

COMMITTEE MEETINGS 1992-1995

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COMMITTEE MEETINGS

**STEERING, EDUCATION, INTEGRITY, FUTURE
PLANNING, HUMAN RESOURCES, and
PHYSICAL AND FINANCIAL**

OUACHITA TECHNICAL COLLEGE
DEPARTMENT CHAIRS MEETING
Friday, March 18, 1994, 9:30 a.m.

M I N U T E S

The Department Chairs met on Friday, March 18, 1994, at 9:30 a.m. in the OTC Community Room. Present were Dr. Susan Azbell, Terri Colananni, Jessica Beard, Adrian Ashley, Lynette Smith, Kippy Massey, and Vaughn Kesterson.

Mr. Kesterson briefly outlined the Financial Aid policies and explained the cross-over method for grants. He stated that use of financial aid during the Summer Semester will result in deductions from the total aid available to the student during the Fall and Spring Semesters.

Dr. Azbell stated copies of a Student Opinion Survey will be provided to the Department Chairs. Please advise June Prince of any additional information which needs to be requested at the back of the form.

Dr. Azbell provided copies of information on an upcoming Tech-Prep Conference to be held on Friday, April 8, and requested that Ms. Beard, Ms. Colananni, Mr. Ashley, and Mr. Purdy plan to attend with her. This ADHE workshop will be held from 9:25 a.m. to 3:00 p.m. and anyone interested is welcomed to attend.

UALR will host a Master Student Conference on Thursday, April 28, 9:30 a.m. to 4:30 p.m. in the UALR Donaghey Center. Anyone wishing to attend should advise Dr. Azbell by Thursday, March 24, and she will submit registration fees.

The Summer Semester class schedules have been turned in and should be ready to send to the printer next week, along with Continuing Education classes.

The 1995 Graduation date has been approved, and there is no problem with finals being completed at Friday noon and Graduation being held that Friday night. The Registrar will mail certified letters to prospective graduates advising them that blank diplomas will be given during graduation exercises, and, if final grades do not warrant their graduating, the student will not receive a diploma.

Dr. Azbell announced she will be in Washington, D.C. for an AACC (American Association of Community Colleges) Conference on April 6 through April 9.

A Department Chair meeting was set for Wednesday, March 23 at 2:30 p.m. in the OTC Community Room to discuss curriculum changes. Procedure for changing curriculum has been altered slightly as follows:

- Faculty Member recommends to the Department Chair
- Department Chair submits recommendation to the Department Chairs
- Recommendation goes to the Faculty Council for approval
- Approved recommendation is presented to the President

Concern about low attendance at the Job Fair if it is held on a Friday resulted in a tentative rescheduling to Thursday, April 21, 1:00 to 3:00 p.m. The matter will be discussed at the March 21 President's Cabinet meeting, and if there are no objections, the April 21 date will be confirmed.

Minutes: Department Chair Meeting
Friday, March 18, 1994, 10:00 a.m.
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Ms. Colananni announced that Faculty Council elections for the next school year will be held shortly. Nancy Huber and Gary Garrison will have fulfilled their elected terms at the end of this semester. Milton Purdy will vacate his at-large position. The new Ex-Officio Department Chair member will be elected at the Department Chair meeting on March 23.

Vaughn Kesterson will be asked to attend the March 23 meeting to discuss (1) the effect on students who take the ASSET when they are planning to go on to a 4-year college which requires the ACT, and (2) the scheduling of faculty advising appointments for students entering OTC this Fall.

Ms. Smith expressed concern over nursing students' schedules not permitting full participation in extracurricular activities, such as Phi Theta Kappa meetings. She will meet with Ms. Massey and Mr. Thompson to work out a schedule which will include the nursing students.

The meeting adjourned at 11:10 a.m.

Respectfully submitted:

Betty Lawless
Betty Lawless, Faculty Secretary

March 18, 1994
Date

Department Chair Meeting Minutes

The Department Chair meeting was called to order on October 28th. at 1:00 p.m. Members present were Sam, Milton, Jessica, Terri, Lynette, Susan, and Kippy.

Departmental Recruitment Reports

The Departments of Applied Science, General Education/Basic Skills, and Nursing reported attending high school career days in the last two weeks. The Business Department reported that they would be targeting FBLA meetings in the future. Susan reminded the departments of the opportunities on campus at the high school classes and the ABE/GED students.

Review of Department/Program Level Objectives

IT WAS AGREED THAT COMPLETE WRITTEN REPORTS REGARDING OBJECTIVES WOULD BE TURNED IN BY NOVEMBER 18TH.

Goal One - All departments report having regularly scheduled meetings. Susan reported the Newsletter and the general faculty meeting recently held.

Goal Two - Most of the departments have had recent advisory meetings and the General Education Department expressed an interest in forming an advisory committee.

Sam passed a new course in Developmental Psychology and a seminar in Dream Analysis.

Susan announced the new programs planned:

AAS:CIS
Medical Assistant
Paralegal
Management & Supervision

TC:Computer Repair
Auto Service

CP:Medical Transcriptionist
Medical Secretary
Legal Secretary

It was noted that faculty were concerned regarding starting so many new programs. Susan pointed out that the retirements of Cletus and Reece would free up monies to fund the CIS and Medical Assistant positions and that, according to state budgeting laws, **these monies could only be used for salaries anyway.** Additionally, other than CIS and Medical Assistant, no other new programs would require hiring new faculty and would be staffed,

at least initially, with adjunct faculty. It was also pointed out that starting new programs would increase enrollment -- a crucial need since the new productivity standards give funding to colleges based upon enrollment increases. This new funding will be used for new equipment, which is not possible with monies earmarked for salaries.

Goal 3 - Most departments reported the use of collaborative learning strategies in the classroom. Susan reported that an advising handbook was being developed to improve the quality of advising.

Goal 4 - It was suggested that OTC hire a minority counselor to assist in the recruitment of minority students. Terri mentioned that the goal-setting component of the faculty evaluation plan should be emphasized. It was also suggested that there be a stipend for faculty who receive the Master Teacher Award.

Goal 5 - Sam suggested that the ADA clause be included on all syllabi. The OTC Ambassadors Program was discussed and Kippy suggested that criteria be formulated for accepting students into the program. Susan mentioned the Student Focus Groups she was conducting.

Goal 6 - Continue to better coordinate room scheduling. Improve adjunct faculty access to mail and copier after hours. Susan reported that she was submitting a grant proposal to fund minority recruitment efforts.

Classroom Observations

It was requested by the Department Chairs that beginning next semester, the time for observations be extended. It was decided that all observations would be completed as agreed upon this Fall, but that SUMMA's only be done for Spring. Starting Fall, 1995, observations will be extended into the Spring, with the exception of new faculty, who will be evaluated each semester of their first year.

NEXT DEPARTMENT CHAIR MEETING

The next meeting is set for Friday, November 18th at Noon. The location is Terri's house and each person will bring a food item for a potluck style lunch. **At this meeting, each person will report upon their department's progress towards stated goals and will turn in a written report documenting activities.**

The meeting adjourned at 3:45 p.m.

OUACHITA TECHNICAL COLLEGE
DEPARTMENT CHAIRS MEETING
Friday, December 8, 1994, 1:00 p.m.

M I N U T E S

The Department Chairs met on Friday, December 8, 1994, at 1:00 p.m. in Classroom No. 14. Present were Dr. Susan Azbell, Kippy Massey, Terri Colananni, Jessica Beard, Milton Purdy, and Dr. Sam Fluck.

Student enrollment for Spring 1995 currently totals 301. Some classes have already closed and others will soon be closed. All SUMMA evaluations for the General Education Department have been completed and turned in to Dr. Azbell. Departmental Goals were reviewed as follows:

Jessica Beard reported the Business Department program has been updated. Boist Department faculty have visited with the FBLA members at Ouachita High School and Glen Rose High School for recruiting purposes. Plans are to schedule visits with all area high schools.

Milton Purdy provided a list of goals accomplished individually by each member of the Applied Sciences Department. Efforts by Rosemary Minge, Gender Equity Coordinator, have resulted in the enrollment of five new full-time students for their Department. The donation of a new Cummins Diesel Engine has been secured by Dwight Evans, Diesel Instructor. The Auto and Diesel Shops have been revamped. Cal-Ark is furnishing OTC with diesel trucks since two of their worn out trucks were overhauled by Mr. Evans and a student, returned to Cal-Ark, and placed back into service. Carrier is interested in having the entire degree plan, including General Education courses, taught at their plant with lecture classes held at the plant and lab work completed once a week at OTC. Kimberly-Clark Company in Conway wants OTC faculty to teach the Electronics Program at their plant four hours a day/five days a week (three-hour course in three weeks). Kimberly-Clark will buy the lab equipment needed to teach the class at their plant. Full-time faculty can be sent to the plant while adjuncts teach at OTC under supervision.

Dr. Sam Fluck reported their faculty have visited area schools for recruiting and career days. Contacts with Senior Class Sponsors was suggested as a way to make contact with college-bound students. Dr. Fluck spoke at a Rotary meeting and the Historical Society was addressed by Dr. Schultz. A Psychology Seminar will be offered, and possibly a trigonometry class. There is interest in a Student Success/Study Skills Program. Many details would need to be worked out; however, it would be worthwhile piloting the program to see if would work. Several faculty members have recently attended professional workshops and conferences. General Education/Basic Skills representation is needed in SGA.

Kippy Massey stated that library articles are being published in the student newsletter. An excellent list of professional materials for the faculty will be available soon. Tutors this semester are exceptional. The fall survey has been completed and statistics are being compiled which look very good. OTC personnel are being invited to speak to the Historical Society. The faculty have been making library assignments, and it was suggested that term papers be assigned early even if the papers are due at the end of the term so there will be more lead time to stock the library with materials needed by the students.

Minutes: Meeting of the Department Chairs
Friday, December 8, 1994, 1:00 p.m.
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Dr. Susan Azbell reported that the second round of articulation letters have been sent to several universities. The new Medical Assistant Program Proposal has been dropped. On Wednesday, December 14, a meeting with local hospital personnel will be held to discuss starting a Nursing Assistant's Program. Faculty Secretary interviews were held this morning by the Search Committee, two candidates were chosen for further consideration, and a recommendation will be given to Dr. Martin by early next week. The new secretary will be assigned work only by the faculty. Relocation of the Faculty Secretary for easier access by the faculty will automatically occur when the new building is completed. The Board has requested a special hearing to outline the exact sequence of events before a lease agreement is drawn up with the City of Malvern. The next regular Board meeting is scheduled for Monday, December 19 at 5:00 p.m. Breaking ground for the new construction will hopefully be in March or April 1995. Sales tax receipts for the past two months have averaged around \$37,000.

Work on the 1995-96 Departmental Budgets will begin during the January meeting. Carol Forthman will be transferring into the position left vacant by Jean Neel's retirement, and she will assume responsibility for budget reports. Fall and summer semester deadlines will be set during the next meeting.

The importance of providing incoming students with a two-year schedule was stressed by Dr. Fluck. Dr. Azbell stated a retreat can be held next summer to plan Master Scheduling.

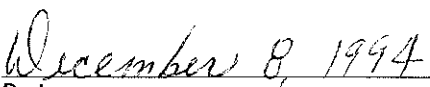
New Faculty Orientation is scheduled for Monday, January 9, at 5:00 p.m. in the Community Room. Department Chairs will meet Friday, January 13, 1995, at 1:00 p.m. in the Community Room followed by a Baby Shower at 3:00 p.m. for Michel and Dalene Soulard. The OTC Christmas Party/Potluck is scheduled for Wednesday, December 14, at 5:00 p.m. in the Cafeteria.

Respectfully submitted:



Betty Lawless

Minutedc.003



Date

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

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President's Cabinet Meeting
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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
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 Málvern 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
Page 2

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
Page 2

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.

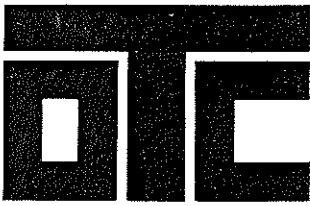
With nothing further to discuss, the meeting adjourned at 8:30 a.m.

Submitted by:

Nell McCallister

Nell McCallister
Ouachita Technical College

September 10, 1993
Date



SEPTEMBER 17, 1993

TO: FACULTY AND STAFF

FROM: *mm* NELL McCALLISTER

RE: MINUTES

At a recent meeting of the President's Cabinet, it was agreed that copies of all Council and Committee minutes would be sent to the Board of Trustees on at least a monthly basis.

If you are responsible for maintaining minutes of your meetings, please submit seven (7) copies of minutes of meetings held since August 1, 1993, to me no later than Tuesday, September 21, 1993.

Thank you.

OUACHITA TECHNICAL COLLEGE
MEETING OF THE PRESIDENT'S CABINET
Thursday, September 1, 1994, 8:00 a.m., Community Room

M I N U T E S

The President's Cabinet met on Thursday, September 1, 1994, at 8:00 a.m. in the OTC Community Room. Members present were Dr. Ken Martin, Leah Costello, June Prince, Kathy Richardson, Hugh Looney, Bob Jones, and Dr. Susan Azbell. Frank Opitz and Kippy Massey were absent. Minutes of the last meeting held on May 9, 1994, were approved by motion by Mr. Jones and second by Dr. Azbell.

The regular meeting time for the President's Cabinet was set for every other Thursday at 8:00 a.m. on a motion by Mr. Jones and second by Dr. Azbell.

Dr. Martin reminded everyone that it is OTC policy for all media contact to be coordinated by Ms. Richardson.

Mr. Looney reported on plans to establish an OTC Placement Office. He has received information from Jim Cook at Henderson State University, joined the College Placement Council, and plans to join the Regional Placement Office. He is working with Kippy Massey to determine placement materials currently in the OTC Library and on adding additional materials received to the Library. He plans to start contacting employers and, hopefully, they will start calling OTC when they need employees.

Mr. Jones stated that purchasing procedures as set forth in the Faculty Handbook must be followed strictly so that spending will not exceed monies coming in. There have been problems with salespersons going directly to the instructors and then coming by the Administrative Offices to place orders prior to purchases having been approved by the Department Chair. Wal-Mart purchases require a signed Letter of Authorization.

Mr. Jones stated use of OTC's facilities is now limited since a night watchman is no longer on duty. Use of OTC facilities is limited to civic and educational purposes and, during the week, all activities must be concluded by 9:00 p.m. since OTC personnel clean and close the buildings by 10:00 p.m. No weekend policy has been set since there are no OTC employees assigned to weekend duty.

Ms. Richardson reported that printing of the college catalog through State Purchasing may cut the cost of printing in half and that their turnaround time averages about 21 days. The catalog can be closely modeled after that of Pulaski Technical College.

Ms. Richardson stated she contacted Don Ray's Outdoors, and that consideration is being given to two billboard locations close to the Interstate in Benton.

A Faculty Reception and Chamber of Commerce Business After Hours is scheduled for Thursday, October 13, 5:30-7:30 p.m. in the OTC Cafeteria. The Chamber of Commerce regular monthly meeting will be held at OTC on November 10.

Ms. Prince reviewed the Assessment Plan. The next meeting is scheduled for October 7. CAPP Test (Rising Junior Exam) will be affecting OTC this year.

Minutes: Meeting of the President's Cabinet

Thursday, September 1, 1994, 8:00 a.m.

- Page Two -

Assignments for NCA Self-Study Committees are being finalized. The first meeting of the Steering Committee is scheduled for Monday, September 12, at 11:00 a.m. A listing of "Concerns from September 1993 NCA Team Report" was distributed. Each of the concerns listed must be implemented. The five criteria must be met to receive NCA approval, and the Strategic Plan is to be reviewed for other requirements which must be met. The Strategic Plan needs to be updated regularly. Ms. Prince stated OTC would like to be the first technical college to receive accreditation, and that the consensus seems to be to go for accreditation now rather than later.

Ms. Prince distributed copies of three surveys and explained each briefly: The Graduate Survey I (1993-94), the ACT Student Opinion Survey, and the Employee Survey. These surveys indicate students are very happy with instruction and faculty advising. Ms. Prince stated OTC needs to always be mindful of maintaining a caring attitude for the students.

Dr. Azbell reported OTC is offering three free courses for the purpose of boosting enrollment. An information sheet on these courses has been distributed to the staff so they will be able to answer questions asked by potential students.

An eight-week semester within a semester of classes will be offered beginning on October 17. Geography, Philosophy, and Introduction to Computers will be offered. Registration for these eight-week General Education and Business courses will end on the first day of class.

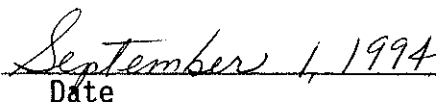
Dr. Azbell reported that:

1. The Board of Trustees approved the recommendation to hire Rosemary Minge for the Gender Equity position. Her contract will begin on Tuesday, September 6.
2. A newsletter is being published by Dr. Azbell, and she asked that any items for the newsletter be turned in as "written" copy.
3. Agnes Boone is experiencing difficulty with receiving all instructional information in a timely fashion.

Mr. Jones moved to adjourn the meeting at 8:45 a.m., and Dr. Azbell seconded the motion. The next meeting is scheduled for Thursday, September 15, at 8:00 a.m. Dr. Martin asked that agenda items be submitted several days prior to meetings.

Respectfully Submitted by:


Betty Lawless


Date

OUACHITA TECHNICAL COLLEGE
PRESIDENT'S CABINET MEETING
Thursday, September 22, 1994, 8:00 a.m., Community Room

M I N U T E S

The President's Cabinet met on Thursday, September 22, 1994, at 8:00 a.m. in the OTC Community Room. Present were Dr. Ken Martin, Dr. Susan Azbell, Kathy Richardson, June Prince, Frank Opitz, Bob Jones, Leah Costello, Kippy Massey, and Hugh Looney. Minutes of the September 1, 1994, meeting were approved on a motion by Mr. Jones and second by Ms. Prince.

Ms. Prince stated the second Self-Study has begun. The Steering, Finance and Physical Resources, and Futures Committees have already met, and she is receiving materials from each meeting. Work is being done on the Assessment Plan.

Dr. Azbell announced that most of the Spring 1995 Class Schedules, plus the Continuing Education Class Schedule, have been turned in to Carol Forthman. She will type a draft copy for distribution to the faculty. The deadline for changes is Wednesday, October 5, with plans to send the final copy to the printer on Monday, October 10. The deadline for all catalog revisions is November 18.

Ms. Richardson announced that:

1. The Democrat Gazette "Arkansas Bound" advertisement for higher education will be distributed on Sunday, October 2, to over 300,000 households and 437 public and private junior and senior high school guidance counselors.
2. SGA is working on plans to participate in the Malvern High School Homecoming Parade scheduled for October 20 at 2:45 p.m.
3. Will be participating with the Chamber of Commerce in distribution of the new City Maps.
4. Ms. Richardson will send a memo to all faculty and staff encouraging attendance at the Chamber of Commerce Business After Hours to be held in the Student Center on October 13, between 5:30/7:30 p.m. Tressie will be serving food for this function. (The new catalog cover page will be photographed at this time.)
5. Ms. Richardson is checking on participation in the Heart Walk which is scheduled for kick-off today. This event will be held at the Malvern High School Stadium.

Dr. Azbell stated the FIS-AP Report will be completed and turned in on time this year. Ms. Ragsdale has done an excellent job with Financial Aid, and PELL Grants have increased considerably this year.

Mr. Jones provided copies of the new Facilities "Room Reservation Form" which is already being utilized. Carol Forthman will be in charge of making all room reservations, including the Community Room. Ms. Prince stated this form will provide numbers on the community groups using the facilities. A form can be given to these groups to document any problems they encounter with the facilities.

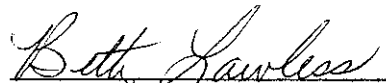
Dr. Martin presented the Enrollment Report which will be given at the Board of Trustees' meeting on Tuesday, September 27. Every indicator on this report shows there has been a dramatic enrollment increase each semester.

Minutes: Meeting of the President's Cabinet
Thursday, September 22, 1994, 8:00 a.m.
- Page Two -

Dr. Martin presented drawings and a detailed description of the new building project including the new Learning Resources Center which is the main focal point of the new construction. There will be a 140-seating capacity meeting room. The new labs will each have 1,000 square feet of space. There will be six faculty offices provided and restrooms have been increased to meet codes. Parking will be located across the street (One College Drive) from the new construction with 100 to 120 parking spaces available.

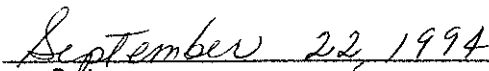
On a motion by Mr. Jones and second by Ms. Costello, the meeting was adjourned at 9:00 a.m. The next meeting is scheduled for Thursday, October 6.

Respectfully submitted by:



Betty Lawless

minutes7



Date

OUACHITA TECHNICAL COLLEGE
MEETING OF THE PRESIDENT'S CABINET
Thursday, October 13, 1994, 8:00 a.m., Community Room

- I. Strategic Plan June

- II. Business After Hours/New Faculty Reception Kathy
Catalog Cover

**OUACHITA TECHNICAL COLLEGE
ROOM RESERVATION FORM**

Please fill out the following information and return to Carol Forthman when scheduling room reservations. This includes all activities in the classrooms, the Community Room, and the Student Center. **NO ACTIVITY WILL BE SCHEDULED IF THIS FORM IS NOT FILLED OUT COMPLETELY!**

ROOM NUMBER: _____

DATE NEEDED: _____

EVENT/ACTIVITY: _____

STARTING TIME: _____

ENDING TIME: _____

ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____

CONTACT PHONE: _____

AUDIO/VISUAL EQUIPMENT REQUESTED

YES _____ NO _____

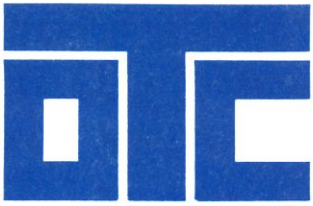
FOOD SERVICE REQUESTED

YES _____ NO _____

SPECIAL REMARKS: _____

CLEARED WITH: _____

DATE: _____



Ouachita Technical College

TO: Steering Committee --

Susan Azbell
Jessica Beard
Jim Ferguson
Bob Jones
Lamonica McCrackin
Kippy Massey

Agnes Boone
Terri Colanni
Nancy Huber
Vaughn Kesterson
Ken Martin

FROM: June Prince

DATE: September 6, 1994

SUBJECT: FIRST MEETING

The first meeting of the Steering Committee will be Monday, September 12, at 11 a.m. in the OTC Community Room. The agenda for this meeting is attached. Please let me know if you will be unable to attend.

Thank you for agreeing to serve on this committee. Achieving accreditation with North Central is essential, and your work toward this goal is very much appreciated.

STEERING COMMITTEE

Agenda for Meeting #1 - Monday, September 12, 1994, at 11 a.m.

- I. Discussion of Self-Study Plan**
- II. Setting of Tentative Date for On-Site Visit**
- III. Discussion of Seeking Continued Candidacy vs. Initial Accreditation**
- IV. Discussion of Committee Responsibilities**
 - A. Minutes**
 - B. Reports**
- V. Other Business**
- VI. Adjournment**

OUACHITA TECHNICAL COLLEGE
STEERING COMMITTEE MEETING

The first Steering Committee meeting for the second self-study was held Monday, September 12, 1994, 11:00 a.m. in the Community Room. Present were June Prince, Agnes Boone, Susan Azbell, Jessica Beard, Jim Ferguson, Nancy Huber, Bob Jones, Vaughn Kesterson, Lamonica McCrackin, and Kippy Massey. Absent were Terri Colananni and Ken Martin.

Discussion of the Self-Study Plan took place. June stated that she would order each a Self-Study Handout. We received the following handouts: Self-Study Plan(DRAFT), GIR's(General Institutional Requirements), and Concerns From September 1993 NCA Team Report/Advice and Suggestions.

All committee preliminary draft reports are due December 2, 1994. The actual report is due to the Editing Committee on February 17, 1995. June stated that the preliminary draft of Self-Study Report was due by the end of March.

The Self-Study outline is basically the same as before. We should aim to be evaluative rather than descriptive. All reports should be turned in on time. The Steering Committee will review the outline and submit changes. June was specific as what each committee should do(See pgs. 6-8 of Self-Study Plan). Committees should feel free to submit additions. Assignments should be split among committee members. Criterion Two(Physical/Financial Resources) and Criterion Three Committee(Education & Other Purposes) may split into sub committees, however, this is up to the chairperson of each committee. Each chairperson needs to make their committee members a copy of Time Line of Ouachita Technical College Development(DRAFT). If anyone knows of any student who would like to be a part of a committee, please submit their name.

The on-site team visit will be September 1995, approximately 24th-26th. At this time, it is undecided as rather we should go for Initial Accreditation or Continued Candidacy. If we choose Continued Candidacy this time, then the next time we will have to go for accreditation. The other schools are going for continued candidacy this year.

Each committee needs to submit copies of their minutes to June Prince, Kippy Massey and their members. The committee minutes should at least consist of the following information: The committee members present and absent, the date, time and location of the meeting and the number of the meeting(e.g. meeting #1, #2, #3 etc). The Board Members will receive a copy of the Steering Committee minutes. It is the responsibility of each chairperson to brief their members on the Steering Committee minutes. A copy of the Steering Committee minutes will be posted near the mail boxes and in the Library.

Each chairperson should set times for their meetings according to their members availability. June will be happy to attend any committee meeting, just let her know.

The concerns from September 1993 NCA team report must be addressed in each committee report. We have to meet GIR's before NCA will come on campus. The assignments of GIR's are:

Mission & Purpose Committee--1,2,3,4,& 12

Human Resources Committee--5,6,& 7

Physical/Financial Resources Committee--19,20,21,& 24

Education & Other Purposes Committee--11,13,& 16

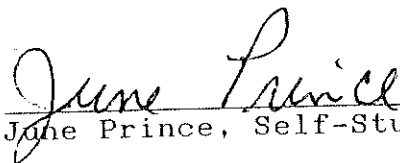
Futures Committee--9,10,14,& 15

Integrity Committee--8,17,22,& 23

Each committee is to explain how OTC meets each GIR.

Each Steering Committee meeting will be on Monday's at 8:30am every three weeks. Therefore, the next meeting will be October 3, 1994. Other committee members are welcome to attend the Steering Committee meetings. Between now and Oct. 3rd, each chairperson should meet with their committee members. The first thing that needs to be done by each committee are the GIR's. Each committee should have the GIR's answered by Oct. 31st(Halloween). Please give your GIR answers to June Prince.

The Committee decided that a school-wide meeting should be held to kick-off the start of the second self-study. This meeting will be September 19, 1994, 7:30am in the Student Center.



June Prince, Self-Study Coordinator



Agnes Boone, Secretary

OUACHITA TECHNICAL COLLEGE
STEERING COMMITTEE MEETING

The first Steering Committee meeting for the second self-study was held Monday, September 12, 1994, 11:00 a.m. in the Community Room. Present were June Prince, Agnes Boone, Susan Azbell, Jessica Beard, Jim Ferguson, Nancy Huber, Bob Jones, Vaughn Kesterson, Lamonica McCrackin, and Kippy Massey. Absent were Terri Colananni and Ken Martin.

Discussion of the Self-Study Plan took place. June stated that she would order each a Self-Study Handout. We received the following handouts: Self-Study Plan(DRAFT), GIR's(General Institutional Requirements), and Concerns From September 1993 NCA Team Report/Advice and Suggestions.

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The on-site team visit will be September 1995, approximately 24th-26th. At this time, it is undecided as rather we should go for Initial Accreditation or Continued Candidacy. If we choose Continued Candidacy this time, then the next time we will have to go for accreditation. The other schools are going for continued candidacy this year.

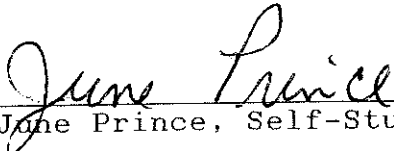
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Each chairperson should set times for their meetings according to their members availability. June will be happy to attend any committee meeting, just let her know.

The concerns from September 1993 NCA team report must be addressed in each committee report. We have to meet GIR's before NCA will come on campus. The assignments of GIR's are:
Mission & Purpose Committee--1,2,3,4,& 12
Human Resources Committee--5,6,& 7
Physical/Financial Resources Committee--19,20,21,& 24
Education & Other Purposes Committee--11,13,& 16
Futures Committee--9,10,14,& 15
Integrity Committee--8,17,22,& 23
Each committee is to explain how OTC meets each GIR.

Each Steering Committee meeting will be on Monday's at 8:30am every three weeks. Therefore, the next meeting will be October 3, 1994. Other committee members are welcome to attend the Steering Committee meetings. Between now and Oct. 3rd, each chairperson should meet with their committee members. The first thing that needs to be done by each committee are the GIR's. Each committee should have the GIR's answered by Oct. 31st(Halloween). Please give your GIR answers to June Prince.

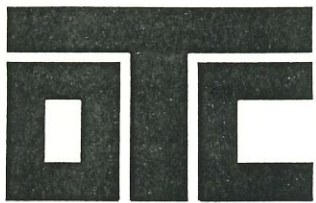
The Committee decided that a school-wide meeting should be held to kick-off the start of the second self-study. This meeting will be September 19, 1994, 7:30am in the Student Center.



June Prince, Self-Study Coordinator



Agnes Boone, Secretary



Ouachita Technical College

TO: Steering Committee --

Susan Azbell
Jessica Beard
Jim Ferguson
Bob Jones
Lamonica McCrackin
Kippy Massey

Agnes Boone
Terri Colannni
Nancy Huber
Vaughn Kesterson
Ken Martin
Bob Smith

FROM: June Prince 

DATE: September 27, 1994

SUBJECT: SECOND MEETING

The second meeting of the Steering Committee will be **Monday, October 3, at 8:30 a.m.** in the OTC Community Room. The agenda for this meeting is attached.

Thanks again for your continued dedication to our accreditation efforts!



As we work toward accreditation, remember what Benjamin Franklin said as the Founding Fathers prepared the Declaration of Independence:

"We must all hang together in this or we shall surely all hang separately!"

STEERING COMMITTEE

Agenda for Meeting #2 - Monday, October 3, 1994, at 8:30 a.m.

- I. Approval of Minutes from Previous Meeting**

- II. Old Business**
 - A. GIRs**
 - B. Self-Study Plan**
 - C. Preliminary Self-Study Calendar**

- III. New Business**
 - A. NCA Staff Liaison Appointment**
 - B. Committee Reports**
 - 1. Mission & Purpose**
 - 2. Human Resources**
 - 3. Financial/Physical Resources**
 - 4. Educational & Other Purposes**
 - 5. Futures/Planning**
 - 6. Integrity**

- IV. Other Business**

- V. Adjournment**

STEERING COMMITTEE

Agenda for Meeting #2 - Monday, October 3, 1994, at 8:30 a.m.

- I. Approval of Minutes from Previous Meeting**

- II. Old Business**
 - A. GIRs**
 - B. Self-Study Plan**
 - C. Preliminary Self-Study Calendar**

- III. New Business**
 - A. NCA Staff Liaison Appointment**
 - B. Committee Reports**
 - 1. Mission & Purpose**
 - 2. Human Resources**
 - 3. Financial/Physical Resources**
 - 4. Educational & Other Purposes**
 - 5. Futures/Planning**
 - 6. Integrity**

- IV. Other Business**

- V. Adjournment**

OUACHITA TECHNICAL COLLEGE
STEERING COMMITTEE MEETING

The second Steering Committee meeting for the second self-study was held Monday, October 3, 1994, 8:30 a.m. in the Community Room. Present were June Prince, Agnes Boone, Jessica Beard, Terri Colananni, Nancy Huber, Bob Jones, Vaughn Kesterson, Lamonica McCrackin, Ken Martin, and Kippy Massey. Absent were Susan Azbell and Jim Ferguson.

Bob Jones made a motion to approve the minutes from the last meeting and Nancy Huber seconded.

Old Business

The GIR's are due Oct 31st. They are to be turned in on disk using Wordperfect 5.1(DOS) or Wordperfect 5.2(Win). Also a hard copy is to be given to June. The committee is still debating as whether to go for accreditation or continued candidacy. If there are any changes to the self-study plan, they should be submitted to June. A revised copy of the Preliminary Self-Study Calendar was given to members. When the second self-study is sent, a copy of the catalog, student handbook and faculty handbook are also to be included. Therefore, those responsible for revising these documents need to keep in mind that they need to be ready to send with the self-study.

New Business

John Mason has been appointed as Associate Director of the NCA Commission. He will replace Gerald Patton. Dr. Mason would like to see our self-study plan.

It was reported that all of the committees had their first meeting and are progressing along fine. Chairpersons should brief their new members on the self-study in order for them to get a picture as how the whole self-study will fit together.

The next Steering Committee meeting will be October 31st at 8:30 a.m. in the Community Room. The meeting was adjourned at 9:00.


June Prince, Self-Study Coordinator


Agnes Boone, Secretary

OUACHITA TECHNICAL COLLEGE
STEERING COMMITTEE MEETING

The third Steering Committee meeting for the second self-study was held Monday, October 24, 1994, 11:00 a.m. in the Community Room. Present were June Prince, Agnes Coleman, Jessica Beard, Terri Colananni, Nancy Huber, Bob Jones, Vaughn Kesterson, Lamonica McCrackin, Ken Martin, Susan Azbell, and Kippy Massey. Jim Ferguson was absent.

The minutes from the last meeting were approved.

The committee discussed whether OTC should seek continued candidacy or initial accreditation during the second self-study visit. Discussed were (1) Dr. Martin's phone conversation with Dr. Thrash, Executive Director of NCA; (2) the need to have Dr. John Mason, OTC's NCA staff liaison, visit the College in the spring; (3) pros and cons of seeking initial accreditation.

Upon a motion made by Bob Smith and seconded by Bob Jones, the committee unanimously voted to recommend to the Board of Trustees that OTC seek initial accreditation. Pursuing initial accreditation will be contingent upon any findings from the self-study that indicate OTC should seek continued candidacy.

The meeting was adjourned. The next meeting will be October 31st at 8:30 in the Community Room.


June Prince, Self-Study Coordinator


Agnes Coleman, Secretary

OUACHITA TECHNICAL COLLEGE
STEERING COMMITTEE MEETING

The fourth Steering Committee meeting for the second self-study was held Monday, October 31, 1994, 8:30 a.m. in the Community Room. Present were June Prince, Agnes Coleman, Jessica Beard, Terri Colananni, Nancy Huber, Bob Jones, Vaughn Kesterson, Lamonica McCrackin, Susan Azbell, Bob Smith, and Kippy Massey. Ken Martin and Jim Ferguson were absent.

The minutes from the last meeting were approved.

June presented the OTC Timeline for Accreditation. The committee should review and submit any suggestions by Monday, November 7th. Each committee turned in their GIR's.

All committees are progressing and have set deadline dates. The first draft of the second self-study is due December 2nd.

The committee will be doing the ACT Student Opinion Survey once the SUMA Survey is over. ACT survey should take place at the end of November or the first of December. The committee discussed a community survey. Susan suggested a phone survey. June will make copies of the old community survey. In the meantime, any suggestions concerning the community survey are welcomed.

The next meeting will be December 5th at 8:30 in the Community Room. The meeting was adjourned.


June Prince, Self-Study Coordinator


Agnes Coleman, Secretary

OUACHITA TECHNICAL COLLEGE
STEERING COMMITTEE MEETING

The fifth meeting of the OTC Steering Committee for the second self-study was held Monday, December 5, 1994, at 8:30 a.m. in Room 4. Present were June Prince, Agnes Coleman, Jessica Beard, Terri Colananni, Nancy Huber, Vaughn Kesterson, Lamonica McCrackin, Ken Martin, Bob Smith, Susan Azbell, and Kippy Massey. Members absent were Bob Jones and Jim Ferguson.

Minutes from the previous meeting were approved.

OLD BUSINESS

June informed members that the Self-Study Plan had been mailed to Dr. John Mason, NCA staff liaison, on November 21. In the letter sent with the Plan, the dates of September 25-27, 1995, were requested for the team visit, and Dr. Mason was invited to visit the OTC campus in March or April.

Committee members were reminded of the following when preparing reports:

- Evaluate rather than narrate (use survey information, previous NCA reports, etc. to analyze and study your assigned area).
- Write in third person.
- Each section should end with a listing of strengths, concerns, and recommendations. For each concern, the committee should make an appropriate recommendation. Strengths and concerns **MUST** be indicated in the body. Positive comments from the first team's *Report of a Visit* can serve as evidence in reports.
- Sections should follow the categories in the preliminary outline; however, if a committee sees the need to revise their part of the outline just notify June.
- In addition to a hard copy, a disk of the final report should be turned in to June.
- Consider double-spacing the report for the February 17 deadline to allow room for the Editing Committee to write notes as they proofread and make suggestions for revisions.
- Concerns from the first team's report that correspond with the committee's assignment from the last team visit must be addressed.

NEW BUSINESS

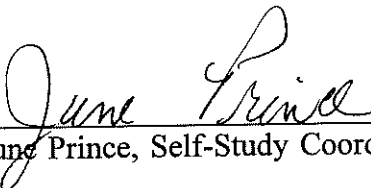
Committee members discussed the GIRs. Any suggestions concerning their further revision should be submitted to June prior to leaving for the holidays.

Each committee reported progress on their preliminary report. All indicated reports would be turned in prior to leaving for the holidays. Information and findings from preliminary reports will be shared at the next Steering Committee meeting.

The Community Survey was disseminated to members. Members were asked to review it and submit any suggestions for revisions before leaving for the holidays.

Members agreed to participate in an Evaluative Writing Workshop that will be conducted by Dr. Diane Tebbets that will be sponsored by ADHE. Members requested the workshop be held just before the February 17 report deadline. June indicated she would contact Dr. Tebbets and confirm a date for the workshop.

The next meeting will be held on Tuesday, January 17, 1995, at 8:30 a.m. The meeting was adjourned.



June Prince, Self-Study Coordinator

STEERING COMMITTEE

Agenda for Meeting #7 - Tuesday, February 21, 1995, at 8:30 a.m. - Community Room

- I. Approval of Minutes from Previous Meeting
- II. Old Business
 - A. Community Survey *675 = 5% to each county in service area*
 - B. Concerns from Preliminary Reports
- III. New Business
 - A. Review of Chapters 1 and 2
 - B. Dissemination of Committee Reports
 - 1. Mission & Purpose
 - 2. Human Resources
 - 3. Financial/Physical Resources
 - 4. Educational & Other Purposes
 - 5. Futures/Planning
 - 6. Integrity
 - C. Next Steps
- IV. Other Business
- V. Adjournment

OUACHITA TECHNICAL COLLEGE
STEERING COMMITTEE MEETING

The seventh meeting of the OTC Steering Committee for the second self-study was held Tuesday, February 21, at 8:30 a.m. in the Community Room. Present were June Prince, Ken Martin, Nancy Huber, Terri Colananni, Lamonica McCrackin, Bob Smith, Vaughn Kesterson, Bob Jones, Kippy Massey, Jessica Beard, Susan Azbell, and Agnes Coleman. Members absent were Jim Ferguson.

Minutes from the previous meeting were approved.

OLD BUSINESS

The Community Survey will be sent out soon and will survey 5% of the Service Area population. June will incorporate the results into the self-study when they become available.

NEW BUSINESS

Copies of each Committee report and a recap of the criteria were given out to members. As the Committee reviews each individual report, they are to make sure it addresses each of the indicators listed under the appropriate criterion. The Steering Committee will check report content and the Editing Committee will make grammatical corrections. The Editing Committee will return Committee reports by March 3rd. By March 3rd, the Steering Committee will finish reviewing reports and will meet on that date at 1 p.m. to determine strengths, concerns, and recommendations. If needed, the Steering Committee will meet on Tuesday, March 7th, at 3:30 to complete the strengths, concerns, and recommendations.

The Committee discussed Chapters 1 and 2. June stated that Chapter 2 is very important because it contains the GIR's that must be met before the team will evaluate accomplishment of the five criteria. The Committee should submit any additional ideas regarding response to the concerns contained in Chapter 2.

Final Committee reports are due March 17th. Original copies of the individual Committee reports will be on display in the Resource Room.

The meeting was adjourned.


June Prince, Self-Study Coordinator


Agnes Coleman, Secretary

OUACHITA TECHNICAL COLLEGE
STEERING COMMITTEE MEETING

The eighth meeting of the OTC Steering Committee for the second self-study was held Friday, March 3, at 1:00 p.m. in the Community Room. Present were June Prince, Nancy Huber, Terri Colananni, Lamonica McCrackin, Bob Smith, Vaughn Kesterson, Jessica Beard, Susan Azbell, and Agnes Coleman. Members absent were Jim Ferguson, Kippy Massey, Ken Martin and Bob Jones.

Minutes from the previous meeting were approved.

NEW BUSINESS

John Mason, NCA liaison, changed his visit from April 20th to April 27, 1995. The NCA team visit will be September 25-27th.

The Committee reviewed several Chapters of the Self-Study Report and made corrections and suggestions to the content. June stated we have received positive results from the Community Survey. The next meeting will be Tuesday 7, 1995, at 3:30.

The meeting was adjourned.



June Prince, Self-Study Coordinator



Agnes Coleman, Secretary

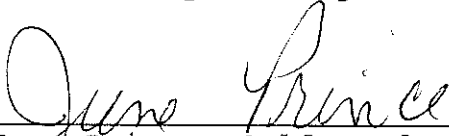
OUACHITA TECHNICAL COLLEGE
STEERING COMMITTEE MEETING

The ninth meeting of the OTC Steering Committee for the second self-study was held Tuesday, March 7, at 3:30 p.m. in the Community Room. Present were June Prince, Nancy Huber, Terri Colananni, Lamonica McCrackin, Bob Smith, Vaughn Kesterson, Jessica Beard, Susan Azbell, Kippy Massey and Agnes Coleman. Members absent were Jim Ferguson, Ken Martin and Bob Jones.

Minutes from the previous meeting were approved.

The Committee continued the reviewing of several Chapters of the Self-Study Report and made corrections and suggestions to the content. The next meeting will be Friday, March 10, 1995, at 8:30.

The meeting was adjourned.



June Prince, Self-Study Coordinator



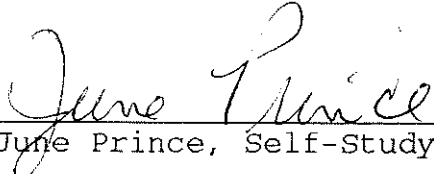
Agnes Coleman, Secretary

OUACHITA TECHNICAL COLLEGE
STEERING COMMITTEE MEETING

The tenth meeting of the OTC Steering Committee for the second self-study was held Friday, March 10, at 8:30 p.m. in the Community Room. Present were June Prince, Terri Colananni, Lamonica McCrackin, Vaughn Kesterson, Susan Azbell, Kippy Massey and Agnes Coleman. Members absent were Nancy Huber, Jessica Beard, Jim Ferguson, Ken Martin, Bob Smith, and Bob Jones.

The Committee continued the reviewing of several Chapters of the Self-Study Report and made corrections and suggestions to the content. The Committee reports are due March 31st. June expects a good clean copy of Committee reports which will be displayed in the Resource Room. The next meeting will be Tuesday, March 14, 1995, at 8:30.

The meeting was adjourned.



June Prince, Self-Study Coordinator



Agnes Coleman, Secretary

OUACHITA TECHNICAL COLLEGE
STEERING COMMITTEE MEETING

The eleventh meeting of the OTC Steering Committee for the second self-study was held Tuesday, March 14, at 8:30 p.m. in the Community Room. Present were June Prince, Terri Colananni, Lamonica McCrackin, Vaughn Kesterson, Susan Azbell, Kippy Massey, Jessica Beard, Ken Martin, and Agnes Coleman. Brenda Keisler was present as a member of the Financial Committee. Members absent were Jim Ferguson, Nancy Huber, Bob Smith, and Bob Jones.

The Committee completed the reviewing of the Chapters of the Self-Study Report and made corrections and suggestions to the content.

A hard copy and a disk copy of each Committee's report is due to June on March 31st. The hard copy will be on display in the Resource Room during the team visit.

The meeting was adjourned.


June Prince, Self-Study Coordinator


Agnes Coleman, Secretary

Education Committee

Meeting 1
Monday, September 26, 1994
3:05 p.m.
Room 11

Jessica opened the organizational meeting of the Education and Other Purposes Committee stating that the name had been abbreviated to the Education Committee. Jessica and Terri will be serving as Co-Chairs. Jan agreed to serve as secretary.

Members present were: Jessica Beard, Terri Colananni, Gary Garrison, Zelma Jones, Ruben Keisler, Hugh Looney, Jan Robertson, Marvin Shultz, Lynette Smith, and Ronnie Thompson. Milton Purdy was absent.

Copies of the Overview of the Self-Study Plan (SSP) were distributed. Members were reminded to read the Goals of the Self-Study (p. 2) and the section on responsibilities of Committee Members (p. 7). Specific dates for the Self-Study Calendar are as follows:

Rough Draft--December 2, 1994
Final Report--February 17, 1995
Team Visit--September 24-26, 1995

Criterion Three of the SSP (p. 29-34) is the responsibility of the Education Committee. Sub-Committee assignments (due next meeting) are as follows:


1. Zelma, Jan, and Ruben--Questions 3, 8
2. Milton, Gary--Question 7
3. Ronnie, Lynette--Question 9
4. Marvin, Hugh--Question 2
5. Terri, Jessica--Questions 1, 3, 8

Questions should be answered in essay form and should be evaluative rather than descriptive. Make sure that everything relates back to the Mission Statement.

GIR's were given out at the 7:30 a.m. NCA meeting. Our committee is responsible for GIR 11, 13, and 16.

The next meeting will be Monday, October 3, 1994 at 3:05 p.m. in Room 11.

Meeting adjourned at 3:40 p.m.


Jan Robertson, Secretary

Education Committee

Meeting 2

Monday, October 3, 1994

3:05 p.m.

Room 11

Jessica opened the meeting of the Education Committee. Hugh made a motion to accept the minutes of the first meeting. Ruben seconded and the motion carried.

Members present were: Jessica Beard, Terri Colananni, Gary Garrison, Zelma Jones, Ruben Keisler, Hugh Looney, Jan Robertson, Marvin Shultz, Lynette Smith, Ronnie Thompson, and Milton Purdy.

The three GIRs (11, 13, and 16) assigned to the Education Committee were read and approved to be submitted to June. The GIRs are due the end of October, but will be turned in early.

All sub-committee assignments were turned in and briefly discussed. Marvin made the suggestion that all Resumes and Course Syllabi be updated and put into a similar format prior to the NCA visit. Following discussion, it was decided that this committee will suggest a format to the Faculty Council for approval.

Future sub-committee assignments were given as follows:

1. Zelma, Jan, and Ruben--Questions 13, 33, 34, and 37.
2. Milton and Gary--Questions 13, 24, 30, 31, 35, and 36.
3. Ronnie and Lynette--Questions 5, 6, 9, 26, 27, and 36.
4. Marvin and Hugh--Questions 10, 11, 19, 22, 23, 25, and 45.
5. Terri and Jessica--Questions 12, 17, 20, 21, 29, and 31.

Suggestions for where to look for answers were included in assignments. All sub-committee assignments are due at the next meeting, October 24.

The next meeting will be Monday, October 24, 1994 at 3:05 p.m. in Room 11.

Meeting adjourned at 3:30 p.m.



Jan Robertson, Secretary

Education Committee

Meeting 3
Monday, October 24, 1994
3:05 p.m.
Room 11

Terri opened the meeting of the Education Committee. Milton made a motion to accept the minutes of the first meeting. Marvin seconded and the motion carried.

Members present were: Jessica Beard, Terri Colananni, Gary Garrison, Zelma Jones, Ruben Keisler, Jan Robertson, Marvin Shultz, Lynette Smith, Ronnie Thompson, and Milton Purdy. Hugh Looney was absent.

All sub-committee assignments were collected. Copies of those sub-committee responses will be made for each sub-committee.


Copies of the last self-study were given out. Each sub-committee is to take their section of the self-study and use the responses due today to update their section of the self-study. Assignments are due by November 14, 1994. New sub-committee assignments were made as follows:

1. Milton and Gary--Technical
2. Terri--General Education
3. Zelma, Jan, and Ruben--Auxiliary
4. Marvin and Hugh--Student Services
5. Ronnie and Lynette--Professional Development
6. Jessica--Assessment

Terri reported to the committee that the Steering Committee voted to go for full accreditation rather than continued candidacy.

The next meeting will be Monday, November 14, 1994 at 3:05 p.m. in Room 11.

Meeting adjourned at 3:20 p.m.


Jan Robertson, Secretary

OUACHITA TECHNICAL COLLEGE

**INTEGRITY COMMITTEE MINUTES
MEETING #1**

The first Integrity Committee met for the first self-study on Wednesday, September 28, 1994, at 11:00 a.m. in the Community Room.

Members Present:

Lamonica McCrackin, Chair
Dwight Evans
Carol Forthman, Secretary
Sherry Ragsdale
Pat Simms
Paula Stewart

Members Absent:

Mary Cole, Board of Directors

Lamonica McCrackin called the meeting to order and informed the Committee of its responsibilities. Ms. McCrackin passed out the following handouts to Committee members:

- Responsibilities of the Committee Participants
- Self-Study Report
- Concerns from the September 1993 NCA Team Report
- Chapter 9: Criterion Five--Institutional Integrity
- Preliminary Self-Study Calendar
- Institutional Integrity Committee
- Last Self-Study with the Questions that Concerns the Integrity Committee
- Last GIR's Self-Study Reference Materials

Ms. McCrackin ask the Committee to read the above handouts. She also asked that members read through the section Junè Prince wrote for the Institutional Self-Study.

Pat Simms made a motion to take the materials, read through them, and meet next week. The motion was seconded by Dwight Evans. The motion carried, and a meeting was scheduled for Wednesday, October 5, 1994, at 11:00 a.m. in the Community Room.

At the October 5 meeting, Ms. McCrackin suggested that members divide up into pairs and brainstorm on the items which are the responsibility of the Integrity Committee.

The meeting was adjourned at 11:30 p.m.

Carol Fortman

SECRETARY

Samonica McCrackin

CHAIR

OUACHITA TECHNICAL COLLEGE

INTEGRITY COMMITTEE MEETING #2

The second Integrity Committee Meeting was held on Wednesday, October 5, 1994, at 11:00 a.m. in the Community Room.

Members Present:

Lamonica McCrackin, Chair
Dwight Evans
Carol Forthman, Secretary
Pat Simms
Paula Stewart

Members Absent:

Mary Cole, Board of Directors
Sherry Ragsdale

Minutes from the first committee meeting were distributed and reviewed. Pat Simms made a motion to accept the minutes, which was seconded by Dwight Evans. The Committee voted, and the motion carried.

The Committee discussed the best way to review and revise the information found in Criterion Five. Pat Simms made a motion that each member split up and take a section of the nine (9) items. Motion was seconded and carried. The Committee assigned the items to Committee members as follows:

Item 1	Pat Simms
Item 2a, b, c,	Paula Stewart
Item 2d, e, f	Dwight Evans
Item 2g, h, i, j	Carol Forthman
Item 2	Sherry Ragsdale
Item 3	Lamonica McCrackin
Item 4	Carol Forthman
Item 5	Paula Stewart
Item 6	Dwight Evans
Item 7	Lamonica McCrackin
Item 8	Sherry Ragsdale
Item 9	Pat Simms


The Committee decided that Items 1-2 should be reviewed and revised for the Committee meeting scheduled on November 2. Items 3-9 should be reviewed and revised for the Committee meeting scheduled on November 23.

Lamonica McCrackin called attention to the General Institutional Requirements (GIR). She stated that on Question 8, the Committee should state that George McClure, Jr., was no longer on the Board of Directors. She also stated that Question 17 should include that high school students be allowed to take Freshman English. Lamonica informed the Committee that she would check with June Prince on these two (2) items.

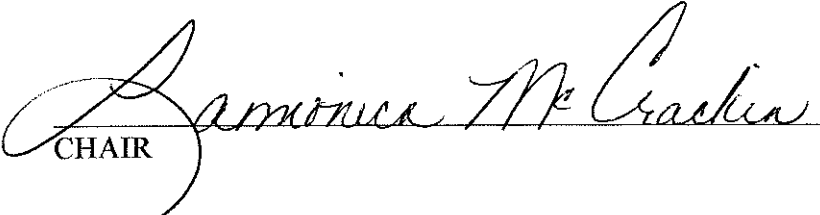
Lamonica McCrackin and Pat Simms will review and revise GIR 8 and GIR 17. Dwight Evans, Paula Stewart, and Carol Forthman will review and revise GIR 22 and GIR 23. Pat Simms made a motion that the GIRs be submitted on Wednesday, October 26, since OTC has a deadline of October 30. The motion was seconded and carried. Lamonica McCrackin informed the Committee that June Prince would be happy to meet with the Integrity Committee if she is needed.

Lamonica McCrackin made a motion that the Committee meet again on Wednesday, October 19, at 11:00 a.m. in the Community Room. Dwight Evans seconded the motion and the motion carried.

The meeting was adjourned at 11:30 a.m.



SECRETARY



CHAIR

OUACHITA TECHNICAL COLLEGE

**INTEGRITY COMMITTEE
MEETING #3**

The third Integrity Committee Meeting was held on Wednesday, October 19, at 11:00 a.m. in the Community Room.

Members Present:

Lamonica McCrackin, Chair
Dwight Evans
Carol Forthman, Secretary
Pat Simms
Paula Stewart

Members Absent:

Mary Cole, Board of Directors
Sherry Ragsdale

Minutes from the second committee meeting were distributed and reviewed. Pat Simms made a motion to accept the minutes, which was seconded by Dwight Evans. The motion carried.

Lamonica McCrackin passed out questions regarding Criterion Five (Handbook of Accreditation). She stated that she checked with June Prince about GIR #8. According to Mrs. Prince, the Committee should state in the body of the chapter that George McClure is no longer on the Board of Directors and has not been replaced at this time.

In regard to question #5, Lamonica McCrackin suggested that Carol Forthman may want to contact Mary Cole for input regarding the Board of Directors meeting, since question #5 deals with the Board of Directors. Carol informed the Committee that she would discuss this question in detail with June Prince.

Pat Simms made a motion to accept all GIRs presented to the Committee. Lamonica McCrackin seconded the motion, and the motion carried.

Lamonica McCrackin made a motion that the Committee meet again on Wednesday, November 2, at 11:00 a.m. in the Community Room. Dwight Evans seconded the motion, and the motion carried.

The meeting was adjourned at 11:22 a.m.

Carol Fortman

SECRETARY

Lamonica McCrackin

CHAIR

OUACHITA TECHNICAL COLLEGE
SELF-STUDY MEETING 1: FUTURE AND PLANNING COMMITTEE
Wednesday, September 21, 1994, 10:00 a.m., Community Room

The Future and Planning Committee met on September 21, 1994, at 10:00 a.m. in the OTC Community Room. Present were Dr. Susan Azbell, Bonnie Stanley, Dr. Sam Fluck, Dr. Bob Ashmore, and Betty Lawless. Frank Opitz and Rhonda Stroud were absent.

Copies of the Preliminary Self-Study Calendar, Future Committee Task List, and the General Institutional Requirements (GIR) were distributed. Items from the Committee Task List were assigned as follows: (See attached "Flip-Chart Brainstorming" for each task as outlined during the meeting.)

Task 1	Dr. Sam Fluck
Task 2	Dr. Sam Fluck
Task 3	Frank Opitz
Task 4	Dr. Bob Ashmore
Task 5	Dr. Susan Azbell
Task 6	Dr. Susan Azbell
Task 7	Dr. Sam Fluck
Task 8	Frank Opitz
Task 9	Frank Opitz
Task 10	Rhonda Stroud and Betty Lawless
Task 11	Bonnie Stanley
Task 12	Dr. Susan Azbell


The General Institutional Requirements (GIR) committee assignments are listed below:

Task 9: Faculty	Dr. Susan Azbell
Task 10: Full-Time Faculty	Dr. Sam Fluck
Task 14: Degree Programs Compatible	Frank Opitz
Task 15: Degrees Appropriately Named	Dr. Bob Ashmore

The GIR tasks are to be completed by the next meeting and the above Tasks 1-12 will be further discussed during the next meeting.

The meeting was adjourned at 11:00 a.m. The next meeting is scheduled for Wednesday, October 12, at 10:00 a.m. in the Community Room.

Respectfully submitted:


Betty Lawless
minutes1.nca

cc: Dr. Ken Martin
June Prince

OUACHITA TECHNICAL COLLEGE
SELF-STUDY MEETING 1: FUTURE AND PLANNING COMMITTEE
Wednesday, September 21, 1994, 10:00 a.m., Community Room

FLIP-CHART BRAINSTORMING

TASK 1. DR. SAM FLUCK

Original Self Study/Other Committee Reports

TASK 2. DR. SAM FLUCK

Time in Office
Credentials/Experiences (Ph.D's) Surveys from June
Community View Faculty/Staff/Student
Growth Survey of Administration
Grievances?
Communication?
Morale?
Shared Decision-Making?
Departmental Structure
Faculty: Community Involvement
Board:
Stability: (Narrower Focus)
. Turnover - Retention of Faculty, Administration, & Board

TASK 3 FRANK OPITZ

Tax - 3 Years - What next? ALL Capital Improvements
Report of Audits
Budgets - in the Red?
New Building - Renovation of Old
Staffing Patterns - Turnover - Adequate Support Staff

TASK 4 DR. ROBERT ASHMORE

Go to Organizational Chart (Dr. Martin)
Is it Appropriate? How Quickly Can OTC Respond?

TASK 5 DR. SUSAN AZBELL

Include Assessment Plan Plus What We Will Do
Planning: Instructional Retreats
 Student Services Retreats
Strategic Plan in Self Study
More Transfer Students
General Education/Critical Thinking Component
Basic Skills Success
Academic Achievement: Placement Rates - Careers?

SELF-STUDY MEETING 1: FUTURE AND PLANNING COMMITTEE

Wednesday, September 21, 1994, 10:00 a.m.

- Page Two -

TASK 6 DR. SUSAN AZBELL

Strategic Plan/Department Structure
How are Monies Allocated to Identified Priorities?

TASK 7 DR. SAM FLUCK

SUMMA - Student Feedback - Classroom Observation - Surveys

TASK 8 FRANK OPITZ

OTC - The Year 2000
Vision: What Will We Look Like in the Year 2000?
Practical - ATTAINABLE

TASK 9 FRANK OPITZ

What After 1997?

TASK 10 RHONDA SMITH and BETTY LAWLESS

Workshops Attended - Educational Background

TASK 11 BONNIE STANLEY

Strategic Plan in Self-Study - (See June Prince)

TASK 12 DR. SUSAN AZBELL

A.A. Degree
Proactive rather than Reactive

SELF-STUDY MEETING 1: FUTURE AND PLANNING COMMITTEE

Wednesday, September 21, 1994, 10:00 a.m.

- Page Three -

GENERAL INSTITUTIONAL REQUIREMENTS (GIR)

TASK 9 FACULTY DR. SUSAN AZBELL

TASK 10 FULL-TIME FACULTY DR. SAM FLUCK

TASK 14 DEGREE PROGRAMS COMPATIBLE FRANK OPITZ

TASK 15 DEGREES APPROPRIATELY NAMED DR. ROBERT ASHMORE

OUACHITA TECHNICAL COLLEGE
SELF-STUDY MEETING 1: FUTURE AND PLANNING COMMITTEE
Wednesday, September 21, 1994, 10:00 a.m., Community Room

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- | | |
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| Task 3 | Frank Opitz |
| Task 4 | Dr. Bob Ashmore |
| Task 5 | Dr. Susan Azbell |
| Task 6 | Dr. Susan Azbell |
| Task 7 | Dr. Sam Fluck |
| Task 8 | Frank Opitz |
| Task 9 | Frank Opitz |
| Task 10 | Rhonda Stroud and Betty Lawless |
| Task 11 | Bonnie Stanley |
| Task 12 | Dr. Susan Azbell |


The General Institutional Requirements (GIR) committee assignments are listed below:

- | | |
|--------------------------------------|------------------|
| Task 9: Faculty | Dr. Susan Azbell |
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The GIR tasks are to be completed by the next meeting and the above Tasks 1-12 will be further discussed during the next meeting.

The meeting was adjourned at 11:00 a.m. The next meeting is scheduled for Wednesday, October 12, at 10:00 a.m. in the Community Room.

Respectfully submitted:



Betty Lawless
minutes1.nca

cc: Dr. Ken Martin
June Prince

OUACHITA TECHNICAL COLLEGE
SELF-STUDY MEETING 1: FUTURE AND PLANNING COMMITTEE
Wednesday, September 21, 1994, 10:00 a.m., Community Room

FLIP-CHART BRAINSTORMING

TASK 1 DR. SAM FLUCK

Original Self Study/Other Committee Reports

TASK 2 DR. SAM FLUCK

Time in Office
Credentials/Experiences (Ph.D's) Surveys from June
Community View Faculty/Staff/Student
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Morale?
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SELF-STUDY MEETING 1: FUTURE AND PLANNING COMMITTEE

Wednesday, September 21, 1994, 10:00 a.m.

- Page Two -

TASK 6 DR. SUSAN AZBELL

Strategic Plan/Department Structure
How are Monies Allocated to Identified Priorities?

TASK 7 DR. SAM FLUCK

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TASK 8 FRANK OPITZ

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Practical - ATTAINABLE

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A.A. Degree
Proactive rather than Reactive

SELF-STUDY MEETING 1: FUTURE AND PLANNING COMMITTEE

Wednesday, September 21, 1994, 10:00 a.m.

- Page Three -

GENERAL INSTITUTIONAL REQUIREMENTS (GIR)

TASK 9 FACULTY DR. SUSAN AZBELL

TASK 10 FULL-TIME FACULTY DR. SAM FLUCK

TASK 14 DEGREE PROGRAMS COMPATIBLE FRANK OPITZ

TASK 15 DEGREES APPROPRIATELY NAMED DR. ROBERT ASHMORE

HUMAN RESOURCES COMMITTEE

MEETING #1

The meeting was held in the Community Room on Sept. 27, 1994 at 3:30 P.M.

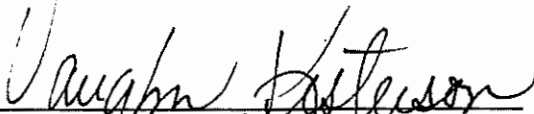
Members Present: Vaughn Kesterson, Bob Smith, Rhonda Smith, Kathy Richardson, Patty Weak, Tressie McJunkin, LaNoir Dawkins-Leeper.

Members Absent: Linda Alexander.

Copies were handed out covering the concerns that need to be addressed by the Human Resources Committee. The reports that were used in the last self study were also handed out. The second self study will involve Criterion Two, Chapter Four (Governance and Organization) and Chapter Five (Community, Students, & College Personnel). Each member was asked to review chapter four and five and decide what they would like to research. Assignments will be made at the next meeting.

General Institutional Requirement updates were discussed. LaNoir Dawkins-Leeper will be updating GIR #6. Vaughn Kesterson will be covering GIR #5. Kathy Richardson, Vaughn Kesterson, and Bob Smith will be covering GIR #7. The committee agreed that the GIR updates would be completed by the next meeting.

The committee agreed to have the next meeting on ~~Tuesday~~, Oct. 4, 1994 at 3:30 P.M.



Vaughn Kesterson/Co-chairperson



Bob Smith/Co-chairperson



Rhonda Smith/Recording Secretary

HUMAN RESOURCES COMMITTEE

MEETING #2

Meeting #2 was held in room #3 on October 4, 1994 at 3:30 P.M.

Members Present: Vaughn Kesterson, Bob Smith, Rhonda Smith, Kathy Richardson, Tressie McJunkin, Patty Weak.

Members Absent: Linda Alexander, LaNoir Dawkins-Leeper.

The minutes for meeting #1 were handed out and read. Bob Smith moved that the minutes be accepted as read. Kathy Richardson seconded the motion. Minutes were approved as read.

Vaughn Kesterson handed out GIR #5 & GIR #7 to be read and commented on. Kathy Richardson will be adding information to GIR #7 after checking with Dr. Martin. It will be handed in at the next meeting.

Assignments for Criterion Two, Chapter Four were given to Kathy Richardson, Patty Weak, and LaNoir Dawkins-Leeper. They will be covering sections A thru H.

Chapter Five assignments were given for the Community section. They are as follows:

Clark County-Lanoir Dawkins-Leeper

Dallas County-Vaughn Kesterson


Grant County-Bob Smith, Linda Alexander

Hot Spring County-Kathy Richardson, Rhonda Smith

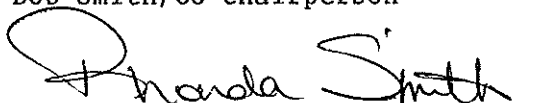
Saline County-Patty Weak, Tressie McJunkin

Deadlines for drafts will be determined at the next meeting.

Meeting #3 of Human Resources will be October 11, 1994 at 3:30 P.M. in room #3.


Vaughn Kesterson/Co-chairperson


Bob Smith/Co-chairperson


Rhonda Smith/Recording Secretary

HUMAN RESOURCES COMMITTEE

MEETING #2

Meeting #2 was held in room #3 on October 4, 1994 at 3:30 P.M.

Members Present: Vaughn Kesterson, Bob Smith, Rhonda Smith, Kathy Richardson, Tressie McJunkin, Patty Weak.

Members Absent: Linda Alexander, LaNoir Dawkins-Leeper.

The minutes for meeting #1 were handed out and read. Bob Smith moved that the minutes be accepted as read. Kathy Richardson seconded the motion. Minutes were approved as read.

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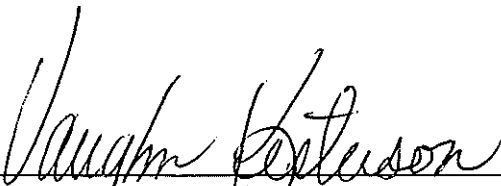
Grant County-Bob Smith, Linda Alexander

Hot Spring County-Kathy Richardson, Rhonda Smith

Saline County-Patty Weak, Tressie McJunkin

Deadlines for drafts will be determined at the next meeting.

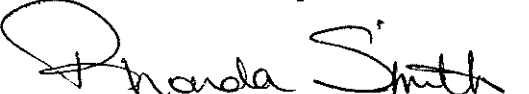
Meeting #3 of Human Resources will be October 11, 1994 at 3:30 P.M. in room #3.



Vaughn Kesterson/Co-chairperson



Bob Smith/Co-chairperson



Rhonda Smith/Recording Secretary

HUMAN RESOURCES COMMITTEE

MEETING #3

Meeting #3 of the Human Resources Committee was held on Oct. 11, 1994 at 3:30 P.M. in room #3.

Member Present: Vaughn Kesterson, Bob Smith, Rhonda Smith, Kathy Richardson, Linda Alexander, Patty Weak.

Members Absent: Tressie McJunkin, LaNoir Dawkins-Leeper.

The minutes for meeting #2 were handed out and read. Bob Smith made a motion that the minutes be accepted as read. Kathy Richardson seconded the motion. Minutes were approved.

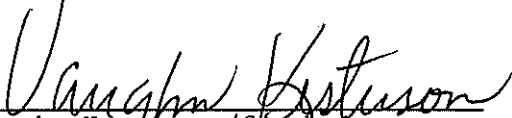
Community survey forms were handed out covering information needed for the community section of Criterion Two-Chapter 5. Forms were explained and discussed. Information was given on where to get the information needed.

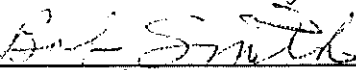
October 27 was chosen as the deadline date for handing in the narrative on communities based on the information collected by the committee members.

November 18 was chosen as a deadline for Chapter 4 and Chapter 5 reports due back to Bob Smith and Vaughn Kesterson.

The deadline for the draft to be due back to June Prince is December 2.

The next meeting was set for Oct. 27 at 3:30 P.M. in room #3.


Vaughn Kesterson/Co-chairperson


Bob Smith/Co-chairperson


Rhonda Smith/Recording Secretary

PHYSICAL RESOURCES COMMITTEE
MINUTES OF AUGUST 14, 1992 MEETING

The first meeting of the Physical Resources Committee was held Friday, August 14, 1992, at 10 a.m. Members present were Chairperson Ronnie Thompson, Sandra Spayde, Benny Williams, Katherine Massey, Cletis Buie, and Duffy Benning. Dewey Stiles and Clark Allen were absent.

Katherine Massey was appointed secretary and Sandra Spade will type.

Ronnie Thompson informed members of the committee that the draft reports from each committee were due October 30, 1992. December 1, 1992, is the date the final report will be turned in to the state.

The building survey will be the biggest job. Members will have to determine the number of square feet and how the space is utilized. Among the other things to be considered are lab uses, equipment, classroom space, handicap accessibility, and land utilization.

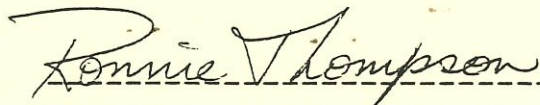
Ronnie recommended that all handouts should be kept in a file folder by each member. A preliminary outline was also given to members (see attachment).

Duffy Benning suggested the topic of security be added as section d under the Building Survey topic. Under section C., Benny Williams suggested the topic of replacement be added as letter c. Cletis Buie suggested the topic of repair needs to be included in the annual budget. This is a proposed consideration that needs to be added in the report. G.E.D. facilities will also be needed to be included in the study. Ronnie handed out a list of sources of information and questions that the members are to consider when preparing their reports.

Members were also asked to submit questions for a student/employer survey J. Louis Moles is preparing.

There being no further business, the meeting was adjourned.

Respectfully submitted by:



Ronnie Thompson, Chairperson

PRELIMINARY OUTLINE OF THE PHYSICAL RESOURCE COMMITTEE

3. Physical

A. Land Survey

- a. Need for parking
- b. Land usage

B. Building Survey

- a. Lab and classroom space
- b. Library/Resource center
- c. Handicap accessible
- d. Security

C. Equipment

- a. Theft
- b. Budget
- c. Replacement/Repair

PRELIMINARY OUTLINE OF THE PHYSICAL RESOURCE COMMITTEE

3. Physical

- A. Land Survey
 - a. Need for parking
 - b. Land usage

- B. Building Survey
 - a. Lab and classroom space
 - b. Resource center
 - c. Handicap accessible
 - d. *Security*

- C. Equipment
 - a. Theft
 - b. Budget
 - c. *Replacement*

PHYSICAL RESOURCES COMMITTEE
MINUTES OF AUGUST 21, 1992, MEETING

The second meeting of the Physical Resources Committee was held Friday, August 21, 1992, at 10 a.m. Members present were Chairperson Ronnie Thompson, Duffy Benning, Cletis Buie, Benny Williams, and Katherine Massey. Members absent were Dewey Stiles, Clark Allen, and Sandra Spayde.

No old business was discussed.


The members' input on the idea of using the existing blueprints for square footage was mentioned by Ronnie Thompson. The motion was carried to accept the use of the blueprints. Katherine Massey will get the proposed square footage and drawings of the proposed Library/Resource Center. Ronnie handed out the Physical Plant section from two accredited colleges to aid as guidelines in the reports.

A section of the report will concentrate on the strengths, concerns, and recommendations for the physical facilities. Katherine Massey said she would include a statement regarding access to other libraries in the region, as well as the use of Hot Spring County Library as the link to Interlibrary Loan services in the state. Katherine also suggested including the Hot Spring County Library as an additional Learning/Resource Center.

Duffy, Benny, Cletis, and Clark will begin work on determining the square footage of the existing facilities, the need for parking, and handicap accessibility (see attachment). Katherine and Sandra will determine the square footage and utilization of the Library/Resource Center (see attachment). The scheduled meetings will take place every Thursday at 3 p.m. in the Communications room from this day forward unless otherwise notified.

There being no more business, the meeting was adjourned.

Respectfully submitted by:


Ronnie Thompson, Chairperson

FRELIMINARY OUTLINE OF THE PHYSICAL RESOURCE COMMITTEE
SUBGROUPS

Benny Williams, Corky Allen, Cletis Buie, and Duffy Benning are responsible for the following:

3. Physical

A. Land Survey

- a. Need for parking
- b. Land usage

B. Building Survey

- a. Lab and classroom space
- b. Handicap accessible

PRELIMINARY OUTLINE OF THE PHYSICAL RESOURCE COMMITTEE
SUBGROUPS

Katherine Massey and Sandra Spayde are responsible for the following:

3. Physical

A. Resource center

PHYSICAL RESOURCES COMMITTEE
MINUTES OF AUGUST 21, 1992, MEETING

The second meeting of the Physical Resources Committee was held Friday, August 21, 1992, at 10 a.m. Members present were Chairperson Ronnie Thompson, Duffy Benning, Cletis Buie, Benny Williams, and Katherine Massey. Members absent were Dewey Stiles, Clark Allen, and Sandra Spayde.

No old business was discussed.


The members' input on the idea of using the existing blueprints for square footage was mentioned by Ronnie Thompson. The motion was carried to accept the use of the blueprints. Katherine Massey will get the proposed square footage and drawings of the proposed Library/Resource Center. Ronnie handed out the Physical Plant section from two accredited colleges to aid as guidelines in the reports.

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Duffy, Benny, Cletis, and Clark will begin work on determining the square footage of the existing facilities, the need for parking, and handicap accessibility (see attachment). Katherine and Sandra will determine the square footage and utilization of the Library/Resource Center (see attachment). The scheduled meetings will take place every Thursday at 3 p.m. in the Communications room from this day forward unless otherwise notified.

There being no more business, the meeting was adjourned.

Respectfully submitted by:


Ronnie Thompson, Chairperson

PRELIMINARY OUTLINE OF THE PHYSICAL RESOURCE COMMITTEE
SUBGROUPS

Benny Williams, Corky Allen, Cletis Buie, and Duffy Benning
are responsible for the following:

3. Physical

A. Land Survey

- a. Need for parking
- b. Land usage

B. Building Survey

- a. Lab and classroom space
- b. Handicap accessible

PRELIMINARY OUTLINE OF THE PHYSICAL RESOURCE COMMITTEE
SUBGROUPS

Katherine Massey and Sandra Spayde are responsible for the following:

3. Physical

A. Resource center

PHYSICAL RESOURCES COMMITTEE
MINUTES OF AUGUST 27, 1992

The third meeting of the Physical Resources Committee was held Thursday, August 27, 1992, at 3 p.m. Members present were Chairperson Ronnie Thompson, Katherine Massey, Benny Williams, Corky Allen, Cletis Buie, and Duffy Benning. Members absent were Sandra Spayde and Dewey Stiles.

Under old business, Benny Williams noted that the original blueprints were inaccurate and most of the physical plant will need to be remeasured.

Katherine Massey suggested changing sentence 3 in paragraph 4 of the August 21, 1992, minutes to read: ". . . as an additional Learning/Resource Center." Originally the minutes read: ". . . as a Learning/Resource Center." The minutes of the meetings were then approved.

Corky Allen pointed out that some handicapped persons have a problem entering many of the classroom doors. This problem will require further investigation.

Duffy Benning is responsible for getting a list of the new computers that Wal-Mart donated. Corky said Gary Ingle has the list. An accurate record and inventory of all the computers and audio visual equipment which are available should be compiled.

Ronnie said we need to start with the square footage available in 1979 and compare that to what currently exists.

There being no more business, the meeting was adjourned.

Respectfully submitted by:



Ronnie Thompson, Chairperson

PHYSICAL RESOURCES COMMITTEE
MINUTES OF SEPTEMBER 3, 1992

The fourth meeting of the Physical Resources Committee was held Thursday, September 3, 1992, at 3 p.m. Members present were Chairperson Ronnie Thompson, Katherine Massey, Benny Williams, Corky Allen, Cletis Buie, and Duffy Benning. Sandra Spayde and Dewey Stiles were absent.

Minutes of the previous meeting were read and approved.

Ronnie discussed the procedure he had been using to collect data involving computer utilization. Katherine Massey reported that she has a list of audio/visual equipment, but she will have to determine the location of each.

Duffy reported that Bob Jones has an audit for the handicapped and can be used in establishing the report of handicapped accessibility. Corky said the bathrooms may not be adequately equipped for the handicapped.


The OSHA requirements for hazardous waste and signs used for marking chemicals should be addressed. Duffy and Benny said that they thought the holding tank now in use for hazardous waste is adequate. Ronnie said notices must be posted regarding hazardous materials. Duffy said that a new requirement will require Ouachita to have a special chemical on hand that will break up an oil spill.

By next Thursday, the square footage of the physical plant will be broken down into special categories and turned in. Ronnie will then begin to compile that information, and by the following Thursday, turn in a rough draft to J. Louis Moles.

A rough draft report on the Library/Resource Center and Computer Utilization should be ready in time for the next meeting.

There being no more business, the meeting was adjourned.

Respectfully submitted by:


Ronnie Thompson, Chairperson

PHYSICAL RESOURCE COMMITTEE
MINUTES OF SEPTEMBER 10, 1992

The fifth meeting of the Physical Resource Committee was held Thursday, September 10, 1992, at 2:30 p.m. Members present were Chairperson Ronnie Thompson, Katherine Massey, Benny Williams, Corky Allen, and Cletis Buie. Sandra Spayde, Dewey Stiles, and Duffy Benning were absent.

Minutes of the previous meeting were read and approved.

Since the square footage measurement of classroom and lab utilization was not completed, the deadline was moved to the next meeting.


Each member was given a new assignment (see attachment).

Cletis suggested that a county surveyor be contacted to measure Ouachita's land usage.

Benny suggested that new locks be installed on the front gates because members of the general community have unauthorized keys.

There being no more further business, the meeting was adjourned.

Respectfully submitted by:


Ronnie Thompson, Chairperson

PRELIMINARY OUTLINE OF THE PHYSICAL RESOURCE COMMITTEE
SUBGROUPS

3. Physical

- A. Land Survey
 - a. Need for parking (Duffy Benning)
 - b. Land usage (Duffy Benning)

- B. Building Survey
 - a. Lab and classroom space
 - b. Library/Resource center (Katherine Massey)
 - c. Handicap accessibility (Clark Allen)
 - d. Security (Clark Allen)

- C. Equipment
 - a. Theft (Cletis Buie & Benny Williams)
 - b. Budget (Cletis Buie & Benny Williams)
 - c. Replacement/Repair (Cletis Buie & Benny Williams)

- D. Computer Utilization (Ronnie Thompson)

PRELIMINARY OUTLINE OF THE PHYSICAL RESOURCE COMMITTEE

3. Physical

A. Land Survey

- a. Need for parking
- b. Land usage

B. Building Survey

- a. Lab and classroom space
- b. Resource center
- c. Handicap accessible
- d. Security

C. Equipment

- a. Theft
- b. Budget
- c. Replacement / Repair

→ Library/Learning Res Ctr.



- Collection
- AV Equip
- Accessibility
 - Networks
 - DBASE
 - HRs open
 - Who

PHYSICAL RESOURCE COMMITTEE
MINUTES OF SEPTEMBER 17, 1992

The sixth meeting of the Physical Resource Committee was held Thursday, September 17, 1992, at 3 p.m. Members present were Chairperson Ronnie Thompson, Benny Williams, Duffy Benning, Clark Allen, and Cletis Buie. Sandra Spayde, Katherine Massey, and Dewey Stiles were absent.

Minutes of the previous meeting were read and approved.

Since the square footage of the physical plant was still not complete, the deadline was moved to the next meeting. How this square footage is utilized was discussed.

Ronnie gave everyone samples of Garland County Community College's Self-Study report as a reference.

Places for extra parking facilities were also discussed.

There being no more further business, the meeting was adjourned.

Respectfully submitted by:


Ronnie Thompson, Chairperson

PHYSICAL RESOURCE COMMITTEE
MINUTES OF SEPTEMBER 24, 1992

The seventh meeting of the Physical Resource Committee was held Thursday, September 24, 1992, at 2:30 p.m. Members present were Chairperson Ronnie Thompson, Cletis Buie, Sandra Spayde, Katherine Massey, Duffy Benning, Clark Allen, and Benny Williams. Dewey Stiles was absent.

Minutes of the last meeting were read and approved.

The computer utilization report was given to Sandra so she could type the first draft. The classroom utilization report is almost ready.

Duffy is making good progress with his report on parking and land usage. Duffy reported that over 200 cars park on Ouachita's campus during the day, and over 150 cars park on the campus at night. When outside organizations utilize Ouachita's facilities, parking sometimes becomes a major problem. He also reported that Ouachita has excess land that could be used for expansion. Ouachita's campus has approximately 39.5 acres and only 11 are being utilized.

Clark reported that Tuesday a man is coming to inspect the accessibility of the physical plant's handicapped areas. Corky also reported that he is evaluating Ouachita's security procedures and making recommendations. Corky recommended that Ouachita acquire direct communications with the Malvern City Police Department. A 2-way police radio would be useful in an emergency situations. 24-hour campus security and student parking stickers would be helpful in enforcing campus security.


Cletis and Benny are to begin work on the replacement/repair cost of damaged and stolen equipment.

Sandra said she will come in this Saturday and type the computer utilization report.

Ronnie asked that everyone hand in a rough draft of their report by the next meeting.

There being no further business, the meeting was adjourned.

Respectfully submitted by:


Ronnie Thompson, Chairperson

PHYSICAL RESOURCE COMMITTEE
MINUTES OF OCTOBER 1, 1992

The eighth meeting of the Physical Resource Committee was held Thursday, October 1, 1992, at 2:30 p.m. Members present were Chairperson Ronnie Thompson, Cletis Buie, Sandra Spayde, Katherine Massey, Duffy Benning, Clark Allen, and Benny Williams. Dewey Stiles was absent.

Minutes of the last meeting were read and approved.

The first draft of the computer utilization report was distributed and discussed.

Clark Allen reported that he had contacted the Malvern Police Department and discussed with them the possibility of Ouachita obtaining a 2-way police radio for security purposes.

The person who will evaluate Ouachita's handicap accessible areas will be here on October 2, 1992.

Cletis reported that Benny and he had started their survey on the budget needs for the replacement of stolen, obsolete, and worn-out tools/equipment.

Ronnie distributed a list of "typical points for review during the self-study" that was handed down to Ouachita from the Arkansas Department of Higher Education.

The problems and solutions regarding parking were discussed.

There being no further business, the meeting was adjourned.

Respectfully submitted by:


Ronnie Thompson, Chairperson

PHYSICAL RESOURCE COMMITTEE
MINUTES OF OCTOBER 8, 1992

The ninth meeting of the Physical Resource Committee was held Thursday, October 8, 1992, at 2:30 p.m. Members present were Chairperson Ronnie Thompson, Katherine Massey, Benny Williams, Clark Allen, Cletis Buie, and Duffy Benning. Members absent were Sandra Spayde and Dewey Stiles.

Minutes of the last meeting were read and approved.

Three weeks are remaining before the first draft is due.

Ronnie said that he needs all reports in by the next meeting.

Measurements will be turned in by October 9, 1992. Sandra will type the report on land usage.

Security was briefly discussed: time of security coverage, strengths, weaknesses, and recommendations.

Parking concerns were also discussed: peak hours, spaces available, and overflow.

The first draft of the computer utilization report is finished.

The report on handicap accessibility will arrive before the next meeting. Corky said Duachita received a favorable report.

There being no further business, the meeting was adjourned.

Respectfully submitted by:


Ronnie Thompson, Chairperson

PHYSICAL RESOURCE COMMITTEE
MINUTES OF OCTOBER 15, 1992

The tenth meeting of the Physical Resource Committee was held Thursday, October 15, 1992, at 2:30 p.m. Members present were Chairperson Ronnie Thompson, Katherine Massey, Sandra Spayde, Cletis Buie, and Benny Williams. Clark Allen, Duffy Benning, and Dewey Stiles were absent.

Minutes of the last meeting were read and approved.

The first draft of the land survey was completed and distributed. The classroom utilization report was not typed, but the data had been compiled.

Cletis and Benny turned in the necessary information regarding the tools/equipment budget. They also turned in the square footage measurements for the physical plant.

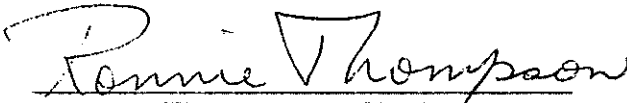
The first draft of the handicap accessible report was turned in for review.

Katherine reported that she had approximately three typewritten pages regarding the Library Learning Resource Center.

Clark still needs to hand in a written report on security.

There being no further business, the meeting was adjourned.

Respectfully submitted by:


Ronnie Thompson, Chairperson

PHYSICAL RESOURCE COMMITTEE
MINUTES OF OCTOBER 22, 1992

The eleventh meeting of the Physical Resource Committee was held Thursday, October 15, 1992, at 2:30 p.m. Members present were Chairperson Ronnie Thompson, Katherine Massey, Sandra Spayde, Benny Williams, Clark Allen, Duffy Benning, and Cletis Buie. Dewey Stiles was absent.

Minutes of the last meeting were read and approved.

A table showing the space utilization and a graph illustrating classroom utilization were distributed for review. (* See below)

The security report needs to be typed.

Duffy, Benny, Clark, and Cletis were assigned to list the improvements of the physical facilities. They were also assigned to make a list of comments on Safety/Security and General Maintenance. The report should be as detailed and specific as possible.

The first draft of the Physical Resource Committee's report is due next Friday.

There being no further business, the meeting was adjourned.

Respectfully submitted by:


Ronnie Thompson, Chairperson

* The Physical Resource Committee would like to thank Bob Smith for his help in preparing the graphs and chart which will be used in the report.

PHYSICAL RESOURCES COMMITTEE
MINUTES OF OCTOBER 29, 1992

The twelfth meeting of the Physical Resources Committee was held on Thursday, October 29, 1992, at 2:30 p.m. Members present were Chairperson Ronnie Thompson, Katherine Massey, Benny Williams, Sandra Spayde, Clark Allen, Cletis Buie, and Duffy Benning. Dewey Stiles was absent.

Minutes of the last meeting were read and approved.

The completed version of the first draft was given to members for review. Any changes will need to be made on Friday, October 30.

Duffy reported that a trailer will be moved to the Ouachita Technical College campus next week. The trailer will aid in the training of dislocated workers.

Benny made the comment that when the Health Occupations building is converted to accommodate the nursing department, additional parking spaces will be needed on that end of the campus.

There being no more business, the meeting was adjourned.

Respectfully submitted by:


Ronnie Thompson, Chairperson

PHYSICAL RESOURCES COMMITTEE
MINUTES OF NOVEMBER 5, 1992

The thirteenth meeting of the Physical Resources Committee was held on Thursday, November 5, 1992, at 2:30 p.m. Members present were Chairperson Ronnie Thompson, Katherine Massey, Benny Williams, Clark Allen, Duffy Benning, Cletis Buie, and Sandra Spayde. Dewey Stiles was absent.

Minutes of the previous meeting were read and approved.

Duffy reported the trailer which will be used to train dislocated workers has been moved to Quachita's campus.

Ronnie reported that the Physical Resources section of the report needs rewriting. Katherine volunteered to help.

Additional information is needed regarding the use of Quachita's campus by outside organizations. Duffy and Clark were given this assignment.

The building and land survey chart must have a drawn plan of the entire campus. Sandra has been assigned the task.

More specific information regarding keys and locks must be made available. Some ideas regarding this was presented by Duffy, Benny, Clark, and Cletis. They said the East and West doors, small engines, welding, automotive department, and the entrance gates have padlocks. One key will open these padlocks. All doors, with the exception of the math room and the health occupations room, can be opened with one key. An approximate cost of \$5 per lock would be required to replace the existing locking systems. At this time, no sufficient loss of property exists on Quachita's campus to justify the expense of replacing the locks. However, the health occupations room and math room locks will be changed, so they can be opened with the same key it takes to open the other doors.

There being no more business, the meeting was adjourned.

Respectfully submitted by:


Ronnie Thompson, Chairperson

PHYSICAL RESOURCES COMMITTEE
MINUTES OF JANUARY 18, 1993

The sixteenth meeting of the Physical Resources Committee was held on January 18, 1993, at 2:30 p.m. Members present were Chairperson Ronnie Thompson, Sandra Spayde, Katherine Massey, Benny Williams, Clark Allen, Duffy Benning, and Cletis Buie. Dewey Stiles was absent.

Minutes of the last meeting were read and approved.

Ronnie reported that the visiting team visit has been postponed allowing more time to improve the report.

The committee was asked by Ronnie to evaluate the questions on the student survey and identify each question as a strength, weakness, concern, or if the question should be omitted. The committee was also asked if any new questions should be added.

How criterion two should be answered while responding to the questions to consider given to the committee by Mr. J. Louis Moles was also discussed.

The new scheduled meeting time for the Physical Resources Committee will be every Monday at 2:30 p.m.

There being no further business, the meeting was adjourned.

Respectfully submitted by:


Ronnie Thompson, Chairperson

PHYSICAL RESOURCES COMMITTEE
MINUTES OF JANUARY 25, 1993

The seventeenth meeting of the Physical Resources Committee was held on January 25, 1993, at 2:30 p.m. Members present were Chairperson Ronnie Thompson, Sandra Spayde, Katherine Massey, Cletis Bule, and Benny Williams. Clark Allen, Duffy Benning, and Dewey Stiles were absent.

Minutes of the last meeting were read and approved.


The committee reviewed and made comments regarding the employee survey/demographic and testing information. The results will be reported at the next Steering Committee meeting.

Katherine reported on her efforts to acquire information regarding facilities standards.

A brief discussion of the final report was also made.

There being no further business, the meeting was adjourned.

Respectfully submitted by:


Ronnie Thompson, Chairperson

PHYSICAL RESOURCES COMMITTEE
MINUTES OF FEBRUARY 1, 1993

The eighteenth meeting of the Physical Resources Committee was held on February 1, 1993, at 2:30 p.m. Members present were Chairperson Ronnie Thompson, Sandra Spayde, Katherine Massey, Benny Williams, Cletis Bule, Duffy Benning, and Clark Allen. Dewey Stiles was absent.

Minutes of the last meeting were read and approved.

Massey reported on the progress of the book she ordered on facilities management.


Thompson asked Duffy and Clark to provide a report on records kept for maintenance and information regarding long-range plans for new and additional facilities.

Duffy found a blueprint that may be used in further determining the square footage of the facilities.

The committee then reviewed the Graduate Survey and the Community Survey. The comments will be shared in the next Steering Committee meeting.

There being no further business, the meeting was adjourned.

Respectfully submitted by:


Ronnie Thompson, Chairperson

PHYSICAL RESOURCES COMMITTEE
MINUTES OF FEBRUARY 8, 1993

The nineteenth meeting of the Physical Resources Committee was held on February 8, 1993, at 2:30 p.m. Members present were Chairperson Ronnie Thompson, Katherine Massey, Sandra Spayde, Duffy Benning, Clark Allen, and Benny Williams. Cletis Buie and Dewey Stiles were absent.

Minutes of the last meeting were read and approved.

Duffy and Clark submitted measurements of the classrooms that needed to be remeasured.

Plans were made to begin a new equipment survey. The new equipment money will need to be incorporated into the new survey. Classroom space, library data, and other miscellaneous items will also be included in the survey. Cletis Buie and Benny Williams will be responsible for gathering this information.

The distribution of the old computers from rooms 1 and 2 was discussed.

Regular maintenance procedures on buildings, equipment, and vehicles were discussed. Clark and Duffy are in charge of making recommendations and analyzing the needs of the maintenance department.

A work order type of job requisitions in order of priority was also discussed, and the hiring of additional maintenance personnel was recommended with preference given to persons with electrical experience and/or certification.

There being no further business, the meeting was adjourned.

Respectfully submitted by:


Ronnie Thompson, Chairperson

PHYSICAL RESOURCES COMMITTEE
MINUTES OF FEBRUARY 15, 1993

The twentieth meeting of the Physical Resources Committee was held on February 15, 1993, at 2:30 p.m. Members present were Chairperson Ronnie Thompson, Katherine Massey, Sandra Spayde, Duffy Benning, Clark Allen, and Benny Williams. Cletis Buie and Dewey Stiles were absent.

Minutes of the last meeting were read and approved.

The new equipment survey was reviewed, and some corrections were made. Benny and Cletis will distribute the survey to all instructors and calculate the results. All of the Questions to Consider were discussed, but questions 3, 5, 6 and 17 have not been answered. Duffy and Clark will provide the necessary information to answer these questions by the next meeting.

OSHA approvals, ARKLA gas safety inspections, and fire inspections were also discussed as ways to answer question 3.

A recommendation was made to set up records and begin preventative maintenance planning. This has not been done in the past.

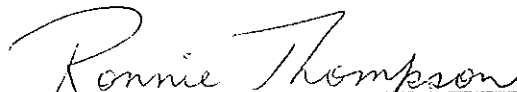
The Library resources were termed as inadequate.

Ronnie presented the new outline for the report.

The need to provide a central office/station for part-time instructors should be incorporated into the report.

There being no further business, the meeting was adjourned.

Respectfully submitted by:


Ronnie Thompson, Chairperson

PHYSICAL RESOURCES COMMITTEE
MINUTES OF MARCH 1, 1993

The twenty-first meeting of the Physical Resources Committee was held on March 1, 1993, at 2:30 p.m. Members present were Chairperson Ronnie Thompson, Kippy Massey, Benny Williams, Rhonda Smith (new member), Sandra Spayde, Duffy Benning, Clark Allen, and Cletis Buie. J. Louis Moles, Chairperson for the Steering Committee, also attended the meeting. Dewey Stiles was absent.

Minutes of the last meeting were read and approved.

Rhonda Smith was appointed as a new member.

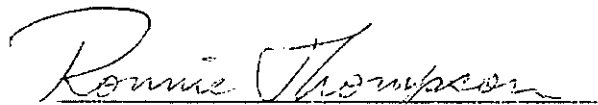
The Committee discussed the new parking areas and determined that adequate parking will be available when the newly constructed parking areas are completed, but the spaces are not marked. Duffy provided Ronnie with more measurements regarding the square footage of the facilities.

Ronnie reported that classroom utilization is down for the spring semester, and one person should be in charge of scheduling classrooms. J. Louis stated that the statistics will be used from the fall semester throughout the Self-Study report. The spring statistics will be used as updates.

Cletis and Benny should have the survey information completed and turned in to Ronnie by Wednesday.

There being no further business, the meeting was adjourned.

Respectfully submitted by:


Ronnie Thompson, Chairperson

PHYSICAL RESOURCES COMMITTEE
MINUTES OF MARCH 8, 1993

The twenty-second meeting of the Physical Resources Committee was held on March 8, 1993, at 2:30 p.m. Members present were Chairperson Ronnie Thompson, Kippy Massey, Rhonda Smith, Benny Williams, Sandra Spayde, Cletis Buie. Clark Allen, Duffy Benning, and Dewey Stiles were absent.

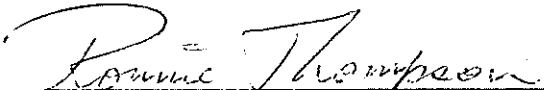
Ronnie gave everyone a diagram of the campus with all major parking lots outlined. The report will state that these are major parking areas and other single parking spaces are located at various parts of the campus.

On the building and land inventory chart, Ronnie reported that J. Louis Moles wants the categories to be Shop/Lab, Storage, Office, and Classroom. A discussion was held and the committee then developed a new outline for the land inventory chart.

Cletis reported on the survey that was recently conducted by Benny and him. Cosmetology and maintenance have still not returned the survey. \$679,000 is needed for equipment. \$189,000 worth of equipment has been purchased over the last five years.

Sandra and Rhonda were assigned to finish the inventory chart. Benny and Cletis were assigned to count the attendance at the Student Center during various times of the day to determine peak utilization times.

Respectfully submitted by:


Ronnie Thompson, Chairperson

PHYSICAL RESOURCES

Question to Consider

1. What guidelines does your institution use for determining that there is adequate space allocated for faculty offices, laboratories, and classrooms? How are these guidelines applied and improved?
2. What is the evidence that each type of facility listed above meets those guidelines?
3. What is the evidence that your institution is in compliance with local and national regulations relating to energy, fire, security, safety, and the handicapped in each of its buildings?
4. How fully utilized are your buildings and specific facilities?
5. What is the evidence that your institution keeps careful and up-to-date records of the condition of its physical facilities and assigns adequate resources for maintenance?
6. What is the evidence that there is a plan for correcting and financing any deferred maintenance?
7. What is the evidence that, in keeping with your institution's mission and purposes, your students have access to adequate library resources for each of the disciplines and fields offered and appropriate to the level of instruction?
8. How does the library planning document directly reflect your institution's plans for growth and change in student and faculty numbers and the educational program?
9. How do the approved budgets for the last several years reflect an adequate allocation of the instructional budget for the library, other academic support services, and equipment?
10. What is the evidence that the number of computers, the variety and staffing of computer services, and the types, quality, and quantity of instructional media are adequate for your institution to provide educational program and support services?
11. What is the evidence that the quantity and quality of specialized equipment and facilities within your institution are adequate for your institution to conduct the programs it offers that require specialized equipment and facilities?

What are the characteristics of the physical facilities and equipment at the institution?

13. How have these characteristics changed over time?
14. In what ways do they assist or hinder the institution in meeting its needs and in carrying out its mission and purposes?
15. Are facilities used efficiently and effectively to meet program needs?
16. What are the projected plans for additional facilities?
17. Have long-range plans for new or additional facilities been maintained?

Sources of Information: Policies; guidelines; space utilization analyses; space-needs development plans; master plan; Board minutes; Building Committee minutes; questionnaires and surveys; evaluations.

Physical Resources Committee: This committee will study the adequacy of classrooms, shops/labs, equipment, offices, the Learning Resource Center, grounds, parking, security, and accessibility for the handicapped.

In response to: Criterion for Candidacy Two
 Proposed Criterion for Accreditation Two (h-j)
 Proposed Criterion for Accreditation Four (a)
 Proposed Criterion² for Accreditation Five (f)
 Proposed GIR 18

Suggested Sources of Evidence: Blueprints, drawings, surveys, institutional plans, inventory records, budgets, master schedules, and Board minutes.

Table A-1
BUILDING AND LAND
INVENTORY

*See any mistakes?
Ron*

look closely!

changed

changed

Areas	Class Room	Office	Lab	Storage	Rest Room
Administration		2536		184	147
Mail Room				173	
Copy Room				176	
Admissions		510		38	
Health Occupations	561	143	1998	151	54
Diesel	715	128	4559	1092	153
Cosmetology	264	108	1152	168	
Community Room	1056	99			
Food Service		66	4487	172	68
Book Store		375			
Concessions			402	77	
Maintenance Room		48		353	
Men's Bath Room					130
Post Sec. Welding	365	36	2357		
High Sch. Welding	515	228	2229	135	81
GED	396	476	270	155	100
Data Processing	1365	81		270	
Ladies Rest Room					376
Business Ed. Rm. 1	1365	162		72	
Business Ed. Rm. 2	820	99			
Business Ed. Rm. 3	930				
Nursing	1444	96		105	
Small Engines	616	136	1872	176	25
Math	414	137			
Electronics	928	337	1918	597	205
Elec Load Center				64	
Classroom 12	880				
Classroom 13	324				
Room 25	480	240			
High School Auto.	792	36	3038	360	
Post-Sec. Auto.	504	96	3001	74	100
Machine Shop	540	115	3020	39	
A/C & R	513	104	1886	284	
Barn				1498	
Blue Building				496	
Total(sq. ft.)	16237	5558	32669	6991	1433

Total Land: 39.5 Acres ; Land Area/Main Campus: 11 Acres

Table A-5

Classroom Utilization: Spring 1993

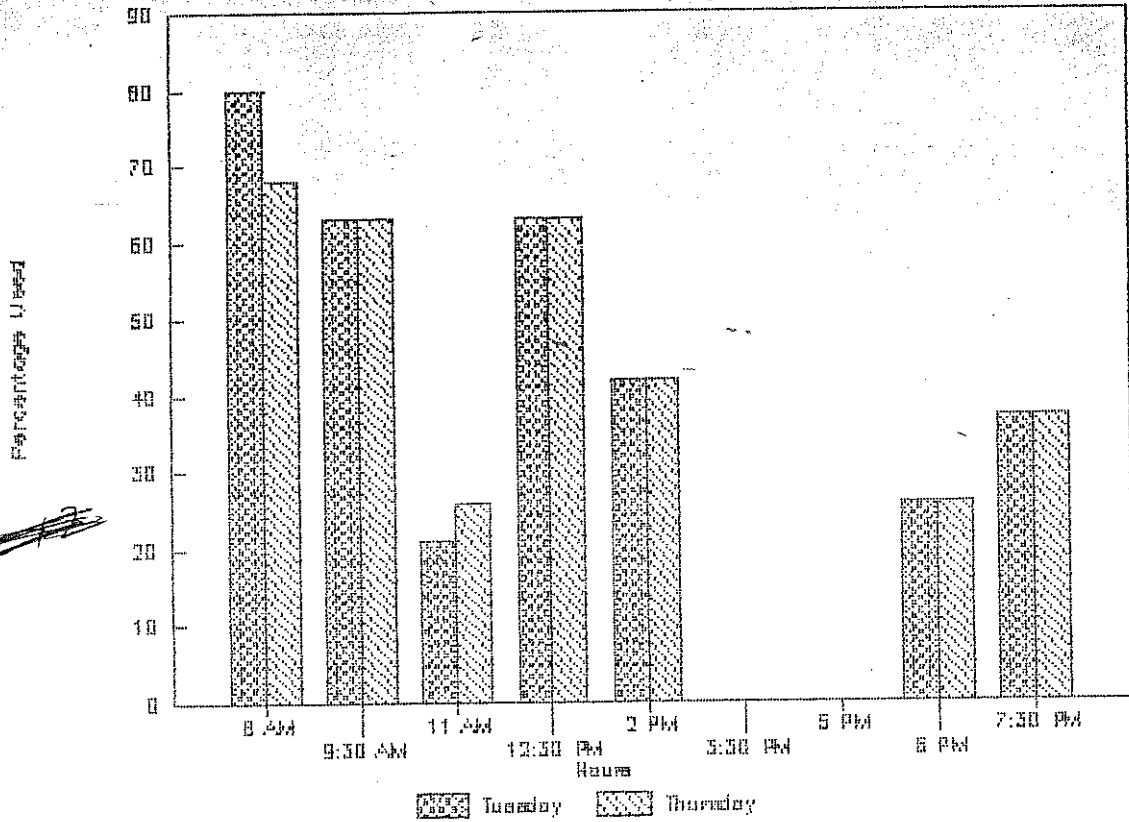
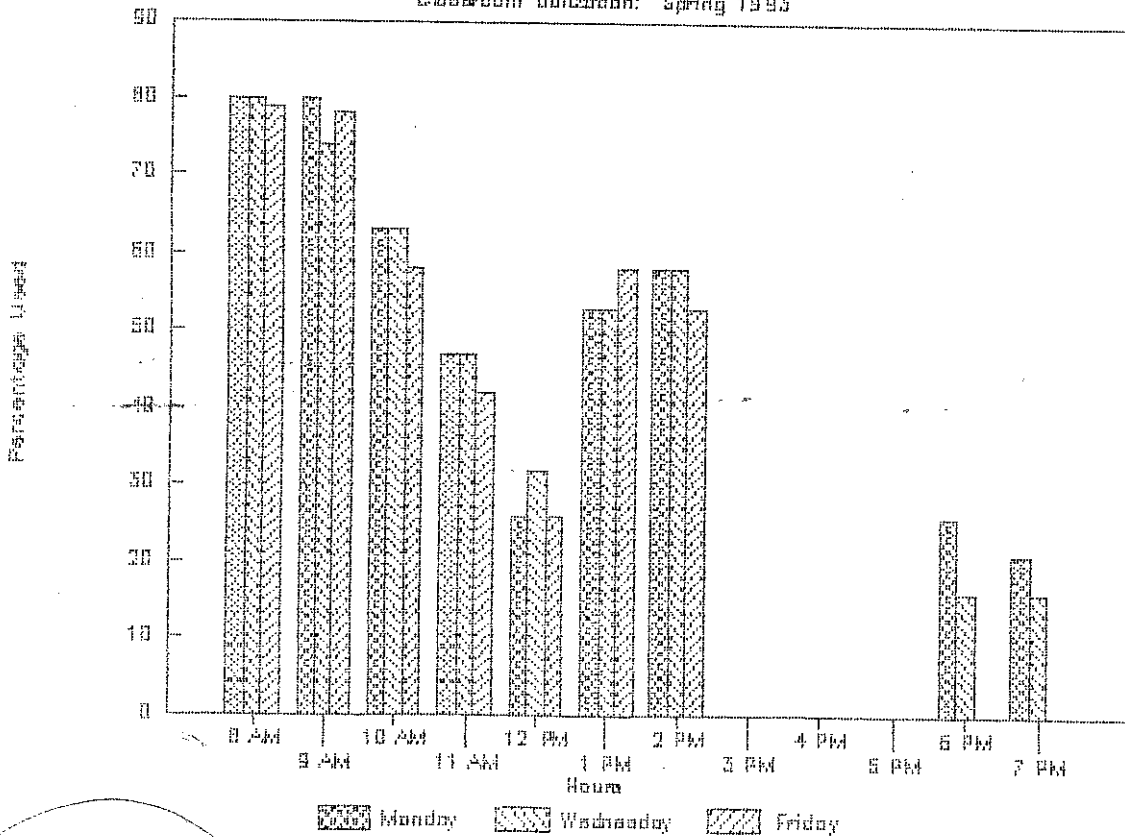
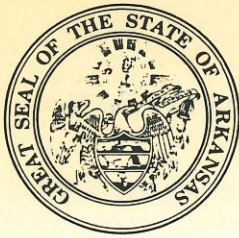


Table A-4

Classroom Utilization: Spring 1993





ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION

REVENUE DIVISION
SALES AND USE SECTION
P. O. BOX 1272, LITTLE ROCK, AR 72203-1272
(501) 682-7104

June 15, 1994

NOTICE OF SALES AND USE TAX FOR THE CITY OF MALVERN

Effective July 1, 1994, the City of Malvern will enact a special $\frac{1}{2}\%$ (code 30-06) local sales and use tax for Ouachita Tech. College. This will be in addition to the City of Malvern 1% (code 30-01) and the Hot Springs County 1% (code 30-00), and the State $4\frac{1}{2}\%$ sales and use tax for a TOTAL of 7%. The two City of Malvern taxes must be reported separately. The same rules and regulations used in the collection of the state sales and use tax will be followed in the collection of the additional local sales and use tax. Arkansas law provides the tax shall become effective on the first day of the first calendar month subsequent to the expiration of the period for challenging the tax. For the City of Malvern Special tax, the effective date is July 1, 1994.

Local taxes shall be applicable to sales of items and services sold by a business located in the levying city to a resident or nonresident of the levying city regardless of whether delivery is made in or out of the city. The tax shall not apply to the sale of the following items if the sale is made to a nonresident of the levying jurisdiction and delivery is made outside the levying jurisdiction: aviation fuel, distillate special fuel used for agricultural purposes, agricultural machinery, parts, repairs, and supplies therefor, water well and water well supplies, agricultural feed, seed, fertilizer, and chemicals and an item that is primarily sold through meter and by route delivery. Local taxes for repair and service charges are computed according to the jurisdiction where the work is performed.

For the purpose of local taxes, you are considered to be located in the boundaries of the city if you have: (1) a physical location there, (2) personal property that is leased or rented in that city, (3) coin operated amusement devices, or coin operated machines that dispense goods or services such as cigarettes, shoe shines, air.

Those persons purchasing items of tangible personal property outside the state for use, storage, consumption, or distribution in the City of Malvern who do not pay the Compensating Use Tax to the vendor, shall remit the State $4\frac{1}{2}\%$, the Hot Springs County 1%, the City of Malvern 1% and the City of Malvern Special $\frac{1}{2}\%$ taxes directly to the Department as a Consumer Use Tax.

Each of the local sales and use taxes is to be collected on the first \$2500.00 of taxable sales per single transaction. The City of Malvern (telephone: (501) 332-3638) will define the term "single transaction" for the city's sales and use taxes. The maximum tax that can be collected for each local tax is as follows:

(30-06)	City of Malvern Special	\$2500.00 x $\frac{1}{2}\%$	= \$12.50
(30-01)	City of Malvern	\$2500.00 x 1%	= \$25.00
(30-00)	Hot Springs County	\$2500.00 x 1%	= \$25.00

The code for reporting the City of Malvern Special local sales and use tax on your monthly reporting form is 30-06.

On the back of this notice are instructions on how to fill in the "Distribution for City or County Tax" section of the Excise Tax Form ST-400. Please read. If you need additional information, please write Nina Finch, Sales and Use Tax Section, P.O. Box 1272, Little Rock, AR 72203-1272 or call (501) 682-7104.

I N S T R U C T I O N S

These instructions are to help you complete the Local Tax Section on the BACK of the Form ST-400 (Excise Tax Report).

LINE BY LINE INSTRUCTIONS:

1. Name of city or county.
2. The Local Code: this is the code assigned to each city or county that has enacted a local tax. If you do not know the local code, contact the Sales and Use Tax Section and we will provide the information.
3. Taxable Sales: these are only the sales subject to the local tax.
4. Insert the rate of the local tax. $\frac{1}{4}\%$, $\frac{1}{2}\%$, $\frac{3}{4}\%$, 1%, $1\frac{1}{2}\%$, 2%, $2\frac{1}{2}\%$ etc...
5. Tax Due: computed from your taxable sales. (Taxable Sales X Rate = Tax Due)
6. A discount of 2% of the tax due is permitted for filing and paying on or before the 20th of the month following the reporting period. The discount is for **SALES TAX ONLY**.
7. Credit Memo: use credit memos only for the local tax to which they pertain. Subtract the credit memo amount from the tax due amount after you take the discount.
8. Net Tax Due: the total tax due after any discount or credit memo deductions for that particular local tax.

IMPORTANT ITEMS TO REMEMBER:

1. Place local tax computations on the **BACK** of the Excise Tax Report.
2. Add together all sales that pertain to one local tax and have **ONE TOTAL** for each local tax.
3. Do not use unauthorized forms or computer print-outs unless they are exact copies of the Excise Tax Report form. All forms not generated by the Sales and Use Tax Section must be approved by this office before being used.

BELOW IS AN EXAMPLE OF HOW TO COMPLETE THE LOCAL TAX DISTRIBUTION SECTION
ROUND ALL FIGURES TO NEAREST WHOLE DOLLAR

DISTRIBUTION FOR CITY OR COUNTY TAX												
(TRANSFER TOTAL OF TAX DUE TO SUMMARY)												
1 City or County	2 Code	Type Tax	3 Taxable Sales	4 Rate	5 Tax Due	6 2% Discount		7 Local Overpayment Credit	8 Net Tax Due			
Malvern	30-01	Sales	32,657	.01	327	7	00		00	320	00	
		Use	00		00	00	00	00				
Malvern Special	30-06	Sales	32,657	.005	163	3	00		00	160	00	
		Use	00		00	00	00	00				
Hot Springs County	30-00	Sales	32,657	.01	327	7	00		00	320	00	
		Use	00		00	00	00	00				
		Sales	00		00	00	00		00	00	00	
		Use	00		00	00	00		00	00	00	
TOTAL LOCAL TAX DUE Enter in Block 2 on front										800	00	

If you have any questions, please write Nina Finch, Sales and Use Tax Section at P.O. Box 1272, Little Rock, AR 72203-1272 or call (501) 682-7104.

SINGLE TRANSACTION DEFINITION FOR CITY OF MALVERN FOR TAX ENACTED JULY 1, 1994. For your convenience, we are providing a copy of the single transaction definition taken from Section 1 of the City of Malvern Ordinance #930. Please contact the City of Malvern (telephone: (501) 332-3638) if you have questions pertaining to this ordinance or for a complete copy of this ordinance.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MALVERN, ARKANSAS:

Section 1. DEFINING SINGLE TRANSACTION. The term "single transaction" for the purposes of the local sales tax, shall be defined according to the nature of the goods purchased, as follows:

A. When two or more devices in which, upon which or by which any person or property is, or may be, transported or drawn, including but not limited to on-road vehicles, farm vehicles, whether required to be licensed or not, off-road vehicles, farm vehicles, airplanes, water vessels, motor vehicles, or non-motorized vehicles, and mobile homes, or sold to a person by a seller, each individual unit, whether part of a "fleet" sale or not, shall be treated as a single transaction for the purpose of the local sales tax.

B. The charges for utility services, which are subject to the taxes levied under this ordinance, and which are furnished on a continuous service basis, whether such services are paid daily, weekly, monthly, or annually, for the purposes of the local sales tax, shall be computed in daily increments, and each such daily charge increment shall be considered to be a single transaction for the purpose of the local sales tax.

C. For sales of building materials and supplies to contractors, builders or other persons, a single transaction, for the purposes of the local sales tax, shall be deemed to be any single sale which is reflected on a single invoice, receipt or statement, on which an aggregate sales (or use) tax figure has been reported and remitted to the state.

D. When two or more items of major household appliances, commercial appliances, major equipment and machinery are sold, each individual unit shall be treated as a single transaction for the purposes of the local sales tax.

E. For groceries, drug items, dry goods and other tangible personal property and/or services not otherwise expressly covered in this section, a single transaction shall be deemed to be any single sale which is reflected on a single invoice, receipt or statement, on which an aggregate sales tax figure has been reported and remitted to the state.

FINANCIAL / PHYSICAL RESOURCES COMMITTEE

MEETING NO. 1

DATE: September 20, 1994

MEMBERS PRESENT: Bob Jones, Kippy Massey, Bob Brock, Randy Bowling, Brenda Keisler, David Tatten, Benny Williams, Sheila Hobbs

MEMBERS ABSENT: Clark Allen, Adrian Ashley, Duffy Benning, Steve Faris, Mark Griffin, Etherie Guin, Jean Neal, Sandra Spayde

The organizational meeting of the Financial/Physical Resources Committee was held at 3:00 p.m. in OTC Room 17 on Tuesday, September 20, 1994. Co-chairs Bob Jones and Kippy Massey appointed Brenda Keisler to be recording secretary.

Kippy Massey reviewed selections from the "self-study" with emphasis on number 3 of Criterion Two which must be addressed by the F/PRC. It was stressed that accreditation is our top priority. The final draft should be evaluative - not descriptive, and should relate back to the original self-study answering evaluative measures of that time period. The first draft will be due before December 2, 1994, with the final draft due February 17, 1995. These drafts must be turned in on time.

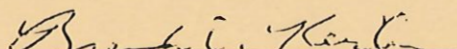
Also addressed were numbers 19, 20, 21, and 24 of the GIR's (General Institutional Requirements). This report will be due October 31, 1994. A subcommittee consisting of Bob Jones, Jean Neal, Sandra Spayde, Bob Brock, Sheila Hobbs, and Brenda Keisler will meet Tuesday, September 27, 1994, at 2:30 p.m. to address these requirements with the first draft being due October 13, 1994.

Kippy asked that each member reread the self-study and the update before the next meeting. Randy Bowling asked if there were any "model" self-studies available which could be reviewed. Kippy explained that the OTC self-study has been sent all over the United States as a model self-study. She also stated that the next NCA visit will possibly be in September of 1995. At that time there will be a decision as to apply for accreditation or to continue candidacy status.

The committee agreed to meet Thursdays at 3:00 p.m. beginning with the next meeting on September 29, 1994.

Bob Jones, Co-Chair

Kippy Massey, Co-Chair


Brenda D. Keisler, Sec.

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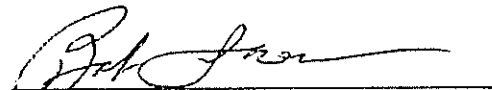
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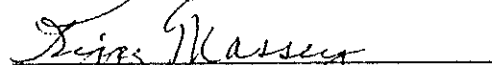
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Kippy Massey, Co-Chair



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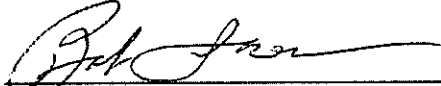
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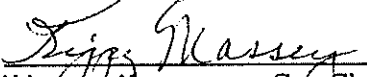
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Bob Jones, Co-Chair



Kippy Massey, Co-Chair



Brenda D. Keisler, Sec.

Special Sub-Committee Meeting
Financial section of the
Financial/Physical Resources Committee
September 27, 1994
Room 17 2:30 p.m.

Members present: Bob Jones - Chair., Bob Brock, Brenda Keisler, Sheila Hobbs, and Sandra Spayde.

The Financial Sub-Committee met to review GIR's (General Institutional Requirements). Addressed were numbers 19 and 24.

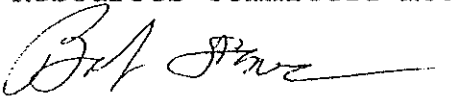
GIR #19 was changed to read:

"As an agency of the State of Arkansas, OTC is subject to audit by the Division of Legislative Audit of the Legislative Joint Auditing Committee. OTC is audited annually by the Division of Legislative Audit. This audit is then reviewed by the Legislative Auditor and the officers of the Technical College. Then to insure that the institution is financially sound, it is then presented to the Legislative Joint Auditing Committee of the State of Arkansas and then reviewed by the State Board of Higher Education."

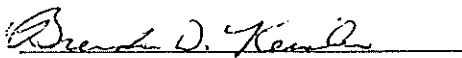
GIR #24 was changed to read:

"The budget, Legislative audit report, and other information pertaining to financial resources are subject to the Arkansas Freedom of Information Act and are available for inspection in the office of the Dean of Finance and Administration and in the OTC Learning Resource Center. This information may be copied for a nominal fee. Additionally, up-to-date budget reports are given at each meeting of the Board of Trustees. These meetings are open to the public."

These changes will be presented in the regular Financial/Physical Resources Committee meeting on Thursday, September 29, 1994.



Bob Jones, Chair



Brenda D. Keisler, Sec.

Special Sub-Committee Meeting
Financial section of the
Financial/Physical Resources Committee
September 27, 1994
Room 17 2:30 p.m.

Members present: Bob Jones - Chair., Bob Brock, Brenda Keisler, Sheila Hobbs, and Sandra Spayde.

The Financial Sub-Committee met to review GIR's (General Institutional Requirements). Addressed were numbers 19 and 24.

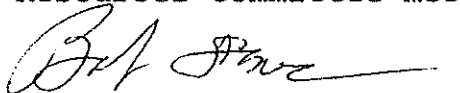
GIR #19 was changed to read:

"As an agency of the State of Arkansas, OTC is subject to audit by the Division of Legislative Audit of the Legislative Joint Auditing Committee. OTC is audited annually by the Division of Legislative Audit. This audit is then reviewed by the Legislative Auditor and the officers of the Technical College. Then to insure that the institution is financially sound, it is then presented to the Legislative Joint Auditing Committee of the State of Arkansas and then reviewed by the State Board of Higher Education."

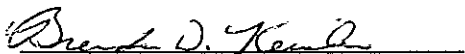
GIR #24 was changed to read:

"The budget, Legislative audit report, and other information pertaining to financial resources are subject to the Arkansas Freedom of Information Act and are available for inspection in the office of the Dean of Finance and Administration and in the OTC Learning Resource Center. This information may be copied for a nominal fee. Additionally, up-to-date budget reports are given at each meeting of the Board of Trustees. These meetings are open to the public."

These changes will be presented in the regular Financial/Physical Resources Committee meeting on Thursday, September 29, 1994.



Bob Jones, Chair



Brenda D. Keisler, Sec.

FINANCIAL / PHYSICAL RESOURCES COMMITTEE

MEETING NO. 2

DATE: September 29, 1994

MEMBERS PRESENT: Bob Jones, Bob Brock, Benny Williams, Sandra Spayde, Shelia Hobbs, Clark Allen, Duffy Benning, Etheree Guin, Randy Bowling, Kippy Massey and Adrian Ashley.

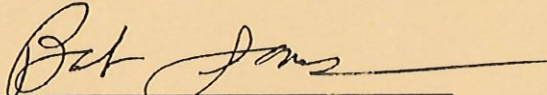
MEMBERS ABSENT: Steve Faris, Brenda Keisler, Jean Neel, David Tatten and Mark Griffin.

Bob Jones informed the F/PRC that the Finance sub-committee met on Tuesday, September 27, 1994 and began work on GIR's #19, 20, 21 and 24. The sub-committee completed GIR's #19 and 24. Minutes of the meeting were passed out to all members, a motion was made by Randy Bowling to accept the minutes as written, seconded by Benny Williams.

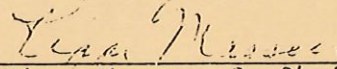
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The two groups separated to begin work on their specific assignments. Plans are to have the first draft turned in to June by December 2. All background information is due by the end of October, the report will be written during the month of November.

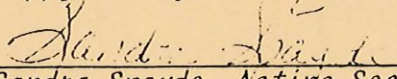
Benny Williams motioned to adjourn, Bob Brock seconded, all were in favor. Next meeting will be Thursday, October 6 at 3:00 p.m. in the community room. Finance sub-committee will meet Tuesday, October 4 in room 17.



Bob Jones, Co-Chair



Kippy Massey, Co-Chair



Sandra Spayde, Acting Sec.

FINANCIAL / PHYSICAL RESOURCES COMMITTEE

MEETING NO. 2

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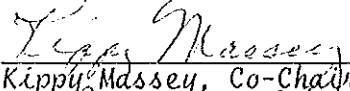
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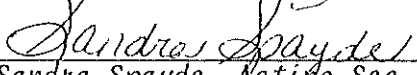
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Bob Jones, Co-Chair



Kippy Massey, Co-Chair



Sandra Spayde, Acting Sec.

FINANCIAL / PHYSICAL RESOURCES COMMITTEE

MEETING NO. 2

DATE: September 29, 1994

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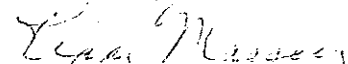
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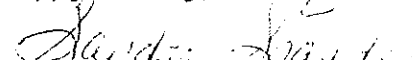
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FINANCIAL / PHYSICAL RESOURCES COMMITTEE

MEETING NO. 2

DATE: September 29, 1994

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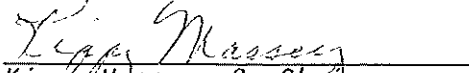
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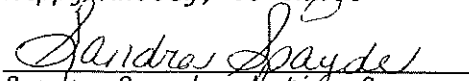
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Bob Jones, Co-Chair



Kippy Massey, Co-Chair



Sandra Spayde, Acting Sec.

FINANCIAL / PHYSICAL RESOURCES COMMITTEE

MEETING NO. 3

DATE: October 6, 1994

MEMBERS PRESENT: Bob Brock, Benny Williams, Brenda Keisler, Duffy Benning, Kippy Massey, Clark Allen, Randy Bowling, Etheree Guin, Sandra Spayde, Sheila Hobbs, and David Tatten.

MEMBERS ABSENT: Bob Jones, Steve Faris, Jean Neel, Adrian Ashley, and Mark Griffin.

Minutes from the second meeting were distributed and reviewed. Clark Allen made a motion for the minutes to be approved, Etheree Guin seconded the motion, and the minutes were approved as written.

Kippy reviewed highlights of the last Steering Committee minutes. She stated that the main concern everyone has right now is whether or not to pursue full accreditation or to ask for a continuation of candidacy status. Rumors that NCA plans not to grant accreditation status to any of Arkansas's technical colleges in the next year have neither been confirmed nor denied. Benny Williams asked if NCA would let us know this ahead of time. Kippy replied that whether or not this is confirmed, OTC should strive to maintain a positive image in the community. If we apply for candidacy status before we are ready and get turned down, that will reflect poorly on OTC. Kippy also stated from the Steering Committee minutes that Dr. John Mason has been appointed Director of the NCA Commission to replace Gerald Patton. Brenda Keisler asked for a copy of the Steering Committee minutes to keep with the F/PRC files.

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FINANCIAL / PHYSICAL RESOURCES COMMITTEE

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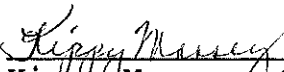
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MEETING NO. 3

DATE: October 6, 1994

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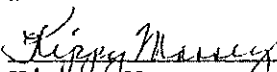
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FINANCIAL / PHYSICAL RESOURCES COMMITTEE

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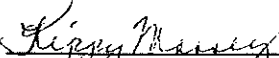
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Kippy Massey, Co-Chair


Brenda D. Keisler, Sec.

FINANCIAL / PHYSICAL RESOURCES COMMITTEE

MEETING NO. 3

DATE: October 6, 1994

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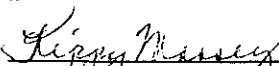
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With no further business, the meeting was adjourned with the Physical Resources sub-committee remaining for a short meeting. The next meeting will be held Thursday, October 13, 1994, at 3:00 p.m. in the Community Room.


Kippy Massey, Co-Chair


Brenda D. Keisler, Sec.

FINANCIAL / PHYSICAL RESOURCES COMMITTEE

MEETING NO. 4

DATE: October 13, 1994

MEMBERS PRESENT: Bob Jones, Kippy Massey, Bob Brock, Sandra Spayde, Sheila Hobbs, Clark Allen, Benny Williams, Duffy Benning, Etheree Guin, and Brenda Keisler.

MEMBERS ABSENT: Adrian Ashley, Randy Bowling, Steve Faris, Mark Griffin, Jean Neel, and David Tatten.

Minutes from the third meeting were reviewed. Kippy asked for a change in the date referring to NCA team visit in 1993 (not 1994 as stated in the minutes). Bob Brock made a motion for the minutes to be approved with the said change, Benny Williams seconded, and the minutes were approved.

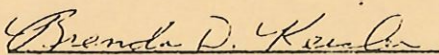
Bob Jones reported on the draft of GIR's #19, 20, 21, and 24 which have been turned in on disk to June Prince and have met her approval. He made a motion for the committee to accept the draft, Bob Brock seconded, and the motion carried. Bob also stated that the Finance sub-committee has already started work on gathering information for the main report and will meet again Tuesday, October 18, 1994, to work on this report.

Kippy Massey asked for each member to submit an individual report on his/her work done so far for the committee. Each member was given an outline of what should be included in the report (see attached). She also distributed copies of pages 35 - 40 from the NCA Handbook of Accreditation 1994-95 concerning Criterion Two under "The Criteria for Accreditation". Clark Allen and Duffy Benning reported on charts which have been developed in reporting maintenance on air-conditioning systems and exhaust fans. Kippy commended them on all the work they have been contributing.

With no further business, the meeting was adjourned. The next meeting will be held Thursday, October 20, 1994, at 3:00 p.m. in the Community Room.

Kippy Massey, Co-Chair

Bob Jones, Co-Chair


Brenda D. Keisler, Sec.

Financial/Physical Resources Committee

Next meeting Oct. 20

Turn in written statements regarding what you have done on your individual assignments so far.

Meeting Oct. 27

Turn in the remainder of your assignments in writing

Your report should refer to the item you were assigned.

Provide a narrative statement -- what it is, how it is (evaluative, good or bad). Is it a strength or a concern? List these in addition to narrative. If a concern, what is the recommendation for change?

If you need statistics on enrollment or other things, see Kippy. If you need help drawing up tables or charts, see Kippy.

What has changed in your assignment area since the last report? good or bad? Do any of the Team Visit recommendations apply to your assignment? If so, what has been done to respond to these? If nothing has been done, list as a concern, include comments in the narrative, and make a recommendation for change.

Go beyond the stated questions in anything that applies to your assignment area if you feel it is important to include.

In November, we will review and discuss sections of the overall report as Kippy completes pulling them together. We will all have the opportunity to add anything else that you think has been overlooked in any of the areas, and to make recommendations.

The Final discussion of the completed first draft of our report will be December 1. This will be the last chance for input before the first draft is turned in to June.

We will resume meeting in January to discuss and complete changes that need to be made after the first draft is reviewed by the Steering Committee.

FINANCIAL / PHYSICAL RESOURCES COMMITTEE

MEETING NO. 4

DATE: October 13, 1994

MEMBERS PRESENT: Bob Jones, Kippy Massey, Bob Brock, Sandra Spayde, Sheila Hobbs, Clark Allen, Benny Williams, Duffy Benning, Etheree Guin, and Brenda Keisler.

MEMBERS ABSENT: Adrian Ashley, Randy Bowling, Steve Faris, Mark Griffin, Jean Neel, and David Tatten.

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With no further business, the meeting was adjourned. The next meeting will be held Thursday, October 20, 1994, at 3:00 p.m. in the Community Room.

Kippy Massey, Co-Chair

Bob Jones, Co-Chair


Brenda D. Keisler, Sec.

FINANCIAL / PHYSICAL RESOURCES COMMITTEE

MEETING NO. 4

DATE: October 13, 1994

MEMBERS PRESENT: Bob Jones, Kippy Massey, Bob Brock, Sandra Spayde, Sheila Hobbs, Clark Allen, Benny Williams, Duffy Benning, Etheree Guin, and Brenda Keisler.

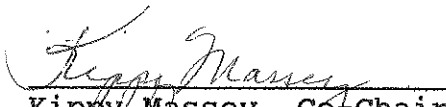
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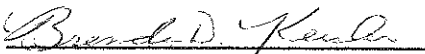
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Financial/Physical Resources Committee

Next meeting Oct. 20

Turn in written statements regarding what you have done on your individual assignments so far.

Meeting Oct. 27

Turn in the remainder of your assignments in writing

Your report should refer to the item you were assigned.

Provide a narrative statement -- what it is, how it is (evaluative, good or bad). Is it a strength or a concern? List these in addition to narrative. If a concern, what is the recommendation for change?

If you need statistics on enrollment or other things, see Kippy. If you need help drawing up tables or charts, see Kippy.

What has changed in your assignment area since the last report? good or bad? Do any of the Team Visit recommendations apply to your assignment? If so, what has been done to respond to these? If nothing has been done, list as a concern, include comments in the narrative, and make a recommendation for change.

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FINANCIAL / PHYSICAL RESOURCES COMMITTEE

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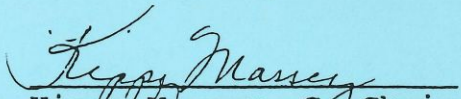
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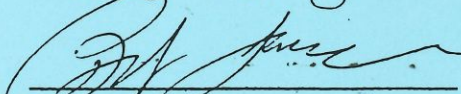
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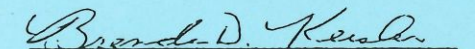
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Financial/Physical Resources Committee

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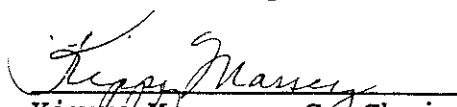
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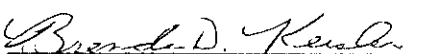
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Financial/Physical Resources Committee

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FINANCIAL / PHYSICAL RESOURCES COMMITTEE

MEETING NO. 5

DATE: October 27, 1994

MEMBERS PRESENT: Kippy Massey, Benny Williams, Jean Neel, Sheila Hobbs, Brenda Keisler, Bob Jones, Randy Bowling, Duffy Benning, Etheree Guin, and Clark Allen.

MEMBERS ABSENT: Adrian Ashley (meeting with a student), Steve Faris, Mark Griffin, David Tatten (working with students), and Sandra Spayde.

Minutes from the fourth meeting were reviewed. Bob Brock made a motion for the minutes to be approved, Benny Williams seconded and the minutes were approved.

Kippy Massey reported that the Steering Committee meeting held Monday dealt mainly with one topic - whether or not to file for accreditation status. The decision of the committee was to proceed with plans to file; however, Bob Jones stated that we would have the option to postpone these procedures if an unforeseen problem arises. These plans were presented to the OTC Board of Trustees Tuesday night.

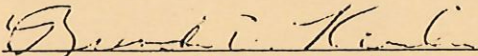
Bob Jones reported that the Finance Sub-committee had completed their GIR's and had turned these over to June Prince. This sub-committee is currently working on the finance section of the self-study. Brenda Keisler is formulating the first draft of this section with other members submitting changes as they see fit. These changes will be reviewed at the next two sub-committee meetings.

Kippy Massey reminded everyone to make sure that all the questions pertaining to the self-study are addressed. She also asked that the first drafts from the two sub-committees be ready for review by the whole committee by November 15th. The first half of the Physical Resources section should be ready for review by next Thursday (November 3rd).

With no further business, the meeting was adjourned. The next meeting will be held Thursday, November 3, 1994, at 3:00 p.m. in the Community Room.

Kippy Massey, Co-Chair

Bob Jones, Co-Chair


Brenda D. Keisler, Sec.

FINANCIAL / PHYSICAL RESOURCES COMMITTEE

MEETING NO. 5

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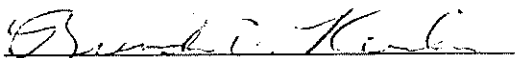
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Kippy Massey, Co-Chair

Bob Jones, Co-Chair


Brenda D. Keisler, Sec.

FINANCIAL / PHYSICAL RESOURCES COMMITTEE

MEETING NO. 6

DATE: November 3, 1994

MEMBERS PRESENT: Duffy Benning, Etheree Guin, Bob Brock, Randy Bowling, Jean Neel, Adrian Ashley, Benny Williams, Kippy Massey.

MEMBERS ABSENT: Bob Jones, Sandra Spayde, Steve Faris, Brenda Keisler, Dave Tatten, Sheila Hobbs, Clark Allen, and Mark Griffin.

Kippy Massey called the meeting to order. Minutes from the October 27th meeting were read and approved. Kippy reported on the Steering Committee. Each committee chairperson gave update reports. The next Steering Committee meeting will be in December.

Under new business, Kippy stated that she needed the Land and Building reports by the next meeting. A question concerning whether or not to have parking decals was asked. Kippy recommended that at the current time no parking designations be made as recommended by Dr. Martin. Discussion followed concerning long-range parking plans. These discussions included the location of a proposed parking deck and the surveying of the pond area.

Etheree Guin recommended improving the lighting situation. Duffy Benning suggested letting AP&L do a survey of the area. Jean Neel and Etheree recommended utilizing local garden clubs, etc. in improving landscaping around the campus.

Other concerns discussed were:

1. Utilizing forestry or extension agents to check trees for safety each year;
2. Looking at fencing pond area (for insurance purposes);
3. Need to fireproof/secure area of permanent records;
4. Keeping up with industrial equipment needs;
5. Correcting any plumbing/electrical code violations;
6. Telecommunication needs;
7. Phone system needs;
8. Square footage per student brought up to standard.
9. Drainage repairs.

With no further discussion, the meeting was adjourned. The next meeting will be held Thursday, November 10, 1994, at 3:00 p.m.

Kippy Massey, Co-Chair

Randy Bowling, Acting Sec.

FINANCIAL / PHYSICAL RESOURCES COMMITTEE

MEETING NO. 6

DATE: November 3, 1994

MEMBERS PRESENT: Duffy Benning, Etheree Guin, Bob Brock, Randy Bowling, Jean Neel, Adrian Ashley, Benny Williams, Kippy Massey.

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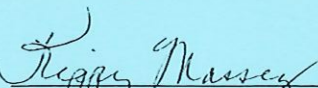
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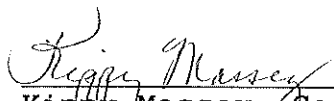
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FINANCIAL / PHYSICAL RESOURCES COMMITTEE

MEETING NO. 7

DATE: November 17, 1994

MEMBERS PRESENT: Kippy Massey, Brenda Keisler, Bob Brock, Benny Williams, Etheree Guin, Dave Tatten, Randy Bowling, and Sandra Spayde.

MEMBERS ABSENT: Bob Jones, Jean Neel, Sheila Hobbs, Duffy Benning, Clark Allen, Adrian Ashley, Steve Faris, and Mark Griffin.

Kippy Massey called the meeting to order. Minutes from the sixth meeting were unavailable. A copy of the notes taken from that meeting by Randy Bowling were given to Brenda Keisler to type and will be available at the next meeting.

Brenda Keisler reported that the finance report has been put on hold until Bob Jones returns. The report has been saved on computer, but a few changes will have to be made by Bob before submitting the report.

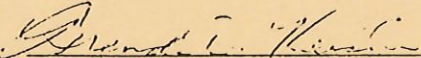
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Part of the Physical Resources report information is still missing; therefore, Kippy stated a need to make new assignments. A survey of current equipment and needed equipment in each department must be made. Brenda Keisler stated that she could type up the surveys and have these surveys in the office mailboxes in the morning (Friday), Bob Brock volunteered to collect the surveys, and Kippy stated that she would ask Mark Griffin to report on the surveys. A reminder note will be placed in the boxes Tuesday for the final survey deadline to be Tuesday, November 29th.

Randy Bowling reported on a visit by representatives from the Kimberly-Clark industry in Conway. OTC was praised for its willingness to work, attitudes, and enthusiasm; however, they gave a less favorable report as far as equipment was concerned. Discussion followed regarding equipment needs in relation to local industrial needs (within 1 1/2 hour drive of Malvern).

With no further business, the meeting was adjourned. There will be no meeting next week (Thanksgiving). The next meeting will be held Tuesday, November 29, 1994, at 3:00 p.m. in the Community Room.

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FINANCIAL / PHYSICAL RESOURCES COMMITTEE

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DATE: November 17, 1994

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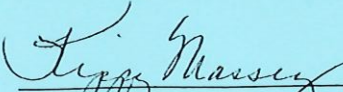
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Kippy stated that all reports are to be ready by December 2nd. She is going to ask June Prince if a one week extension to this deadline could be possible. The committee needs to review the reports December 1st and make any changes during the following week. A meeting both Tuesday and Thursday after Thanksgiving will probably be necessary.

Part of the Physical Resources report information is still missing; therefore, Kippy stated a need to make new assignments. A survey of current equipment and needed equipment in each department must be made. Brenda Keisler stated that she could type up the surveys and have these surveys in the office mailboxes in the morning (Friday), Bob Brock volunteered to collect the surveys, and Kippy stated that she would ask Mark Griffin to report on the surveys. A reminder note will be placed in the boxes Tuesday for the final survey deadline to be Tuesday, November 29th.

Randy Bowling reported on a visit by representatives from the Kimberly-Clark industry in Conway. OTC was praised for its willingness to work, attitudes, and enthusiasm; however, they gave a less favorable report as far as equipment was concerned. Discussion followed regarding equipment needs in relation to local industrial needs (within 1 1/2 hour drive of Malvern).

With no further business, the meeting was adjourned. There will be no meeting next week (Thanksgiving). The next meeting will be held Tuesday, November 29, 1994, at 3:00 p.m. in the Community Room.


Kippy Massey, Co-Chair


Brenda D. Keisler, Sec.

FINANCIAL / PHYSICAL RESOURCES COMMITTEE

MEETING NO. 7

DATE: November 17, 1994

MEMBERS PRESENT: Kippy Massey, Brenda Keisler, Bob Brock, Benny Williams, Etheree Guin, Dave Tatten, Randy Bowling, and Sandra Spayde.

MEMBERS ABSENT: Bob Jones, Jean Neal, Sheila Hobbs, Duffy Benning, Clark Allen, Adrian Ashley, Steve Faris, and Mark Griffin.

Kippy Massey called the meeting to order. Minutes from the sixth meeting were unavailable. A copy of the notes taken from that meeting by Randy Bowling were given to Brenda Keisler to type and will be available at the next meeting.


Brenda Keisler reported that the finance report has been put on hold until Bob Jones returns. The report has been saved on computer, but a few changes will have to be made by Bob before submitting the report.

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With no further business, the meeting was adjourned. There will be no meeting next week (Thanksgiving). The next meeting will be held Tuesday, November 29, 1994, at 3:00 p.m. in the Community Room.


Kippy Massey, Co-Chair


Brenda D. Keisler, Sec.

FINANCIAL / PHYSICAL RESOURCES COMMITTEE

MEETING NO. 8

DATE: November 29, 1994

MEMBERS PRESENT: Kippy Massey, Bob Brock, Sheila Hobbs, Sandra Spayde, Benny Williams, Brenda Keisler, Etheree Guin, and Adrian Ashley.

MEMBERS ABSENT: Jean Neel, Dave Tatten, Mark Griffin, Steve Faris, Bob Jones, Clark Allen, Duffy Benning, and Randy Bowling.

Kippy Massey called the meeting to order. Minutes from the sixth and seventh meetings were read and approved.

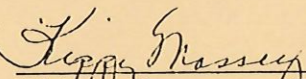
Bob Brock reported that all but about ten of the equipment surveys had been returned. Brenda Keisler stated that she would place a reminder on the office mailboxes Wednesday morning asking that the remaining surveys be returned.

Brenda Keisler presented the draft of the Financial Resources section of the self-study for review and approval. Kippy asked that the Concerns and Recommendations be examined to see if all avenues were covered. With minor corrections, Benny Williams moved that the report be accepted, Etheree Guin seconded, and the motion passed.

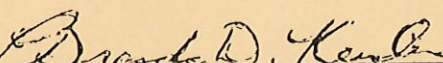
Kippy Massey presented the Library/Learning Resource Center report section to be reviewed. Some statistics will be added as soon as the information is completed. Bob Brock moved that the report be accepted with the addition of the statistics, Brenda Keisler seconded, and the motion passed. Kippy reported that the equipment section should be ready before Thursday. The report deadline has been moved from December 2nd to December 9th.

Bob Brock asked that it be presented to the Steering Committee that more cooperation from faculty and staff is vital at this time. Most have been very cooperative; however, when surveys are not returned (or such like) it hinders other committees from get their work completed efficiently.

The next meeting will be held Thursday, December 1, 1994, at 3:00 p.m. in the Community Room. With no further business, the meeting was adjourned.



Kippy Massey, Co-Chair



Brenda D. Keisler, Sec.

EQUIPMENT

One of the concerns expressed in the report of the first NCA Evaluation Team visit was that some technical programs do not have adequate laboratory equipment to support program objectives. While this concern has not been significantly addressed at this time, plans have been developed that will help to alleviate the problem in the future. A portion of the funds generated by the recently passed local sales tax will be used to provide equipment for the new facility, and to upgrade and enhance equipment in all program areas. The College will continue to petition the Arkansas Legislature for additional capital equipment funding, and grants which would include funds for new equipment will continue to be pursued.

Program audits (available in the Resource Room) conducted under the auspices of the Arkansas Department of Higher Education during this past fiscal year reveal that equipment for the Professional Cooking program is adequate for current course offerings. However, none of the other programs were cited as having adequate equipment. Appendix provides information on the current status of computing technology on campus. Appendix provides information on the current status of audio-visual technology on campus. Appendix provides information listing other technology needs in order for all College programs to have adequate technology to provide instruction an up-to-date level, and Appendix provides information listing technology that would be desirable to provide OTC students with a true state-of-the-art learning experience.

Historically, equipment expenditures per program averaged slightly more than \$2000 per year while the school was under the state Vocational Division which meant that when the change to a technical college was mandated, the equipment was far from adequate to respond to current curriculum expectations for a technical college.

The Arkansas Department of Higher Education allocated Workforce 2000 funds in the amount of \$148,000 for instructional equipment and \$32,000 for library equipment during fiscal year 1992-93. Each program received a portion of this funding for equipment upgrades. However, it was insufficient to completely bring all programs up-to-date. Another \$20,000 was made available in fiscal year 1993-94, but again this was only a small addition to respond to a much greater need. OTC requested additional equipment funds of \$95,929 annually in its legislative budget request which was approved by ADHE, but was not provided by the state Legislature.

It is estimated that approximately \$700,000 is needed to bring instructional equipment up to both the quality and quantity necessary to provide the level of instruction desired. Some significant equipment donations have been acquired by the Diesel Services and Automotive Technology programs during the past year. These donations have improved conditions, but they have not been sufficient to completely take care of the need.

A five year plan for equipment acquisition has been developed and is updated on an annual basis. In addition, a plan for replacement of equipment on an on-going basis needs to be developed in order to maintain currency once it has been reached.

Concerns expressed regarding equipment as presented in the initial Self-Study Report include the need specifically in Diesel, Food Service, Air Conditioning/Refrigeration, Electronics, and Industrial Maintenance programs for additional and updated equipment in order that these programs can meet current objectives. Since that report was written improvements have been made in all areas except in Electronics.

Other concerns included the fact that OTC does not have a master computer plan and that the computer laboratory is only available for student use during the day. A computer planning committee has now been formed (Appendix) and one priority is to develop a master computer plan. A tutor to assist with computer instruction is now available three nights per week which allows the computer lab to be open for extended hours.

Some of the major computing needs still needing to be addressed include furnishing an up-to-date 486 computer to every faculty and staff member, and completing a campus LAN which currently only connects the computers in administration, student services, the computer laboratory and the Library/LRC.

Strengths:

1. The Professional Cooking program has adequate equipment to provide an appropriate learning experience for students.
2. A five-year plan for equipment acquisition has been developed and is updated on an annual basis.
3. Funds from the local sales tax will be available to furnish and equipment the new Phase I facility and to assist in upgrading additional equipment for the programs offered by OTC.
4. A Computer Planning Committee has been formed.

Concerns:

1. All programs need upgraded and additional equipment to be able to provide the level of instruction needed at a technical college.
2. A master computer plan does not currently exist.
3. There is not currently a local area network for all computers on the entire campus.
4. There are still some faculty and staff members who do not have up-to-date computers for office work.
5. A plan for on-going equipment replacement does not currently exist.

Recommendations:

1. Efforts to raise funds to upgrade equipment need to be increased.
2. A master computer plan should be developed in the near future.
3. The existing local area network on campus should be extended to include all campus offices and computer classrooms.
4. 486 computers should be acquired for all faculty and staff members that do not currently have one.
5. A plan for on-going equipment replacement should be developed in the near future.