Study process. Those participating will be Mike DeLong, Karla Rush, Holly Ayers, Bettie Estes, Rodney Williams and Joan Stirling. The proposed timeline for the Self-Study will be finalized and initial planning will take place.
- Arbor Day celebrations have been planned at each site and speakers will include M. DeLong, a student from each campus and an Arkansas Forestry Commission representative.
- Crisis Manual – Completed and waiting approval for “Working Draft” release

Finance/Auxiliary Services

- The budget process for the 2008-09 fiscal year began on February 18th. The preliminary salary and benefit projections have been completed and departmental budget requests and revenue projections are due on March 3rd.
- Kim Melton with the AR Division of Legislative Audit is on campus to conduct the annual audit for the 2007 fiscal year.
- Professional reviews for all finance and auxiliary personnel have been completed.
-

Information Systems

- Updated the search engine for the library's books to allow for free text inputs
- Added Library of Congress lookups to the library's management software
- Added First-time Full-Time enrollment comparison features to Sonisweb for Student Success center
- New televisions in dining room
- Replaced faulty switch at Mt View campus
- Created Financial Aid instructional DVD for College Success courses
- Replaced Printers in Business Offices
- Replaced monitor in Payroll Office
- Added two additional phone lines in Ash Flat and replaced bad ports from storm damage
- Installed lightening protection in Maintenance, Grounds, and the Kids Academy
- Installed laser color printer/copier/scanner/fax in Nursing Department

- Joined projectHoneyPot.org
- Added wireless phones for both Grounds and Maintenance
- Installed additional computer in maintenance for the staff
- Updated budget software to allow for new changes implemented by the Business Office

Physical Plant/Grounds

- We have had to do some storm related projects, mostly just a lot of clean up at Mt. View. The fence was blown down at the Melbourne Campus. It has been repaired and looks good.
- We had to saw out a section of concrete at the Miller building and tie in to another drain line. This should stop the flooding once and for all.
- The sod has been put down at the south east entrance of the Miller building, come spring time this should look really good.
- We have placed three metal outdoor benches in front of the Miller building. After positive input on campus they were bolted down in place.
- A few more items have been taken to M&R.
- We are still pruning trees and shrubs and transplanting some to better locations.
- John Brown Construction Co. has started on the renovation of the old student center for the relocation of the Bookstore and Career Pathways.
- Plans for a new roof for the Main building are being designed by Rico Harris of Harris Architecture.
- There was some minor damage to the Mt. View campus building. The repairs will be done in house by the Physical Plant staff.
- Professional reviews for all physical plant and grounds personnel have been completed.

Personnel

New hires for consideration at the next Board of Trustees meeting

- Charlotte Knox, Career Pathways Intake Specialist

Resignations

- Samantha Thornsberry, English Instructor (Relocation)
- Cheryl Moore, Secretary I – Mt. View (Health reasons)

Searches

- Biology Instructor
- English Instructor

Travel/College Representation

- *Dusty R. Johnston*
 - *ADHE Coordinating Board—February 1—Arkadelphia, AR*
 - *Kiwanis—February 4—Cherokee Village, AR*
 - *CRC Forum—February 8—Newport, AR*
 - *Trustee Conference—February 18-19—Little Rock, AR*
- *Ron Helm, Deltha Shell, Jenny Miller, and Joan Stirling*
 - *Noel-Levitz Retention Seminar— Feb. 26-28— Seattle*
- *Jenny Miller*
 - *Drug Education Group—February 9—Little Rock*

- *Karla Rush, Mike DeLong, Holly Ayers, Bettie Estes, Rodney Williams and Joan Stirling*
 - *NCA/HLC Workshop on Self-Study—February 28-29—Kansas City*
- *Mike DeLong*
 - *Coordinating Board Meeting—Feb 1—Arkadelphia*
 - *Arkansas Workforce Education Workshop – Feb 5 – 6th—Little Rock*
 - *Part of the North Central Arkansas Education Consortium Team*
 - *Chief Academic Officers meeting– Feb 12—Little Rock*
 - *ARNEC Board Meeting —Feb 15—Little Rock*
 - *NCA Self-Study Workshop —Feb 28-29—Kansas City*
- *Gin Brown*
 - *Southern Association of Collegiate Registrars and Admissions Officers Conference; Presenter Reducing Stress in the Registrar’s Office and a participant—February 9-12— Williamsburg, Virginia.*
- *Karla Rush*
 - *Arkansas Economic Development Meeting—Feb 19—Mountain Home*
 - *HLC/NCA Self-Study Work Day—Feb 28-29—Kansas City, MO*
- *Kim Lovelace*
 - *Career Pathways Meeting—Feb 26-27—Russellville, AR*
- *Candace Blevins and Tina Wheelis*
 - *AR Sales and Use Tax Seminar—February 5—Little Rock, AR*
- *Tina Wheelis*
 - *Presidents and Chancellors Meeting—February 15—Little Rock, AR*

Kudos

- As we approach Arbor Day, kudos to Dave Rush who has taken a barren campus and given it a park-like appearance!
- Kudos to Bettie Estes, Rodney Williams, Holly Ayers, Karla Rush and Mike DeLong for stepping up as leaders in the Self-Study process.
- Kudos to Alison DeLong and her LPN nursing class for assisting the White River Medical Center in Mountain View following the Feb 5th tornado.
- Kudos to James Spurlock for coordinating an Ozarka College team to help with clean-up efforts in Ash Flat and Highland.
- Kudos to Becky Yauilla and her LPN nursing students for assisting in the clean-up and cooking for tornado respondents.
- Kudos to Ruby Johnson, Stacy Dale and all others for folding donated clothing at the IZARD County Fairgrounds.
- Kudos to all the other Academic Affairs staff and faculty that helped in the clean-up and donation efforts following the Feb 5th tornado.
- Kudos to Roger Koonce, Robert Butler, Jennifer Taylor, and Gin Brown for picking up the debris from the tornado on the Mountain View Campus.
- Our Adult Education Department once again had the honor of testing the examinee that scored the highest in the state on the GED Test in 2007—we also had the highest scorer in 2006.
- Kudos to the culinary department for an outstanding job at the Faculty Appreciation Dinner and Advisory Board Dinner.
- Kudos to Tracy Cone for organizing Ozarka’s storm relief efforts.
- Kudos to Ozarka personnel for forming a Relay for Life Team in IZARD County.

- Kudos to Wanda McConnaughay and Karen Overturf for pitching in to cover the switchboard while Candi is on maternity leave.
- Kudos for a successful Student Seminar. An event like this cannot be successful without the efforts of many people. Special thanks goes to the following:
 - The presenters, Jenny Miller, Joyce Goff, Kim Lovelace, Karin Brown, Ronda McLelland and John Petersen.
 - Career Pathways staff, Kim Lovelace, Laura Lawrence, Tracy Cone and Charlotte Knox for their extra help and breakfast!
 - Ozarka College kitchen staff for breakfast.
 - Jenny Miller and Joan Stirling for the Alcohol Awareness grant presentation and lunch!
 - Dr. Johnston and Ron Helm for showing up and providing support for this event.
 - The TRiO staff, Deltha Shell, Ronda McLelland, Karin Brown, John Petersen and Shelia Titus for putting forth an outstanding effort in event organization, preparation of the seminar booklets, student registration and recruitment.

In our thoughts

For challenges of family or personal illness:

- Bettie Estes for loss of her home during the tornado.
- Samantha Thornsberry
- Alison DeLong
- Becky Yauilla
- Donna York
- Cortney Kurpiel
- Rex Whitfield
- Rex Ogle (Son-In-Law of Brenda Morris)
- Shirley Wunderlich – mother passed away
- Michelle Cunningham – marriage to Dr. Adam Gray (Best Wishes)
- Candi Franks – birth of daughter, Ember (Congratulations)
- J.R. McConnaughay – Congratulations on Retirement

Tentative action items for the next Board of Trustees meeting

- Personnel
 - Approval of new hires
 - Approval of hiring current administration, faculty, and staff for the 2008-2009 academic year
- Approval of \$25 per semester fee increase for LPN program

Tentative discussion items for the next Board of Trustees meeting

- Ash Flat campus/ construction update
- Melbourne campus renovation update
- Strategic plan update
- 2008-2009 budget update
- Retirement benefits/Health Insurance
- Campus smoking policy
- May retreat/board meeting—May 15—12:00 noon

Monthly Financial Report (attached)

College Monthly Calendar (attached)

DRJ Closing Comments

- The employees of Ozarka College were extremely community minded and helpful during the aftermath of the tornadoes. Many faculty, staff, and students were involved in relief efforts by organizing and procuring care packages of essentials for the storm victims, donations of money, as well as volunteer time and effort at several locations including:
 - Melbourne Disaster Relief Center
 - Ash Flat Disaster Relief Center
 - Mountain View Relief Center
- Tracy Cone is to be commended for coordinated donations of money, clothing, and essentials for all three locations. James Spurlock coordinated relief efforts in Ash Flat. Nursing instructors and nursing students assisted in all locations. Alison DeLong and the Mountain View LPN students provided manpower for the White River medical facility as they conducted operations after the tornado.
- Spring break for Ozarka is March 17-21. Classes will not meet, but the offices will be open. Employees who choose to be off at this time will utilize vacation. We started this in the Spring 2006 semester. Prior to that, the campuses were closed and employees were charged vacation time. The positive to how we do it now is that it is the employee's choice to use the vacation time or not. Work will be accomplished during this time. I will take vacation days March 17-19.
 - Reminder that the next regularly schedule board meeting is Thursday, March 20, 2008 at 4:00 pm in the board room of the Miller building.
 - Please contact with any questions, concerns, or comments at:
 - djohnston@ozarka.edu
 - Office: 870-368-2001
 - Cell: 870-368-2097

Ozarka College
Unrestricted Current Funds
July 1, 2007 thru February 29, 2008

| | 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 | 662,790 | 1,617,779 | (88,438) | 105.78% |
| Program & Course Related Fees | 92,126 | 92,126 | 46,589 | 112,881 | (20,755) | 122.53% |
| Testing Services | 19,711 | 19,711 | 5,698 | 18,524 | 1,187 | 93.98% |
| Sales Tax Proceeds | 232,930 | 232,930 | 24,155 | 165,396 | 67,534 | 71.01% |
| Interest Income | 39,469 | 39,469 | 0 | 40,611 | (1,142) | 102.89% |
| Other Income | 39,536 | 39,536 | 638 | 32,187 | 7,350 | 81.41% |
| General Revenue | 2,880,151 | 2,880,151 | 121,566 | 1,819,004 | 1,061,147 | 63.16% |
| Workforce 2000 Funding | 1,088,212 | 1,088,212 | 95,788 | 766,307 | 321,905 | 70.42% |
| Economic Development Funding | 65,000 | 65,000 | | 136,364 | (71,364) | 209.79% |
| Critical Maintenance Funding | 50,000 | 50,000 | | 100,000 | (50,000) | 200.00% |
| Auxiliary Income - Cafeteria | 45,022 | 45,022 | 5,932 | 49,416 | (4,394) | 109.76% |
| Auxiliary Income - Bookstore | 357,573 | 357,573 | 190,595 | 538,648 | (181,075) | 150.64% |
| Auxiliary Income - Preschool | 124,659 | 124,659 | 15,153 | 98,943 | 25,716 | 79.37% |
| 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>233,252</u> | <u>(23,252)</u> | 111.07% |
| Total Unrestricted Revenues | <u>6,973,730</u> | <u>6,973,730</u> | <u>1,168,904</u> | <u>5,729,312</u> | <u>1,244,418</u> | <u>82.16%</u> |
| Expenses: | | | | | | |
| Regular Salaries | 3,178,761 | 3,178,761 | 260,713 | 2,074,402 | 1,104,359 | 65.26% |
| Extra Help Salaries | 125,000 | 125,000 | 6,686 | 77,817 | 47,183 | 62.25% |
| Fringe Benefits | 1,376,545 | 1,376,545 | 108,606 | 902,519 | 474,026 | 65.56% |
| Supplies & Services * + ^ | 1,148,624 | 1,165,585 | 107,412 | 1,126,939 | 38,646 | 96.68% |
| Travel | 68,095 | 68,095 | 3,096 | 29,968 | 38,127 | 44.01% |
| Utilities | 323,275 | 323,275 | 15,103 | 176,955 | 146,320 | 54.74% |
| Capital Outlay * | 37,000 | 42,000 | | 20,120 | 21,880 | 47.91% |
| Transfer to Debt Retirement | 27,460 | 27,460 | | 20,595 | 6,865 | 75.00% |
| Bond Payments | 188,970 | 188,970 | | 130,348 | 58,622 | 68.98% |
| Institutional Scholarships & Waivers | 210,000 | 210,000 | | 233,252 | (23,252) | 111.07% |
| Contingency + ^ | <u>290,000</u> | <u>268,039</u> | | | <u>268,039</u> | 0.00% |
| Total Unrestricted Expenditures | <u>6,973,730</u> | <u>6,973,730</u> | <u>501,616</u> | <u>4,792,915.04</u> | <u>2,180,815</u> | <u>68.73%</u> |

* Adjustment to Grounds budget for purchase of new equipment

+ Adjustment to Science budget for employment tuition reimbursement

^ Adjustment to VP Student Services budget for purchase of furniture for the student center

Net Income **936,397**

Ozarka College
 Restricted Funds
 July 1, 2007 thru February 29, 2008

| | 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 | 32,125 | 59,875 | 3,375 | 94.66% |
| AR Workforce Improvement Awards | 47,500 | | 47,500 | | 21,064 | 26,436 | 44.35% |
| Federal Work Study | 45,000 | | 45,000 | 4,084 | 24,988 | 20,012 | 55.53% |
| Academic Competitiveness Grant | 14,000 | | 14,000 | 4,125 | 8,625 | 5,375 | 61.61% |
| PELL Grant | 1,750,000 | D 640,000 | 2,390,000 | (6,157) | 2,375,172 | 14,828 | 99.38% |
| SEOG Awards | 25,000 | | 25,000 | 12,550 | 25,000 | 0 | 100.00% |
| Student Loans | 1,675,000 | E 300,000 | 1,975,000 | 689,316 | 1,955,807 | 19,193 | 99.03% |
| Miscellaneous Scholarships | 0 | B 12,250 | 12,250 | 3,000 | 12,250 | 0 | 0.00% |
| Student Aid Revenues | 3,619,750 | 952,250 | 4,572,000 | 739,043 | 4,482,780 | 89,220 | 98.05% |
| Federal Grant Revenues | | | | | | | |
| Big Read Grant | 0 | A 3,000 | 3,000 | | 3,000 | 0 | 0.00% |
| Career Pathways Initiative | 250,000 | | 250,000 | 19,231 | 143,014 | 106,986 | 57.21% |
| Carl Perkins | 87,450 | | 87,450 | | 15,214 | 72,236 | 17.40% |
| Correctional Grant | 6,012 | | 6,012 | | 5,800 | 212 | 96.47% |
| Department of Justice Grant | 70,000 | | 70,000 | 17,085 | 28,165 | 41,835 | 40.24% |
| Direct & Equitable Grant | 118,528 | | 118,528 | 15,000 | 76,000 | 42,528 | 64.12% |
| Empowering Older Adults | | C 16,000 | 16,000 | | | 16,000 | 0.00% |
| Partners In Care | 325,500 | | 325,500 | | 137,912 | 187,588 | 42.37% |
| TRIO Grant | 265,045 | | 265,045 | 26,317 | 171,944 | 93,101 | 64.87% |
| Federal Grant Revenues | 1,122,535 | 19,000 | 1,141,535 | 77,633 | 581,049 | 560,486 | 50.90% |
| State Grant Revenues | | | | | | | |
| Adult Basic Education Grant | 12,000 | | 12,000 | | 12,000 | 0 | 100.00% |
| Special Projects Grant | | C 5,000 | 5,000 | | | 5,000 | 0.00% |
| General Adult Education Grant | 298,140 | | 298,140 | | 222,000 | 76,140 | 74.46% |
| State Grant Revenues | 310,140 | 5,000 | 315,140 | 0 | 234,000 | 81,140 | 74.25% |
| Total Restricted Revenues | 5,052,425 | 976,250 | 6,028,675 | 816,676 | 5,297,828 | 730,847 | 87.88% |

Expenditures:

| Student Aid Expenditures | | | | | | | | |
|--------------------------------------|------------------|---|----------------|------------------|----------------|------------------|----------------|---------------|
| AR Challenge Awards | 63,250 | | 63,250 | 32,125 | 59,875 | 3,375 | 94.66% | |
| AR Workforce Improvement Awards | 47,500 | | 47,500 | | 21,064 | 26,436 | 44.35% | |
| Federal Work Study | 45,000 | | 45,000 | 5,106 | 30,094 | 14,906 | 66.88% | |
| Academic Competitiveness Grant | 14,000 | | 14,000 | 4,125 | 8,625 | 5,375 | 61.61% | |
| PELL Grant | 1,750,000 | D | 640,000 | 2,390,000 | (3,456) | 2,372,101 | 17,899 | 99.25% |
| SEOG Awards | 25,000 | | 25,000 | 13,050 | 25,200 | (200) | 100.80% | |
| Student Loans | 1,675,000 | E | 300,000 | 1,975,000 | 689,335 | 1,955,826 | 19,174 | 99.03% |
| Miscellaneous Scholarships | 0 | B | 12,250 | 12,250 | 5,907 | 12,013 | 237 | 0.00% |
| Student Aid Expenditures | 3,619,750 | | 952,250 | 4,572,000 | 746,192 | 4,484,797 | 87,203 | 98.09% |
| Federal Grant Expenditures | | | | | | | | |
| Big Read Grant | 0 | A | 3,000 | 3,000 | | 1,777 | 1,223 | 59.25% |
| Career Pathways Initiative | 250,000 | | | 250,000 | 26,041 | 192,636 | 57,364 | 77.05% |
| Carl Perkins | 87,450 | | | 87,450 | 18,874 | 45,964 | 41,486 | 52.56% |
| Correctional Grant | 6,012 | | | 6,012 | 947 | 5,534 | 478 | 92.04% |
| Department of Justice Grant | 70,000 | | | 70,000 | 4,834 | 33,428 | 36,572 | 47.75% |
| Direct & Equitable Grant | 118,528 | | | 118,528 | 10,307 | 65,754 | 52,774 | 55.48% |
| Empowering Older Adults | | | 16,000 | 16,000 | | 2,474 | 13,526 | 15.46% |
| Partners In Care | 325,500 | | | 325,500 | 62,769 | 223,624 | 101,876 | 68.70% |
| TRIO Grant | 265,045 | | | 265,045 | 19,889 | 191,834 | 73,211 | 72.38% |
| Federal Grant Expenditures | 1,122,535 | | 19,000 | 1,141,535 | 143,661 | 763,024 | 378,511 | 66.84% |
| State Grant Expenditures | | | | | | | | |
| Adult Basic Education Grant | 12,000 | | | 12,000 | | 12,000 | 0 | 100.00% |
| Special Projects Grant | | C | 5,000 | 5,000 | | | 5,000 | 0.00% |
| General Adult Education Grant | 298,140 | | | 298,140 | 23,126 | 172,309 | 125,831 | 57.79% |
| State Grant Expenditures | 310,140 | | 5,000 | 315,140 | 23,126 | 184,309 | 130,831 | 58.48% |
| Total Restricted Expenditures | 5,052,425 | | 976,250 | 6,028,675 | 912,979 | 5,432,130 | 596,544 | 90.10% |

A - Grant was extended into the 2008 fiscal year

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

C - Grant application approved after the beginning of the fiscal year

D - Increase in appropriation due to increase in student enrollment and eligibility

E - Increase in appropriation due to increase in students requesting/receiving student loans

Ozarka College

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

Calendar of Events

« February 2008 **March 2008** April 2008 »

March 2008

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|--|--|--|--|--|--|
| | | | | | | 1 8a Radiology S... 1p Ms. St. Pat... |
| 2 | 3 9a Master Gard... | 4 9:30a Arbor Da... 11a Personal C... 11:45a Melbour... 5p MV Area Cha... | 5 10:45a Arbor D... 11a Personnel ... 12:45p Arbor D... Mid-term Advis... | 6 6p PTK Inducti... | 7 9a COMPASS TES... 6p Melb. Med. ... | 8 |
| 9 | 10 7:30a Safe Pas... 6:30p Gideons | 11 11a Student Co... | 12 11:30a Relay f... | 13 8a Local Emerg... | 14 8a Tommy Hanco... | 15 |
| 16 | 17 8a Retired Tea... Spring Break | 18 Spring Break | 19 Spring Break | 20 4p Board of Tr... Spring Break | 21 Spring Break | 22 8a Electrician |
| 23 | 24 1:30p CPEC 7p Cake Decora... | 25 7p Town Hall M... | 26 | 27 6:30p Spring G... | 28 9a Wonderlic &... | 29 |
| 30 | 31 7p Cake Decora... | | | | | |

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COLLEGE UPDATE

2/26/08

First, I personally think things are going great for Ozarka College and a primary reason is all of you. I appreciate all that you do for Ozarka College and I appreciate the support you continue to provide to me as we progress forward for Ozarka College. Keep up the good work.

1. College Planning and Effectiveness

- The College Planning and Effectiveness continues to meet with the primary functions being the continued development of the assessment calendar, defining the assessment activities on the assessment calendar, and monitoring the status of the activities cited in the assessment calendar. This task will be continuous.
- I remind you that the purpose of the Planning and Effectiveness committee is to monitor and to ensure completion of the strategic planning and the effectiveness processes of the college. The committee will monitor, review, and suggest enhancements to:
 - The Administrative council which will be charged with:
 - Development and completion of the annual Strategic Plan
 - Defining, developing, and implementing systematic processes that insure institutional effectiveness that is consistent with college expectations, state expectations, and all accrediting body requirements
 - The Instructional Council which will be charged with:
 - Development of processes and procedures which ensure student learning measures are consistent with college expectations, state expectations, and all accrediting bodies
 - Follow-up and documentation of measures of student learning to ensure that instructional programs are effective and that student learning is taking place
 - Implementations of the approved assessment calendar activities and functions
- The College Effectiveness website is nearing completion.

2. Student Success Center

- The SSC is operation and is providing some opportunities for several students. Services are being provided through cooperation of staff from TRIO, Carl Perkins, Career Pathways, faculty, and additional staff. Functions include tutoring, academic coaching, career guidance, testing, and the learning lab. The intent is that all services and functions will be provided to all students at all campuses. I encourage you to send students that direction for assistance.

3. Strategic Plan/Planning Calendar

- Many of you are now or have been participating in the planning for 2007-2008. I do appreciate you efforts. Effective planning will make effective budgeting of resources easier to accomplish.

- The Annual Cycle for planning provides us a very systematic plan for activities. We will try our best to follow it as closely as possible and to provide documentation of the planning efforts that it indicates we will accomplish.
4. Budget Process
 - The business office has officially kicked off the budgeting process. The annual cycle indicates that the departmental budget process will be completed by the beginning of March. Departmental budgets are to be completed by next Monday, March 3. The finance department will complete the final draft of the budget by the end of April. The 2008-2009 budget will be approved by the Ozarka College Board of Trustees at the May meeting.
 - Remember, that in the perfect world, good assessment drives good planning which drives good budgeting. I encourage you as you work on the strategies and actions for your part of the strategic plan to also note any impact on your departmental budget requests.
 5. Higher Learning Commission/North Central Association
 - A team from Ozarka College will be participating in a workshop late this week designed to provide specific assistance in developing and completing the institutional self-study.
 - When this team returns, we will establish the final Self-Study timeline and begin this important work. All employees will participate in the self-study process in some manner. The Self-Study steering committee will be formed from a wide variety of employees. Additional employees will participate on each committee and subcommittee.
 - The HLC/NCA Handbook for Accreditation can be seen in its entirety at www.ncahlc.org. I encourage you to visit the site and become as familiar as possible with the accreditation process. Several professional development opportunities will be conducted over the next year to ensure that all employees are knowledgeable of the process.
 - The assessment calendar, the activities of the College Planning and Effectiveness committee, the Strategic Plan, and the review of the strategic plan all work together to assist the institution in continually preparing for the next accreditation process.
 - Through review of the criterion for accreditation, several issues have been identified that require improvement or enhancement for the next accreditation visit. These issues are being studied by the administrative team and many of you will be involved in helping to resolve the issues.
 6. Board Policy and Procedure Review
 - I have appointed a small task force of three people to thoroughly review the board P&P handbook. It needs to be updated to include policies that have been implemented in recent years as well as reviewed to help make other policies more specific and easier to understand.
 7. Foundation/Scholarships

- The Ozarka College Foundation continues to be headed in a firm and positive direction I really want to commend the faculty and staff for your continued contributions to the foundation efforts. The foundation has recently received several new endowments which will begin to award scholarships in the fall 2008 semester.
- Foundation Emergency loans have helped a number of students the past few semesters. In fact, we loaned approximately \$23,000 this semester in \$250 increments. I have had some questions come up about this loan process and I want to take a few minutes to clarify some facts.
 - First, the money from the loan does not come from any of the contributions that people make to scholarship endowments. The money contributed by you and others to scholarship endowments helps award those scholarships each year. This is done through an application process and awarded by the scholarship committee.
 - The funding for the emergency loans comes from foundation operation funds that have accumulated over time from different fundraisers and general non-specific donations from the past. These funds also provide support for general foundation operations as well as a portion of the development officer salary. The students who can receive these loans must first be fully qualified for the pell grant or a student loan. This way, we are assured of repayment of the loan once the pell grant or student loan has been processed and received. These loans are subject to approval by the president and since I have been president, no student who met the criteria has been told no.

8. Construction/Renovation

- Construction of the Ash Flat building is progressing. The slab is complete and the red iron for the metal building will arrive in March. We have added additional parking to the plan which will add a total of 40 spaces.
- Renovation to the old LPN building has started and moving a fast pace. It will house the bookstore and the Career Pathways offices.
- A primary project for this spring and early summer is a new roof for the main administration building on the Melbourne campus.
- Plans for the College Street renovation are becoming final. The city of Melbourne and the Arkansas Highway and Transportation Dept. are working to complete this project as soon as possible. Ozarka College provided some funding to ensure the completion of the street project since it is the primary entry way to the campus.

9. Governance by Committees

- I appreciate the work each of you is providing with each committee. The better each committee functions, the stronger the college will be. All committee are expected to document each meeting with well-organized agendas and minutes which will be placed on the College Effectiveness portion of the website.

10. Professional Reviews

- I know the professional review process as well as the OPM evaluation process has added to the paperwork load for each of you. But, I assure you that this process is essential to an effective organization. It not only provides an opportunity for reflection, goal setting, and planning, but it also provides documentation of employee performance which will be necessary if and when we have any questions about effectiveness or performance.

11. Instructional Programs

- Ozarka has received approval by ADHE for two new certificate programs: Early Childhood Education and Health Professions. These programs are 30 credit hour programs which will allow student who choose them to be eligible for federal financial aid. The Health Professions program is specifically designed for pre-nursing students as well as other allied health programs.

12. Performance Measures

- The legislature and ADHE are moving fast to develop some type of Performance Measures funding system. It has been talked about for several sessions, but with Gov. Bebee's support—it is picking up steam. I think it will be a combination of base funding with additional funding through performance measures. The basic issue is the low college completion rate. Of ever 100 high school graduates who enter college only 16 complete the AA or BS in six years. This is not acceptable to the legislature and they want us to fix it. I am sure the performance measures will center around:
 - Graduation rates
 - Retention rates
 - Remediation success
- Ozarka is already working on these from several angles, but I assure you will continue to work even harder to improve these as the funding scenario becomes more real. I welcome you input as we try to improve these performance measures.

13. "Issues that fall through the cracks"

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

14. Smoking Policy

- I have received numerous complaints this year about people, primarily students, who are smoking all over campus and about the ugliness of discarded cigarette butts all over campus. At the same time, I have been approach by students who want more area to smoke and the addition of indoor smoking areas to use during bad weather.
- I have placed this on the March board agenda as a discussion item. The administrative council and I have discussed this issue to death. The trend among community college in Arkansas is moving toward tobacco free campuses with no designated smoking area. I am in favor of that trend. I encourage your input to let me know what you think. If we move this direction, we all need to be ready to help enforce the policy and our policy needs to be ready to handle the students who choose to not follow the policy. I personally see it just like any other student misconduct which would be a disciplinary issue.

15. Mission Statement Placards

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

16. Inclement Weather policy

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

17. Tuition Reimbursement

- The current practice of reimbursing employees who continue their education has reached a point to where it has serious budget implications. Ozarka expended over \$20,000 from July 1 to December 31 for tuition reimbursement. The administrative team and I have been struggling with this issue for over a year to come up with a fair solution. The compromise will still assist employees who choose to continue their education while curbing the growth of the expenditure as a budget consideration.
- Beginning July 1, 2008, I propose two reimbursement categories.
 - One category is “personal and professional enrichment” which will be an institutional fringe benefit for anyone who chooses to continue their education.
 - The second category will be “institutional need” which will be defined by the educational requirement expectations of the position you are employed by the college. In other words, if for some reason, the institution hires you into a position which demands higher education requirements than you possess or the requirements change while you are employed, the institution will assume more of the financial burden. In this situation, the

completion of the advanced degree and the timeline to completion will be a condition of the contract.

- The amount of reimbursement as stated below is constant regardless of the cost or location of the institution where you choose to continue your education. No transportation or mileage reimbursement will be provided.
- “personal enrichment”
 - \$100 per credit hour for undergraduate/\$1200 yearly maximum
 - \$150 per credit hour for graduate/\$1800 yearly maximum
- “institutional need”
 - \$200 per credit hour for undergraduate/\$2400 yearly maximum
 - \$300 per credit hour for graduate/\$3600 yearly maximum
- The application process, including the commitment to continue working at the institution after completion of the degree for the same number of semesters which you receive reimbursement, will continue as it currently stated.

18. Communication

- Is definitely a two-way street
- The current structure at Ozarka College provides numerous opportunities for input:
 - Update sessions
 - Departmental meetings
 - Faculty Council
 - Instructional Council
 - Committee Structure
 - Task Forces
 - Board meetings
 - Open door policy
- Again, communication is a two-way street. You can tell by now that I try to be proactive—an initiator of ideas and activities. I ask for input and I want input, but I also must continue to move the institution forward. So, take your opportunities for input and utilize them. It is my responsibility as president, but the responsibility also lies with each of you. If you have concerns, or better yet, ideas or solutions to problems, the system is designed to eagerly accept your input. At the same time, just sitting in the background and being critical is not communication and serves not positive purpose for the institution.

TO: Ozarka College Board of Trustees
FROM: Dusty R. Johnston
SUBJECT: Update
DATE: March 1, 2008

In addition to the March 1, 2008 report to the board, I want to provide additional information on a few of the items that will be on the March 20 board agenda. I also want to communicate in regard to the evaluation of the president which should occur on March 20 in executive session.

- Performance Reviews—all faculty and staff will have met with their supervisor for a performance review prior to March 15, 2008. The performance reviews include
 - Review of job description
 - Review of job performance
 - Review of goals established last year for each employee
 - Review of goals developed for the upcoming year for each employeeAll reviews went well this year and all faculty, professional staff, and administration will be recommended for rehire for next year. I personally look at all the performance reviews.
- LPN Program Fee—the nursing program director and the administration are recommending a \$25/semester fee increase for the nursing program. Past practice for the LPN students was to conduct a series of fundraisers to raise money to cover the cost of the LPN capping and pinning ceremony. The cost is approximately \$2500 per ceremony which includes flowers, lamps, food, video production, etc. In the past there have been two ceremonies per year. With the additional programs in Ash Flat and Mountain View, which are on a different curriculum cycle, there will be four ceremonies each year. A few problems with the past scenario of fundraising is that it takes a lot of student time, many merchants are contacted who may have been contacted by Ozarka Foundation efforts, and the students end of funding things from their pocket one way or the other. A practical solution is to increase the LPN program fee by \$25/semester and to dedicate those additional funds to offset the costs of the capping and pinning ceremonies.
- Smoking Policy—there has been a great deal of discussion this year by employees and students in regard to the current smoking policy. Most employees are concerned that students are not following the policy which designates one outside smoking area and states no smoking by doorways or buildings. Students have begun to ignore the policy and cigarette butts have become prolific at most building entrances. On the other side of the coin, a few students have been to see me to request additional smoking sites, including indoor sites due to inclement weather. The trend among community colleges, including several in Arkansas, is to make the campus tobacco free with no smoking areas allowed including

parking lots. I would like to hear your thoughts on this issue. I will tell you that I favor the tobacco free campus concept.

- Tuition Reimbursement—the board may not be aware of a practice that has occurred for several years at Ozarka College which assists employees who seek additional education. I am for the practice, but would like to make the guidelines more specific and clear, as well as have it approved as a policy. I will have it on the March 20 agenda as discussion item and then on the May agenda as an action item if you so choose.
 - The current practice of reimbursing employees who continue their education has reached a point to where it has serious budget implications. Ozarka expended over \$20,000 from July 1 to December 31 for tuition reimbursement. The administrative team and I have been struggling with this issue for over a year to come up with a fair solution. The proposed compromise will still assist employees who choose to continue their education while curbing the growth of the expenditure as a budget consideration.
 - I propose two reimbursement categories.
 - One category is “personal and professional enrichment” which will be an institutional fringe benefit for anyone who chooses to continue their education.
 - The second category will be “institutional need” which will be defined by the educational requirement expectations of the position. In other words, if for some reason, the institution hires an employee into a position which demands higher education requirements than the employee possesses or the requirements change while the person is employed, the institution will assume more of the financial burden. In this situation, the completion of the advanced degree and the timeline to completion will be a condition of the contract.
 - The amount of reimbursement as stated below is constant regardless of the cost or location of the institution where the employee chooses to continue his/her education. No transportation or mileage reimbursement will be provided.
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 - “institutional need”
 - \$200 per credit hour for undergraduate/\$2400 yearly maximum
 - \$300 per credit hour for graduate/\$3600 yearly maximum
 - The application process, including the commitment to continue working at the institution after completion of the degree for the same number of

semesters which the employ requests reimbursement, will continue as it currently stated.

- Our March 20 board meeting is scheduled during spring break and that means both the kitchen is closed as well as the Culinary faculty and students are gone. My plan now is to not make arrangements for a meal after the meeting. I will make it up to you at our May board meeting/retreat by serving both lunch and dinner. If any of you would like me to make arrangements, please contact me. I will try to ensure that the meeting is over by approximately 5:30 pm and you can go about your usual business for dinner.
- President's Performance Review—I have included with the March 1 board report a copy of the form utilized for my review last year. It is my perception that the board members were fine with the form. I would suggest that the board go into executive session to discuss my performance review while I step out of the room. Once you are finished with your discussion, I will be glad to step back in and conclude the professional review. I look forward to our discussions.
- Please contact with questions or concerns at:
 - djohnston@ozarka.edu
 - Office: 870-368-2001
 - Cell: 870-368-2097

Ozarka College
President Professional Review

Scale

(1) Very Effective (2) Effective (3) Needs Improvement (4) Unsatisfactory

1. Institutional Leadership _____
 - a. Develops and articulates a vision for the future of the college.
 - b. Provides motivational leadership to all segments of the college.
 - c. Ensure an effective and consistent system of communication with internal and external constituents.
 - d. Provides leadership for effective and efficient utilization of fiscal and human resources.
 - e. Demonstrates a leadership style that is accessible and approachable to all constituents.

2. Educational Leadership _____
 - a. Provides direction to the teaching/learning process and academic programming at the college which promotes excellence.
 - b. Advocates policies, procedures, and practices that enables faculty to initiate and participate in the development of educational programming and policies.
 - c. Promotes strategies to encourage student success in regard to student learning, retention, and completion.

3. Planning _____
 - a. Leads, coordinates, and implements long term and short term strategic planning that provides for future educational programs, financial resources, facilities, and student services.
 - b. Incorporates appropriate measures to document the planning processes.
 - c. Articulates to internal and external constituents the planning processes of Ozarka College.

4. Evaluation/Assessment _____
 - a. Provides a system of accountability that includes evaluation of programs, faculty, staff, and administrators to ensure effectiveness, efficiency, and excellence.
 - b. Promotes and implements assessment practices and documentation practices for institutional effectiveness and student learning which promote accomplishment of the Ozarka College mission.
 - c. Documents the utilization of evaluation and assessment data for improvement of policy, procedures, and practices at Ozarka College.

5. Fiscal Resources _____
 - a. Successfully develops, secures, and manages budgeting and fundraising.
 - b. Provides consistent accountability of fiscal resources through appropriate decision-making to administer fiscal affairs, budgets, facilities, and personnel.
 - c. Implements budget processes that provide opportunity for input as well as accountability from all college employees.

6. External Relationships _____
 - a. Builds support for higher education and specifically Ozarka College at the local, state, and national level though developing relationships with government officials, state boards, and legislators.
 - b. Ensures compliance with local, state, and federal laws.
 - c. Ensures implementation of Affirmative Action policies and procedures.
 - d. Maintains an awareness of community needs for higher education.
 - e. Participates visibly in public relations, resource development, and fundraising for the college.
 - f. Develops successful alliances with various organizations including specific partnerships with schools, community groups, governmental agencies, and local business and industry.
 - g. Participate actively in various local, state, and national committees/task forces addressing issues and problems of interest to two-year colleges and higher education.

7. Board of Trustee Relationships _____
 - a. Demonstrates an effective working relationship with the Ozarka College Board of Trustees (Board)
 - b. Maintains effective oral and written communication with the Board.
 - c. Provides the Board with adequate and appropriate information that will assist its members in establishing policies and in making quality decisions that affect Board..
 - d. As chief executive officer, represents Ozarka College in a positive manner to the board and the general public through all forms of communication.
 - e. Performs other duties as assigned by the Board.

President's Name: Dusty R. Johnston

Board Chair: Barbara Perryman

Signature: _____ Signature: _____

Date: _____ Date: _____