

ARCV
MEETINGS OF THE
PRESIDENT'S CABINET
8/9/1993 - 3/3/1999



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MEETING OF THE PRESIDENT'S CABINET

Monday, August 9, 1993
8:00 a.m.

The President's Cabinet Committee of Ouachita Technical College met at 8:00 a.m. on Monday, August 9, 1993, with the following people present: Dr. Ken Martin, Dr. Susan Azbell, Mr. Bob Jones, Mr. Hugh Looney, Ms. Kathy Richardson, and Ms. Nell McCallister.

The meeting was called to order by Dr. Ken Martin, and the first order of business was a discussion of the proposed inservice for faculty on August 16, 1993. Dr. Azbell reported that Mr. Rick Jackson, Division Chair for Applied Science at Oklahoma State University, will speak on the following topic: "From Vo-Tech to High-Tech: Strategies for Coping With the Transition."

The inservice agenda will also include a "State of the College Address" and presentation of Kathy Richardson's Marketing Distribution matrix as well as segments on advising students and other points of interest to the faculty.

Dr. Martin announced that he is planning a retreat for the Cabinet Committee for sometime after the Board Retreat which will be held in late August. The purpose of the Cabinet Retreat will be strategic planning.

Dr. Martin will petition the Board to conduct the August Board meeting while in Hot Springs for the Board Retreat. He stressed that since Board meetings are open to the public, anyone who wishes to attend may do so. He stated that the main objective of the Board Retreat is strategic planning and tying those plans into the budget.

Kathy Richardson reported that the 1992-93 catalog covers are printed and that Gary Thomas will deliver some copies of the catalog as soon as they are assembled. The fall schedule brochures should be completed by Friday, August 13, and she hopes to have the schedule inserted in The Malvern Daily Record on Tuesday, August 10.

Other planned campus improvements include the following:

1. - Add school logo to main building and student center;
2. Apply concrete stain on walkway;
3. Replace sidewalk in front of building;
4. Remove bushes in planter in front of building;
5. Take bids for "slurry coat" for front parking area (by Friday, August 13;)
6. Contract for new sign on front of main building.

President's Cabinet Meeting
Monday, August 9, 1993
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Bob Jones reported that he is working on a packet which will contain information on use of petty cash, purchasing procedures, and travel procedures. This packet will be distributed to each employee for their use as needed.

Dr. Martin stressed the importance of decisions made in the Cabinet meeting being conveyed to staff members. A case in point is that classified employees need to be informed that they are to use flex time whenever possible instead of compensatory time. Compensatory time is not budgeted and, therefore, causes undue strain on an already strict budget structure, whereas, flex time falls within the existing budget.

Dr. Azbell suggested that copies of Cabinet meeting minutes be distributed to Cabinet members, and Dr. Martin suggested that they also be maintained in the Library.

The Cabinet members were invited by Dr. Azbell to attend the Steering Committee meeting at 10:00 a.m. on Thursday, August 12.

The meeting adjourned at 9:00 a.m.

Respectfully submitted by:

Nell McCallister
Nell McCallister
Ouachita Technical College

August 9, 1993
Date

OUACHITA TECHNICAL COLLEGE

MEETING OF THE PRESIDENT'S CABINET

Monday, August 16, 1993

The Monday, August 16, 1993, meeting of the President's Cabinet of Ouachita Technical College was called to order at 8:00 a.m. by the College President, Dr. Ken Martin. The following people were present: Dr. Ken Martin, Dr. Susan Azbell, Mr. Hugh Looney, Mr. Bob Jones, Ms. Kathy Richardson, and Ms. Nell McCallister.

Dr. Martin remarked that George McClure, Chairman of the Board of Trustees, had seen minutes of the previous week's meeting and had been favorably impressed. Dr. Martin, therefore, suggested that minutes of all meetings within the college be gathered and sent to the board members at least monthly.

On Tuesday, August 17, 1993, a roast of Mr. Floyd Parker is to be held in the OTC Student Center at 7:00 p.m. Dr. Martin gave complimentary tickets to those Cabinet members who wanted them.

Dr. Martin and Ms. Richardson will attend a High School Task Force meeting on Wednesday, August 18, 1993, in the Malvern High School Auditorium.

Dr. Martin reported that the Board of Trustees feels that OTC does not have enough visibility in the community and asked for suggestions as to how the College might become more visible. Some suggestions included the following:

1. Participation in the Heart Fund Walk in the City Park, scheduled for October.
2. More departmental reports in the Board meetings.

Mr. Hugh Looney suggested a need for a system for tracking students, a data base for enrollment and class cancellation rates.

Dr. Azbell reported that she would make decisions on whether classes make by Friday, August 20, and Dr. Martin stated that he would like to have the information to present at the Board Retreat scheduled for August 27-28.

Dr. Robert Ashmore has been hired to teach the high school Medical Professions Education program.

Meeting of the President's Cabinet
Monday, August 16, 1993

Dr. Martin reported that the Pell Grant program is still short of being eligible for the \$50,000 Perkins Grant and that additional efforts need to be made to encourage students to apply for Pell grants. Kathy Richardson offered to run articles in the local and surrounding newspapers to acquaint the public with availability of the program.

Student Orientation will be held on Thursday, August 19, in the Student Center, with registration scheduled for that afternoon.

Dr. Martin reported that he had asked the Board of Trustees to participate in evaluation of internal and external dimensions of governance at OTC. He said that, of those who had responded at the time of this meeting, comments were positive but that they had indicated a need for improvement in communication.

As the meeting came to a close, Dr. Martin asked the members to submit topics for discussion at future Cabinet meetings. It was suggested that a sheet be circulated to the members prior to each meeting for this purpose.

Respectfully submitted by:

Nell McCallister
Nell McCallister
Ouachita Technical College

OUACHITA TECHNICAL COLLEGE

MEETING OF THE PRESIDENT'S CABINET

Monday, August 23, 1993

The August 23, 1993 meeting of the President's Cabinet was called to order at 8:00 a.m. by the President, Dr. Ken Martin.

The following people were present: Dr. Ken Martin, Dr. Susan Azbell, Hugh Looney, Bob Jones, Terri Colananni, Kathy Richardson, and Nell McCallister.

Minutes of the previous week's meeting were approved as presented on a motion by Bob Jones and second by Kathy Richardson.

Kathy Richardson reported that the OTC billboard is near completion and will probably be ready to be put on display in about two weeks. The display site will be across the highway from the Western Sizzlin' Restaurant in Malvern.

Ms. Richardson also stated that she should know soon when new letters for the front of the Administration Building and the Student Center will be available.

Ms. Richardson also mentioned that, later this year, Mr. Gary Thomas, of the Department of Corrections, will be able to print business cards with the state seal. However, in the meantime, faculty and staff will be provided with cards on which they may write or type their names. Dr. Martin said that he thought that institutions of higher education would be exempt from having to use cards with the state seal, thereby allowing OTC to continue using the OTC logo.

The latest report on status of the OTC banner is that the vendor will call when it is ready.

Dr. Martin announced that the "roast" of Mr. Floyd Parker, President of Malvern National Bank, held in the OTC Student Center on Tuesday evening, August 17, was quite successful with a capacity crowd in attendance.

Mr. Bob Jones reported that, according to Federal Law, only civic or non-profit groups should be allowed to use the school facilities for meetings or other gatherings. In the future, only civic or non-profit groups will be permitted to use OTC facilities.

Meeting of the President's Cabinet
Monday, August 23, 1993
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Dr. Susan Azbell reported that 148 new students registered for the 1993-94 year on August 19, 1993. However, she feels that, in the future, orientation and registration should be held on separate days to reduce confusion. She also reported that most day classes are looking good but that some night classes are still questionable. However, some students may still register by the first night of classes.

Nell McCallister, Financial Aid Officer, reported that the Electronic Data Exchange software has been received and should be in effect by the spring semester. This software will be used to electronically transmit Pell Grant applications to the central processor, thus allowing receipt of Student Aid Reports in approximately three to four days as opposed to four weeks.

Dr. Martin and Dr. Azbell reported that the Pell Grant default rate for OTC is now 20.3%. OTC's ability to participate in the Pell Program is contingent on maintaining a default rate of less than 25%.

In a discussion of how to handle students who register for night classes after the first day of the class, Dr. Martin stated that day students could register through the tenth day of class, and night students registering after the first day of the night classes could be placed in other classes, if necessary.

Nell McCallister gave a brief outline of procedures which should be followed when a new employee is hired.

Dr. Martin reminded the group that the Board Retreat will be held at the Majestic Hotel in Hot Springs on August 27-28. The Board meeting scheduled for Tuesday, August 31 will be held during the retreat at 7:30 p.m. on Friday evening, August 27, in the Poplar Room at the hotel. Anyone who wishes to attend the Board meeting is welcome to do so.

Dr. Martin and Dr. Azbell reported that Dr. Nancy Vandett of ADHE was impressed with OTC's Self-Study report.

Dr. Azbell will mail copies of a proposal for Associate of Applied Science Degree in Manufacturing Technology to the Board members today.

Dr. Martin stated a list of items and documents he needs to include in the Board packet and for use at the Board retreat.

Meeting of the President's Cabinet
Monday, August 23, 1993
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Dr. Martin discussed plans for a Strategic Planning retreat for the Cabinet members for this fall. The group will include the Cabinet members, June Prince, and department heads. September 24 was chosen as the date for the retreat which will be held in Malvern at a location to be announced.

Dr. Martin expressed concern about the condition of the copy room, the staff break area and areas of the front office. He requested that these areas be kept clean and free of clutter by encouraging employees to clean up after themselves and not leaving undelivered mail or boxes on the counter or in vacant office space.

Dr. Martin presented requests from Rhonda Stroud and Agnes Boone for permission to take daytime college classes. The requests were approved.

Raffle tickets to benefit the Chamber of Commerce Scholarship Fund were distributed to the Cabinet members for sale.

A tutor program is being developed but information is incomplete at this time.

It was noted that any material developed for print or distribution to the public will be routed to Kathy Richardson prior to release.

The meeting adjourned at approximately 9:00 a.m.

Submitted by:

Nell McCallister
Nell McCallister

8-25-93
Date



OUACHITA TECHNICAL COLLEGE

MEETING OF THE PRESIDENT'S CABINET

Monday, August 30, 1993

The President's Cabinet of Ouachita Technical College convened at 8:00 a.m. on Monday, August 30, 1993, with Dr. Susan Azbell in charge.

Those present included Dr. Azbell, Mr. Hugh Looney, Mr. Bob Jones, Ms. Kathy Richardson, Ms. Terri Colananni, Ms. Betty Lawless, and Ms. Nell McCallister. Dr. Ken Martin was absent.

Copies of the annual IPEDS Survey were distributed to those involved in the collection of enrollment data for completion and submission to the Department of Higher Education and the Governor's office.

A new "Time Adjustment Form" was presented for approval for use by all faculty and staff when requesting any type of leave time. The form was approved on a motion by Bob Jones and second by Hugh Looney.

There was a discussion of what constitutes flex time, and Dr. Azbell indicated that she would further explore proper acquisition and use of such time. She also announced that no one would be required to work late this week unless a real need arises.

Dr. Azbell also reminded the group of the NCA visit scheduled for September 13-15. She suggested that each member visit or call someone in a position similar to their own who has experienced the NCA visit to find out what can be expected.

Bob Jones reported that faculty/staff mailboxes will be moved from the break room to the hallway by the vault and will be relabeled. Touch-up painting and cleaning of push plates and knobs will be done soon, also. The ladies' restroom on the walkway will be remodeled, but in the meantime, a curtain will be hung for privacy of the handicapped users.

Kathy Richardson's report on advertising and promotions included information on business cards which will be ordered temporarily with no names, order of new blue doormats, and signs to be placed outside rooms and departments.

Ms. Richardson will also compile information to be included in brochures about each program and welcomes input from program chairpersons. Kathy will supervise format and appearance of the brochures.

Kathy reported that the OTC billboard is very near completion and installation across from the Western Sizzlin' Restaurant.

Meeting of the President's Cabinet
Monday, August 30, 1993
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Dr. Azbell requested that the standing committees listed in COPP meet at least once prior to the NCA visit. She also announced that there will be a standing meeting of Division Chairpersons on Mondays from 11:00 a. m. to 12:00 noon.

Mr. Hugh Looney will deliver VA certification materials to Little Rock today.

Minutes of the previous week's meeting were approved as presented on a motion by Bob Jones and second by Hugh Looney.

The next meeting of the Cabinet will be on Tuesday, September 7, 1993, due to the Labor Day holiday.

The meeting was adjourned at 8:50 a.m.

Submitted by:

Nell McCallister
Nell McCallister
Ouachita Technical College

August 31, 1993

MEETING OF THE PRESIDENT'S CABINET
Tuesday, September 7, 1993

The September 7, 1993 meeting of the President's Cabinet of Ouachita Technical College was brought to order by Dr. Susan Azbell at 8:10 a.m.

The following people were present: Dr. Ken Martin, Dr. Susan Azbell, Hugh Looney, Bob Jones, Kathy Richardson, Terri Colananni, and Nell McCallister.

Dr. Azbell announced that several meetings have been scheduled for the week of September 7 in preparation for the NCA visit on September 13-15. Some of the meetings are scheduled as follows:

Minority Recruitment:	September 7, 9:00 a.m.
Division Chairmen:	September 9, 8:00 a.m.
Secondary Instructors:	September 9, 2:45 p.m.
Classified Staff:	September 9, 4:00 p.m.
Student Services:	September 10, 8:30 p.m.
Faculty Council:	September 10, 11:00 a.m.

Mr. Milton Purdy will speak to the Chamber of Commerce luncheon group at 12:00 Noon on September 9 regarding the Industrial Equipment Maintenance program.

Dr. Azbell said that June Prince has most items she needs for the Resource Room for the NCA visit and June will advise each group or department of any additional pieces of information that are needed. Instructors' syllabi have been collected.

Dr. Azbell will attend a meeting with ADHE on Wednesday, September 8, as an appointee to a state committee on remediation, and then will attend a meeting of Arkansas Academic Officers.

Ms. Julie Williams, from ADHE, has discussed arrangements with Dr. Azbell to implement a Child Care Training program for advanced certification for people who work in the child-care field. This class will provide 120 class hours and will begin in January, 1994. Other classes scheduled for implementation include Refrigerant Recovery and Total Quality Management.

Dr. Martin said that an agenda for the NCA visit will be distributed to all employees.

Bob Jones stated that the Finance Committee met on Friday, September 3 and that minutes have been prepared.

Mr. Jones also reported that walkways have been washed and other general cleanup projects have been completed. Awnings are being installed over outside doors of the Nursing Department building to deflect rain from the entrances.

Meeting of the President's Cabinet
Tuesday, September 7, 1993
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Mr. Jones reported that he had received an estimate on new master and sub-master keys for the campus complex in the amount of \$1,065.

Dr. Martin mentioned that he had offered to send copies to the Board of Trustees, on a monthly basis, of minutes of meetings held within the OTC system. Nell McCallister agreed to collect the minutes and to mail them to the Board. She requested that those providing minutes be asked to make enough copies for all Board members prior to submitting them to her. It was agreed that this would be done.

Hugh Looney reported that needed part-time instructors have been hired or are in process and that the procedure is going well. He also stated that the Veterans' Administration program information has been submitted to Little Rock.

Kathy Richardson reported that the Continuing Education schedule, along with a story on the program, will appear in area newspapers during the week of September 7.

Bob Jones reported that a safety meeting was held and that, with the help of Mr. Milton Purdy, who is familiar with OSHA requirements, several situations which could have caused safety hazards were corrected.

Kathy Richardson mentioned that signs have been erected in the front parking area to indicate that vehicles are not to park in the driveways.

Dr. Azbell said that she had received several suggestions for improvement of the spring student orientation and registration. She suggested that the orientation program be held from 6:00 to 8:00 p.m. on January 5, 1994, with registration scheduled for 12:00 noon to 8:00 p.m. on January 6, 1994. She also said that a marketing effort will be implemented to emphasize early registration for returning students, allowing them to complete registration for the spring semester prior to the Christmas holidays. She will welcome further input on the subject.

The Cabinet will meet again at 8:00 a.m. on Friday, September 10, to review final preparations for the NCA visit.

The meeting adjourned at 8:35 a.m.

Submitted by:

Nell McCallister
Nell McCallister

September 9, 1993

MEETING OF THE PRESIDENT'S CABINET
Friday, September 10, 1993

The President's Cabinet of Ouachita Technical College met at 8:00 a.m. on Friday, September 10, 1993, to review the itinerary for the NCA team visit on September 13-15.

The following people were present: Dr. Ken Martin, Dr. Susan Azbell, Hugh Looney, Bob Jones, June Prince, Terri Colananni, Kathy Richardson, and Nell McCallister.

Dr. Martin and Dr. Azbell reviewed their plans to meet two of the visiting team members as they arrive in Arkansas. June Prince said that she had left messages with the other two members to call her if they needed assistance.

Kathy Richardson reported that she had collected most of the items she plans to use in basket arrangements for the visiting members hotel rooms. The baskets will be completed and delivered to the hotel before the team arrives.

June Prince mentioned a list of items she still needs to complete information displays for the NCA team. She also suggested that the Cabinet needs to decide which information will be kept routinely in the future. She also reported that the Faculty Handbooks have been delivered.

Hugh Looney reported that he is arranging for meeting rooms for use by the NCA team.

Dr. Martin said that State Representative Buddy Wallis and Senator George Hopkins will be invited to join the NCA team at the Monday luncheon for community leaders at the Sands Restaurant.

The Cabinet committee assisted Dr. Martin in making corrections on a list of standing committees for the Faculty Council.

Frank Opitz has been designated to set up a computer in the Community Room for use related to the NCA visit. The room will be off limits to through traffic after the computer and information displays are set up. Mr. Opitz's services will be offered to create graphics or other special computer services, if needed.

Dr. Martin reported that, during their recent retreat, the Board of Trustees granted approval of the College Mission Statement as a basis for strategic planning. He also stated that the Cabinet Committee and other selected members of the OTC organization will be invited to a retreat for the purpose of developing planning strategies. This retreat will be held soon but a date has not been set.

Meeting of the President's Cabinet
Friday, September 10, 1993
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Kathy Richardson will notify the media of all meetings related to the NCA visit that involve Board members.

June Prince suggested that a meeting be held following the exit interview for faculty and staff to inform them of results of the team visit.

Dr. Martin advised that he would like for the Cabinet members and the Board of Trustees to attend the exit interview at 11:00 a.m. on Wednesday, September 15.

The Cabinet will not hold its regular meeting on Monday, September 13, due to the team visit, but will probably meet later in the week to discuss the visit.

With nothing further to discuss, the meeting adjourned at 8:30 a.m.

Submitted by:

Nell McCallister
Nell McCallister
Ouachita Technical College

September 10, 1993
Date

OUACHITA TECHNICAL COLLEGE

MEETING OF THE PRESIDENT'S CABINET

Monday, September 20, 1993

The President's Cabinet of Ouachita Technical College met on Monday, September 20, 1993, with the following people present: Dr. Ken Martin, Dr. Susan Azbell, Hugh Looney, Kathy Richardson, Terri Colananni, Nell McCallister, and Frank Opitz, who has been recently appointed to the Cabinet. Bob Jones was absent.

The meeting was called to order by Dr. Ken Martin at 8:10 a.m.

Minutes of the previous week's meeting were approved on a motion by Terry Colananni and second by Dr. Azbell.

A new date was set for the Strategic Planning retreat planned for the President's Cabinet and Division Chairpersons. The group will meet on Wednesday, September 29, 1993, from 2:00 to 5:00 p.m. Kathy Richardson will see if the Chamber of Commerce Board Room is available at that time.

Dr. Hans Kuss is scheduled to present a seminar on assessment on Friday, December 3, 1993. All Cabinet members and faculty are asked to attend the seminar.

Terri Colananni presented an application for herself and Patty Weak to attend the ArkADE Fall 1993 Conference at a cost of approximately \$200. This will be part of their professional development program. The request was approved.

Nell McCallister submitted a request for tuition waiver and permission to attend classes during working hours. The request was approved on a motion by Kathy Richardson and second by Hugh Looney.

Hugh Looney reported that all V.A. Certification paper work has been done and he is awaiting approval. He also reported that he attended the Tech-Prep workshop in Fayetteville last week and received several handouts for review. Dr. Martin remarked that OTC will be highly involved in the tech-prep program.

Dr. Martin gave members a list of safety concerns that were recognized in a recent safety inspection. Most of the concerns will be addressed at a later date when Bob Jones is present.

Dr. Azbell inquired, on behalf of Kippy Massey, the Librarian, as to why the specified number of tutors have not been hired. Dr. Martin said that he felt that it was due to cash flow since several sources of monies have yet to open up. He also suggested that other avenues be explored, such as extra help funds and associate faculty salary money.

Meeting of the President's Cabinet
Monday, September 20, 1993
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Kathy Richardson's marketing report included display of the OTC banner which will be hung in the Student Center. She reported that the billboard has not yet been installed across from Western Sizzlin.

Ms. Richardson outlined some activities which have been designed to make the community more aware of OTC. These activities include the following:

"Business After Hours:" A social time in which faculty, staff, and people in the community can meet and visit with local business people; Wednesday, October 20, 6:00 to 8:00 p.m. at OTC.

Fall Festival: Sponsored by Student Government Association, including craft booths and live entertainment; date to be announced.

Fair Booth: Ms. Richardson will try to obtain a more suitable location for the OTC booth for next year.

THE MALVERN DAILY RECORD: A series of articles, written by Frank Opitz, is planned to help first-time computer buyers make wise purchases.

Dr. Martin stated that June Prince is gathering information for a quick study on OTC's present accreditation status to keep the College on track during the NCA accreditation process.

Board packets will be mailed no later than September 22, 1993, and will include copies of minutes of meetings conducted in the past month.

Dr. Azbell stated that classes will be in session on the day set aside for students' Fun Day. Activities will have to be scheduled around the class schedule or after classes are over for the day.

Dr. Martin mentioned that he has copies of the OTC policy on sexual harrassment. These will be distributed to all associate, full-time, and part-time employees, with each person being required to read the policy and to sign a statement acknowledging understanding and acceptance of the policy. He also stated that all employees will be required to attend a seminar on alcohol and drug abuse.

Dr. Azbell stated that she plans to schedule seminars on AIDS and Americans with Disabilities.

Meeting of the President's Cabinet
Monday, September 20, 1993

Frank Opitz made a presentation on Organizational Effectiveness which will be expanded upon in a workshop at a later date. Mr. Opitz was asked to attend the Strategic Planning retreat.

The meeting adjourned at 9:00 a.m.

Submitted by:

Nell McCallister

Nell McCallister
Ouachita Technical College

September 20, 1993

OUACHITA TECHNICAL COLLEGE

MEETING OF THE PRESIDENT'S CABINET

Monday, September 27, 1993

The Monday, September 27, 1993 meeting of the President's Cabinet of Ouachita Technical College was called to order at 8:00 a.m. by Dr. Ken Martin, President.

The following members were present: Dr. Martin, Dr. Susan Azbell, Hugh Looney, Bob Jones, June Prince, Terri Colananni, Frank Opitz, Kathy Richardson, and Nell McCallister.

Minutes of the previous week's meeting were approved as presented.

Bob Jones reported that he hopes to have the major problems found in a recent safety inspection corrected very soon. He will keep the Cabinet updated on progress in this area for reports to the Board of Trustees.

Mr. Jones also reported that no revenues have been received from the Pell program or the Vocational Center, thus causing a cash flow problem. The only cash received has been \$48,000 OTC tuition and \$25,000 for the vocational center. Dr. Martin stated that tuition should be around \$115,000 to \$234,000 at this time.

An announcement was made that summer term would consist of one eleven-week term this year instead of two five-week terms.

Kathy Richardson reported that the OTC billboard is up and looks good. However, next year the text will be more simplified to make it easier to read by passing motorists.

The Chamber of Commerce community room has been reserved for the strategic planning meeting on Wednesday, September 29.

Ms. Richardson reported that she has letters to use on the bulletin board by the Admissions office. She suggested that one side of the bulletin board is in good condition but that the other side needs to be covered with cork or some other more durable material.

The OTC banner has been installed in the Student Center.

Ms. Richardson mentioned some activities that will be taking place during the fall season. These activities include the following:

1. Construction of a Christmas float. The theme of the Christmas parade this year will be "A Christmas Carol." Suggestions for an appropriate float are invited.

President's Cabinet Minutes, cont'd...

Monday, September 27, 1993

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2. Heart Walk. The walk will be held on October 23 at 8:30 a.m. Dr. Martin has presented a talk to the Heart Association.
3. The Student Government Association (SGA) will sponsor a "Fun Day" on October 15. Bar-b-que and hamburgers will be available for sale for fund-raising and they are trying to arrange for live entertainment.
4. Business After Hours. A reception will be held on October 28 to give faculty, staff, and people from the community a chance to meet and talk to community leaders. The Food Service class will prepare finger foods, and faculty members will conduct guided tours of the school in areas where classes are not being conducted.

Nell McCallister introduced a discussion of paper flow between registration and financial aid. The question will be further addressed at the next Student Services meeting.

Dr. Martin mentioned that he wants headcount reports by the week following the eleventh-day enrollment.

Dr. Azbell will arrange for someone from the Department of Higher Education to review OTC's Student Information System.

The September meeting of the Board of Trustees was announced for Tuesday, September 28, at 5:00 p.m.

Dr. Martin reported that by June 30, 1993, OTC will have to know how much money is available for matching funds.

Handouts were distributed from a meeting on Academic Officers Productivity attended by Dr. Azbell which outlined areas by which funding will be measured in part by 1995. The areas include retention, graduation rates, quality, and efficiencies.

Dr. Martin reviewed points that will be discussed in the planning retreat scheduled for September 29. He suggested that several such meetings may be needed in order to finalize plans.

A breakfast will be held at OTC on October 20 at 7:30 a.m. for area high school counselors to strengthen the relationship between the counselors and OTC.

Dr. Azbell reported that an articulation agreement with SAU Tech is in process for Manufacturing Technology. Most of our program will transfer into the SAU program, depending on our candidacy status.

President's Cabinet Minutes, cont'd...
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Dr. Azbell will go to University of Arkansas at Pine Bluff (UAPB) to discuss articulation.

The program proposal for Manufacturing Technology is scheduled for presentation to the State Board in October.

A luncheon will be held at OTC on Friday, October 22, for area high school superintendents. This meeting will be for discussion of tech prep and logistics.

Dr. Martin announced that he will attend the SILO Conference on October 7-8.

The Higher Education Council will meet on September 30; the State Board Retreat will be on Friday and Saturday, October 1-2.

Dr. Martin reported that the Line-Dancing class is damaging the floor in the Student Center. The damage has been caused by something being placed on the floor to make dancing easier. The instructor will be advised that nothing is to be applied to the floor in the future. School employees will refinish the floor.

Frank Opitz has written a primer for first-time computer buyers for publication in The Malvern Daily Record. This will be used in relation to OTC's computer programs.

The meeting adjourned at 9:00 a.m.

Submitted by:

Nell McCallister
Nell McCallister

10-1-93
Date

THE PRESIDENT'S CABINET

Monday, October 11, 1993

--AGENDA

- I. Distribution of Fall and Summer Schedules (Susan)
 - a. Where
 - b. When -- How many times?
 - c. Media used -- Newspapers, T.V., Radio, Other
 - d. Distribution to Business and Industry
- II. Request for Professional Development (Susan)
(Conference on Information Technology in Nashville, November 14-17, 1993)
- III. Need for Computerized Registration (Susan)
- IV. Timeline for Program Brochures (Susan)
 - a. October 15: Kathy turns in program pictures for processing
 - b. October 22: Department Chairs turn in brochures in final form to Kathy to send to printer
- V. Classified Staff Work Hours for December and January Registration. (Susan)
- VI. Marketing: (Kathy)
 - a. OTC Testimonials
 - b. Printing of Spring Schedules
 - c. Campus and Registration Signs
 - d. Faculty Business Cards
- VII. Report on Work by Safety Committee (Bob)
- VIII. Flow of Personnel Paperwork (Bob)
- IX. Book Orders (Bob)

OUACHITA TECHNICAL COLLEGE

MEETING OF THE PRESIDENT'S CABINET

Monday, October 11, 1993

The October 11, 1993 meeting of the President's Cabinet of Ouachita Technical College was called to order by the President, Dr. Ken Martin at 8:05 a.m. Members present included: Dr. Martin, Dr. Susan Azbell, Hugh Looney, Bob Jones, Kathy Richardson, June Prince, Terri Colananni, Frank Opitz, and Nell McCallister.

Minutes of the last meeting were approved on a motion by Bob Jones, and second by Susan Azbell.

The first item of business was discussion of the spring and summer 1993 schedules. Dr. Azbell indicated that the schedules were complete and that Betty Lawless would begin typing them this week.

Kathy Richardson's marketing report included plans to use the same media mix used for advertising the fall schedule plus a banner to be attached to the billboard to encourage registration.

In a discussion of distribution of the spring and summer schedules to business and industry, it was mentioned that Milton Purdy and Gary Ingle have been distributing brochures for their program for some time. An insert will be placed in area newspapers which are delivered to most households in the county.

Continuing Education classes will probably be announced on a separate fall schedule. Summer classes will be \$34.25 per credit hour.

Dr. Martin opened discussion of changing the summer schedule from two five-week sessions to one eleven-week session, and raised the question of time to prepare the schedule before the fall distribution of the spring and summer schedules. Terri Colananni pointed out that it is very difficult to schedule summer classes in October.

Kathy Richardson suggested that the "tried and true" classes be run with the fall schedule with other classes announced later as necessary.

Dr. Azbell had a request for professional development but asked that it be tabled until the next meeting.

Meeting of the President's Cabinet
Monday, October 11, 1993
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Dr. Azbell stated that the Department Chairs had expressed that they felt that computerized registration should be considered as high priority. Dr. Martin agreed but said that he and June Prince had learned that OTC is the only institution of higher education in the state who still uses the MIPS system. They have been advised that the POISE system is the latest system for efficiency in the registration process. One cost estimate received is between \$4,000 and \$5,000.

The Department Chairs will turn in their program brochures to Kathy Richardson for delivery to the printer by October 22. Ms. Richardson will send the pictures she has collected for development by October 15.

Dr. Azbell has requested that classified staff be available to work until 7:00 p.m. during early registration in December, then for the first three weeks in January for regular registration. She will meet again with appropriate people to determine a work schedule.

Kathy Richardson is collecting testimonials from former students for use in advertising and recruiting.

Printing of the spring and summer schedule will be done by Ron Causey of The Malvern Daily Record, who is now obtaining pictures which will be representative of spring for use on the inserts.

Ms. Richardson also reported that campus signs and signs to be used for registration have been received. They will be installed by Corky Allen.

Terri Colananni is distributing temporary business cards to faculty members. In December, permanent cards will be printed by the prison print shop.

Bob Jones reported that the Safety Committee has corrected fourteen (14) items of concern. Work is continuing on correction of every item on the list.

Mr. Jones also mentioned that some adjunct instructors have not turned in payroll paperwork which is vital to their being paid on schedule.

Mr. Jones also stated that textbook orders are due by October 15, and, to date, none have been submitted.

Meeting of the President's Cabinet
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Mr. Jones reported that in order to draw down matching funds, he will need a letter from Dr. Martin and George McClure stating that OTC has \$100,000 in the fund, how it was raised, and how it will be used. The letter should be submitted to Dr. John McKay who will submit it to the state board.

Dr. Martin reported that the Manufacturing Technology Program proposal has not been approved, but Dr. Dianne Gilleland has said that it will be recommended for approval.

June Prince reported that the vocational education accreditation materials are almost complete and will be sent to Dr. John McKay.

Frank Opitz and Dr. Martin are working on a "Center for Workforce Excellence" program.

Dr. Martin reported that Mr. Lacy Landers and Mr. Buddy Wallis want to implement a program at OTC for handling hazardous materials (HAZMAT). Terri Colananni suggested contacting Arkady Industries for consultation.

Dr. Martin reported that by October 15, he should have a detailed drawing of enclosure of the campus court yards. When he receives the drawings, he will present them to the Board of Trustees before going any farther.

Regarding the MIPS system, Dr. Martin said that it would have to be discussed with the Board in February so that faculty could be notified by March. Dr. Azbell suggested that it be discussed with the Department Chairs.

Dr. Martin presented an updated copy of policy on compensatory time, with special attention to items 7 and 8. He will present the revision to the Board in October. He also presented a policy statement on ratio of full-time and part-time faculty.

Kathy Richardson said that neither the prison print shop nor The Sheridan Headlight could print folders as requested. Dr. Martin told her to send them to the prison for what they could do.

The meeting adjourned at 9:10 a.m.

Submitted by:

Nell McCallister
Nell McCallister

Oct 18, 1993
Date

OUACHITA TECHNICAL COLLEGE

MEETING OF THE PRESIDENT'S CABINET

Monday, November 1, 1993

The President's Cabinet of Ouachita Technical College met at 8:00 a.m. on Monday, November 1, 1993, with the following people in attendance: Dr. Ken Martin, Dr. Susan Azbell, Hugh Looney, Bob Jones, Frank Opitz, June Prince, Kathy Richardson, Terri Colananni, and Nell McCallister.

Minutes of the October 11, 1993 meeting were approved as presented.

Bob Jones reported that people who were supposed to pay cash for Henderson books only charged their books. Mike Morrison, HSU Site Coordinator, had agreed to sell Henderson books, but he did not collect cash.

Mr. Jones also reported that only a few safety concerns remain to be corrected, and he suggested another meeting of the safety committee.

Approval was granted for Leah Costello to attend an inservice on The Future of Nursing Practice in Little Rock at a cost of \$75.

Kathy Richardson will attend a marketing segment of a workshop on enrollment management in St. Louis on November 12. Dr. Azbell will designate someone to accompany Ms. Richardson.

Dr. Martin presented an enrollment management personnel chart which places June Prince in a Counseling position. He hopes to implement the new Counselor position in the Spring 1994 semester.

Dr. Martin presented a newspaper article regarding Red River Technical College's accreditation visit.

Dr. Martin reported that a study of marketing penetration shows OTC's rate to be .37% while the national average for two-year colleges is at least 3%.

Dr. Martin visited Cossatot Technical College on Friday, October 29, to talk about a hazardous materials handling program. On a motion by Bob Jones and second by Susan Azbell, Dr. Martin was granted approval to poll the Board of Trustees regarding formation of a consortium for electronic linkage between OTC, Red River Technical College, Cossatot Technical College, and Rich Mountain Community College for a HAZMAT program.

Dr. Martin also visited with Cossatot Technical College personnel regarding on-line registration and budgeting matters and found that any report OTC needs can be generated by the MIP program already in operation at OTC.

OUACHITA TECHNICAL COLLEGE

PRESIDENT'S CABINET AGENDA
November 1, 1993

- I. Help on Henderson Books (Suggestions)
- II. Safety Committee Report
- III. Professional Development Request
- IV. National Conference on Strategic Enrollment Management
Nov. 14--16, 1993, St. Louis, MO.

Meeting of the President's Cabinet
Monday, November 1, 1993
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On a motion by Susan Azbell, seconded by Terri Colananni, on-line registration will be piloted for the summer 1994 semester. Dr. Azbell will chair efforts to implement the pilot program.

Kathy Richardson has proofs of the spring schedule from The Malvern Daily Record. Anyone who wishes may look at the proofs before they go to print.

Beginning with the spring 1993 semester, a matriculation fee will be collected from first-time students to cover testing and assessment. Costs will be absorbed for those students who do not follow through to registration.

June Prince suggested that a quality-check station be set up at registration to be sure that students have gone through all the registration points.

The meeting adjourned at 8:50 a.m.

Submitted by:

Nell McCallister
Nell McCallister

11-5-93
Date

President's Cabinet
Tuesday, November 9, 1993

Agenda

- I. Up-date on Electronic Financial Aid - Susan
- II. Budget Review Information - Bob
- III. Status on Traylor Phone - Bob
- IV. Dr. Kuss Visit on 12/2
- V. EM Statistical Data
- VI. Board Finance Committee Meeting 11/10
- VII. Status of Spring Schedule
- VIII. OTC Christmas Parade Float
- IX. Raffle Tickets
- X. Other Business

PRESIDENT'S CABINET MEETING
Tuesday, November 9, 1993, 8:00 a.m.

M I N U T E S

The President's Cabinet met on Tuesday, November 9, 1993, in the OTC Community Room at 8:00 a.m. Present were Dr. Ken Martin, Kathy Richardson, June Prince, Bob Jones, Dr. Susan Azbell, and Terri Colananni. Absent were Nell McCallister, Hugh Looney, and Frank Opitz. Minutes of the last meeting were approved.

Update on Electronic Financial Aid:

Dr. Azbell reported that Mr. Opitz is working on the software for the Financial Aid computer program, and that Ms. McCallister and Mr. Looney are visiting another campus today to review their financial aid computer program.

Budget Review Information:

Mr. Jones stated Accounts Payable are being entered in the computer and department budget reports will be printed for distribution when available.

Status on Trailer Phone:

Mr. Jones stated the phone line for Trailer Classroom No. 25 was installed yesterday, and the phone is to be connected today.

Dr. Kuss Visit on December 2:

Dr. Martin announced that Dr. Kuss, an NCA leader in assessments, will be on campus on December 2.

EM Statistical Data:

Copies of the attached Enrollment Management Data sheet were distributed and discussed briefly.

Status of Spring Schedule:

Ms. Richardson reported that the Spring Class Schedule has been printed and will be run in local newspapers today. Copies are available in the Library and Administration Office.

OTC Christmas Parade Float:

An OTC float is being constructed for the Christmas Parade to be held on Thursday, December 2, at 6:00 p.m. Everyone is invited to assist and participate in float construction and the parade.

Raffle Tickets:

Raffle tickets on a \$500.00 gift certificate will be sold and proceeds will go into matching funds. Everyone will be asked to help sell tickets.

Other Business:

Associate of Arts and General Studies Letter of Intent - In order to get on the agenda for the January State Board of Education meeting for consideration of an Associate of Arts and General

PRESIDENT'S CABINET MEETING MINUTES
Tuesday, November 9, 1993, 8:00 a.m.
- Page Two -

Studies proposal, a Letter of Intent must be prepared before December 1. Dr. Azbell will prepare a letter.

IPES Status - Dr. Azbell reported that the Department Chairs have submitted their data on IPES and she is reviewing it.

Program Brochures - Ms. Richardson stated Mr. Opitz is laying out columns for tri-fold program brochures and pictures are ready to be selected for the brochures. Brochures will be run on a laser printer and then sent to the prison print shop.

Budget Report - Dr. Martin advised that a six-month budget report must be provided to the Board.

COPP 2.54 - Copies of the attached COPP 2.54 (Leave of Absence Policy and Certification of Physician or Practitioner form) were distributed. Cabinet members were asked to review the proposed policy carefully for discussion at the next Cabinet meeting. (Faculty Leave Policy has been set out in COPP 2.56)

BULLETIN - AIDS in the Workplace: - Copies of the attached Bulletin, "AIDS in the Workplace", were distributed. After review, the motion was made, seconded, and passed unanimously to accept the bulletin as written. It will be posted on campus.

Transportation Technology Proposal - Dr. Azbell advised that the proposal for an A.A.S. in Transportation Technology is in good shape and will be ready to present to the Academic Board. There will be an advisory board meeting on Thursday, November 11, at 6:00 p.m. in the Community Room.

Articulation Meetings - Dr. Azbell reported meeting with Southern Arkansas University personnel yesterday, and she will meet with Dr. Clark at Henderson State University today to discuss taking over general education and articulation agreements.

Academic Advising Workshop - It was announced that Dr. Thea M. Hoeft, Director of Academic Advisement at UALR, will present an academic advising workshop for the faculty on November 11, from 2:00 to 5:00 p.m., in the Malvern Chamber of Commerce Community Room.

The meeting adjourned at 9:00 a.m.

Submitted by:

Beth Lawless
(Name)

November 9, 1993
(Date)

President's Counsel Meeting
November, 22, 1993

Next Meeting: December 6th, 1993

1. Minutes Read/Approved. .

2. Food for meetings: Can't buy food in support of meetings out of operational funds. Exceptions: OTC Board and advisory boards. Dr. Martin stated that in the future that Bob Jones must approve these expenditures.

3. Graduation:

a. Currently OTCs graduation is scheduled on the same date as Malvern High School. Hugh is to check on it and look at the 11th, 12th or 13th as alternate dates and report back at our 6 Dec. meeting.

b. Suggested speakers (such as Gov. Tucker) are needed from all counsel members in two weeks.

4. Student Guaranteed Loans:

a. Dr. Martin says that we should consider doing away with the guaranteed loans. He also recommends that Pell or the bank would be better sources for loans, because it would remove our liability and the bank can defer payments until after a student graduates.

b. Loan statistics: In the last three years we have made only 69 loans (14/39/16). Our problem is that if we have a default rate of 25% in any one year then we are in serious trouble. We have had to submit a default management plan because we have been very close to the 25%. We now have 45K worth of loans to 16 people.

c. Hugh attended a workshop this last friday. Direct Loans from the Government would be better for us.

d. Motion made and seconded (June/Susan) to carry this to the board and recommend that we cease with the guaranteed loans beginning in the Fall '94.

5. Next Board Meeting 5pm, Dec. 7.

a. Subject: OTC is the primary provider for the Center for Workforce Excellence (CWE) IAW legislative bill #665.

b. The CWE will need an advisory committee. We need recommendation for educators, B&I leaders, Henderson, OBU, UALR, Chamber of Commerce Education Committee and other from OTC's service area. Approximately 10-12 members.

6. (Item 3) Susan:

a.

1. Students with 6 hours of remedial courses should only take 6 regular hours with the remedial courses (a total of 12 hours). The department chairs are preparing a list of recommended courses that they consider are fairly easy. These courses will be used to augment the remedial courses. This should help us with retention.

2. We also recommend that students that are undeclared as to their majors see Vaughn or June as their faculty advisors.

3. It is recommended that a Waiver Form, signed by the student, be kept on file signifying that the student has been counseled as to the fact that anything over 12 hours (remedial students) is considered an overload.

4. The waiver should also clearly explain that it will take longer to gain certification or to graduate. Since Pell and JTPA allow 150% over the necessary courses it should not pose a problem financially.

5. Dr. Martin: We need to amend that policy in the COPP and send it to the board for approval. "Susan, Make it so".

b. Articulation Agreements: Jessica and Susan have reviewed high school curriculums and recommend that we consider awarding no more than nine (9) hours toward a degree.

Examples: Business - Keyboarding
Welding
Automotive Repair

c. Professional Development: Milton Purdy will take a 40 hour course beginning in December on OSHA standard Hazardous Materials. OTC is going to send him because of the profit potential (CASH COW) for OTC. Cost is \$525 for Milt. In return we expect to be able to charge \$125-150. per student for admission.

d. General Education:

1. It is moved that OTC take over general ed courses beginning in the summer term. We can staff it with adjunct faculty until we hire full timers for the fall.

2. We also need to review our salary schedules with Hendersons adjunct faculty.

Henderson: - \$30. hr. or \$1600. per 3 hour course

OTC: \$17.-\$20. hr. or \$1200. per 3 hour course.

7. Faculty Council: (Terri)

a. We are currently working to review/revise the faculty advising plan. If you have any items for the faculty council please give them to me.

b. (Ken) Our test out charge (\$5.00) is not enough. \$25.00 for test out seems more legitimate and money will be directed into the departmental M&O pot. We are set to implement this in the spring.

(Terri) What is the difference in us doing the in-house test out or using CLEP?

(Ken) We use the final exam on the course. The only advantage to CLEP is the acceptance by schools that with which we have not articulated. We are talking about Gen. Ed. courses.

8. (June) We are currently ready to begin the 2nd self-study. Is there any discussion about this or these handouts?

9. (Hugh) Continuing Ed:

a. We are OK for instructors except for Ballroom dance. (Kathy) There is a dance school in H.S. and L.R., when you do get an instructor I need a complete course description, instructors background and course goals.

b. Cost Recovery for Cont. Ed.: Currently we are charging up to \$30. per student.

(Ken) has a problem with this "We are paying an instructor with a Masters Degree \$17.50 to teach English versus \$20. per hour for ballroom dance with a minimum of 10 students."

(Susan) "The numbers vs what we're delivering actually generates more \$ per course." "For example, Silk Flower lasts for 8 weeks and we pay the instructor \$200." We generate \$500. in income not including the faculty costs. We are allowing for the costs of the facility and for senior citizens." "If/when we cancel a class we must be prepared for upset students and bad publicity." "Our other out is for Hugh to negotiate with the instructor to take less or each student to pay more." "We have been very lucky with our instructors accepting a prorating of their pay when less than 10 students sign up or in case of a large number of senior citizens."

10. The Reader for the NCA on assessment plans Hans Coose will be here on 2 December at 9am. All personal involved in assessment should try to make themselves available for the 3-4 hours that he will be here.

11. (Kathy) Christmas Potluck: Will be held on 16 December at 4pm. Have all our faculty members sign up to bring something with Tessie. Tessie and Frank are in charge of the games.

12. (Kathy) The Christmas Parade: 2 December at 6pm. We have a float and everyone is invited to march along side of the float. Prizes will be awarded for the best costumes (100, 75, and 50 dollars). The route is from the high school down main street to the court house. We will hand out bubble gum and watch Ken drive his Vette. Two people (SGA) will need to carry OTC's banner.

13. SIM conference (Kathy and Lamonica in St. Louis) We been there and done that. We still have material promised in the mail.

14. UPT is defined as **Undeclared Part Time**, not Unclassified Part time. Vaughn is correcting this because there is a different funding rate applied depending on the CIP code.

15. 7th December Board Meeting: Minutes to be amended and information added for public consumption after the board meeting.

Frank Opitz