

Memo

To: Members of the Board of Trustees

From: Barry Ballard, President **BB**

Date: November 8, 2007

Re: Update on Various Issues

Below is a list of significant items, accomplishments and activities about which I think you will be interested. The items are in no particular order.

1. CONSTRUCTION ON THE NEW BUILDING IS PROGRESSING: The building construction is going well. For about a month now the appearance of the building has not changed much. The structural skeleton is up and it appears as if little else has been done. However, looks are deceiving and many things have been done. They include: (a) All the bar joists for the second floors have been fabricated, delivered, put in place, and welded down, (b) The second floor steel decking for both the east wing and west wing has been fastened and welded in place, (c) The second floor concrete for the east wing has been poured and finished, (d) The second floor concrete for the west wing will be poured and finished on Thursday of this week, (e) The 120,000 bricks have been made by the Acme Brick Company and they will be delivered to the job site this week, (f) The steel framing studs and plates for the walls have all been built and delivered to the job site, (g) The wall framing began today causing a the appearance of the building to change dramatically even in one day, (h) The masonry subcontractor is scheduled to begin laying brick next week, (i) The foundation and footing for the exterior stairways and fire escapes on both ends of the building have been finished, (j) The large transformer that will supply electrical power to the building has been delivered and put in place on a specially prepared concrete slab and foundation, and (k) The Entergy Corporation has finished modifying its distribution system and has energized the underground electrical main wiring that supplies power to the building's transformer. In actuality, a lot of progress has been done in the last month or so. The exterior appearance of the building will now change at a high rate of speed. Soon, all the structural steel will be covered up with wall and roofing materials

and even the walls will soon be covered with brick. The contractor will try to get the walls done, the roof on, and all the doors and windows in before year end. From that point on, it will seem like progress is very slow. Starting in the new year, all the finish work including the HVAC, electrical, plumbing, and painting will seem like slow motion.

At this point we are still on track for a July building finish.

2. FAMILY MEDICAL LEAVE FOR BARRY BALLARD: Chairman Don Tackett has, at my request, approved some Family Medical Leave to enable me to spend some time with my ailing mother, Mrs. Marie Dixon Ballard, for a full week before the week of Thanksgiving and a week in the middle of December. My two remaining siblings and I are dividing up the care responsibilities with each of us spending time with her for a week at a time interspersed with days of care provided by other family and friends. Her mind and intellectual capabilities are brilliant and she loves to read, study her Bible, and play cards (bridge and other games), but, her 85-year old body has become weak with damaged joints caused by severe osteoarthritis including two new hip joints, a knee joint, and foot bones repaired with multiple surgeries. She has fallen to the floor several times recently and could not get up by herself. She also has a number of coronary and circulatory ailments. She can shower and dress herself, and do some minor cooking, but that is about all. She cannot drive and has to have help with grocery shopping, trips to the pharmacy, house cleaning, clothes laundering, and lots of other things.

OTC has a Board policy (COPP) and the state has related regulations and laws that permit state employees to use accumulated sick leave for Family Medical Leave for one degree of affinity and sanguinity (immediate family or blood relative) provided it is approved by the employee's supervisor and there is a statement from the medical doctor indicating that the care is required and medically necessary. I have such a medical statement from one of Mother's physicians and it is on file in the Personnel Office here on campus. I presented the statement to Mr. Tackett at the time he reviewed and approved my request.

I don't know how long I might have to spend a week a month providing care for her. I only have a little over 500 hours of sick leave and 200 hours of vacation leave accumulated, so I could only do it for a year or so. Since her physicians and our family feel that she will only live for a year or two at this point, we want to spend the time with her if it is possible.

I greatly appreciate your understanding of this dire family situation and approval for me to be away from the campus under these circumstances. We have broadband Internet capabilities and a good cell telephone signal at her house so I will be able to communicate with the staff almost as well as I could if I were there. I do not think that you will see or learn about any reduction in operational or managerial effectiveness.

3. Title III GRANT ACTIVITY: Title III began its fifth year at OTC with one staff change. Melissa Jackson, Retention Specialist, moved to OTC's Student Support Services as a TRiO counselor and Kathy Lazenby took on the position of Retention Specialist. Title III Activity I staff participated in the ArkADE and AATYC conferences. Melissa Jackson also attended the Noel Levitz Retention Conference in Wisconsin. Kathy Lazenby will be attending the League of Innovation in Community Colleges Instructional Technology Conference in Nashville, Tennessee in November.

At the end of October, Title III installed an additional Smart classroom in the Allied Health building to be used for the LPN to RN program. This makes a total of ten smart classrooms on campus. Discussions and bids are being requested to outfit the new Instructional Technology building with Smart classrooms. Other equipment purchased was two computerized microscopes and the A.D.A.M. software program for Anatomy and Physiology classes.

Title III continues to monitor our conditionally enrolled students. At mid-term 63% of these students were progressing satisfactory, 1% had dropped from the college and 36% were borderline. Our borderline students are receiving additional interventions to help improve retention. Examples of interventions include additional tutoring time and advising.

In conjunction with retention, advising, and attendance committees, Title III continues to monitor and develop the conditional enrolled student program. One large change being made with the spring semester is that the conditional enrolled students will be advised by Christina Yednock and Kathy Lazenby exclusively so students will receive specialized attention throughout their first semester. A monitoring program is being developed to continue tracking conditionally enrolled students beyond their first semester.

4. DEVELOPMENT OFFICE, FUND RAISING, AND FOUNDATION UPDATE The following shows the actual cash total for each account as of November 8, 2007.

Scholarship Endowments	\$216,599
Instructional Technology Center	\$ 42,694
Unrestricted	\$ 21,654
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Total	\$280,947

This total is up from our last report that showed a total of \$242,609.

On September 27, 2007, a total of \$17,400 was transferred from Unrestricted to the Scholarship Endowment account in order to draw down \$30,000 from the U.S. Department of Education as part of the Title III matching grant.

The Development staff is currently coordinating an employee campaign as so many new employees have joined the staff over the last two years. After the first of the new

year, the staff will be sending letters to individuals and businesses asking them to support the Foundation during this final year of the Title III grant and its matching opportunity.

On December 13, the College will host special guest, Santa Claus, for its annual Jingle with Kringle/Holiday Open House. The Foundation will offer photo opportunities of the children with Santa. All proceeds benefit the OTC Foundation Scholarship Endowment Fund.

5. ACHIEVING THE DREAM INITIATIVE (ATDI): OTC has had the official Achieving the Dream kick-off. Our data-facilitator and coach have been on campus to help orchestrate the first year of our initiative.

The Core, Data, and Communication teams have met and are currently working on their perspective areas.

The Core team is currently planning for the Strategy Planning Institute in Atlanta, while the Data team is hard at work compiling, disaggregating, and analyzing the enormous amount of data required for the upcoming focus groups.

The Data team has met one important reporting deadline and is preparing to meet the next one in November before the Thanksgiving break.

The Communications Team has released press statements to the community and established an AtD website to inform them on the current state of AtD. That website can be accessed from the official OTC website.

Plans for the near future include a community conversations round-table, a type of town hall meeting with citizens, and various focus groups to evaluate the data, and determine where our focus areas will be. We plan to have some internal focus group meetings in December and the Community conversations meetings beginning in January, 2008.

6. THE STATUS OF THE CURTIS CRAFT COMPLAINT: The Curtis Craft lawsuit is still progressing slowly. In late October the judge issued a ruling on our request for summary judgment. He threw out some of the issues and allowed some to stand. One of the issues he threw out had to do with Craft's position that the dismissal constituted a violation of his contract, i.e., we are supposed to notify him of any action of non renewal before January 1st and since we dismissed him after that date, the termination was improper and we owe him for back pay, etc. The Court held that he could not sue on that issue but that he could take it up with the Arkansas Claims Commission. That is good news for us because the Claims Commission always upholds the right of the state as an employer to fire an employee for cause at any time provided the employee was accorded rights of due process and the employee's rights were not otherwise violated. I held a hearing for him and the Board reviewed the termination according to our policy.

Asst. A.G. Ka Tina Hodge remains confident that we will prevail in both the federal court and with the Claims Commission, for which she will provide defense counsel on both. The AG's office indicates that it will push for a speedy trial but for now, the trial is set for July 2008. Our attorney remains confident that the suit can be successfully defended in every respect.

END: This concludes my report for this period. We look forward to having you on campus for the next Board meeting on Tuesday, November 27, 2007, at 5:00 p.m. A light dinner snack with sweets and beverages will be available for you after 4:30 p.m. that day. Future Board meetings are scheduled in 2008 on January 29, March 25, and June 3. The OTC campus will be closed during the holidays on the following dates that were previously approved by the Board: for Thanksgiving on November 21-23, and for Christmas and New Year's Day on December 24 through January 1.

You are invited to the following special events on campus:

1. RN graduating class pinning at 7:00 p.m. on December 12th in the OTC Great Room.
2. LPN graduating class pinning at 7:00 p.m. on December 13th at the First Assembly of God Church.
3. Faculty and Staff Christmas Party luncheon at Noon on December 14th.

We hope to see you at these special events. Thanks again for your commitment, many contributions, and support.

Memo

To: Members of the Board of Trustees

From: Barry Ballard, President **BB**

Date: September 20, 2007

Re: Update on Various Issues

Below is a list of significant items, accomplishments and activities about which I think you will be interested. The items are in no particular order.

1. GOVERNOR BEEBE APPOINTS NEW OTC BOARD MEMBER I am very happy to report that Mr. John Cole of 311 West Sunset Drive, Sheridan, AR 72150 has been appointed by Governor Mike Beebe to serve a seven-year term as a member of the Ouachita Technical College Board of Trustees. Mr. Cole served from January 1, 1979 until December 31, 2002 as the State Circuit Court Judge in the 7th Judicial District covering Grant County, Sheridan, Arkansas and Hot Spring County, Malvern, Arkansas and is one of the most respected professionals in the OTC service area. Judge Cole's wonderful wife, Mary Cole, was one of OTC's first Board members serving in the 1990's and made many contributions to the new college in its first decade.

Judge Cole's appointment fills the Board position vacated recently by Dale Jenkins of Benton, Saline County, Arkansas. Mr. Jenkins was appointed to the Board in 2000 and faithfully served as a college Trustee for seven years. He gave us very good advice and counsel especially in the financial area. We will miss Mr. Jenkins' service to the college.

2. CONSTRUCTION ON THE NEW BUILDING IS PROGRESSING The building construction is going well. All of the main foundation and floor slab is complete. We thought that we had all of the steel for the rigid frame on site, but the erection contractor showed up this week with crew and crane and quickly discovered that some of the main columns were missing. Contractor, Irwin Seale, contacted the steel

fabricate and learned that steel bundles, numbers 1, 3, and 4, are here but not number 2 which contains the needed columns. They are supposed to be here by early morning on Thursday, September 20, 2007, so the erection contractor will be back on Thursday to start putting up the steel. Most of the steel will be up by the time you arrive here next Tuesday. Contractor Seale and Rico Harris continue to email updates to us every few days.

We contacted Mr. Mike Anderson, Regional Sales Manager for Acme Brick who is over all of the brick plants and brick sales in Arkansas and surrounding states, and asked his consideration to donate the brick for the building. There are a total of 118,000 brick in the building and the brick costs about \$440 per thousand, or about \$56,000 total. They donated most of the brick in the Allied Health building four years ago, as you may recall. Mr. Anderson contacted me last week and indicated that their business is off because of the downturn in the residential construction business and they could not provide all of the brick for the building. However, they will sell us all of the brick at half price. This is wonderful as it will save us \$26,000 and is no small thing. I told him that we were grateful and deeply appreciative for their help. We will officially express our appreciation in other ways at a later date.

3. FALL SEMESTER ENROLLMENT Our fall semester enrollment is about the same (1,560) as last year (1,565) but slightly down, -.3 percent (down less than one percent). The number of student semester credit hours (SSCH) we are generating with that enrollment is up slightly from last year. This is the number that ADHE uses to compute our full-time student equivalent (FTE) enrollment. So, our FTE enrollment is up a few percentage points. If our headcount enrollment is down and our SSCH is up, that means that we have more students going full time or carrying heavier loads and that is a good thing. All this past summer, our student registration numbers lagged behind where we were a year ago. We were starting to feel that our enrollment might end up being down 10 to 15 percent. But, in the last few weeks before the semester started, our registrations picked up a lot. I have enclosed ADHE's preliminary fall semester report for all of the colleges and universities for your information. June Prince will give you a more detailed report at the Board meeting.

4. PERSONNEL CHANGES AT THE COLLEGE **Linda Johnson** is doing a very good job as our full-time Registrar. This job is almost a perfect fit for her skill set.

Will Roark likewise is doing a very good job as our new Acting Vice President of Student Affairs. He and Linda Johnson are working well together. He seeks her advice on a lot of things and she cooperates with him very well. It is working very well.

I mentioned in my last report that we lost our Title III Retention Specialist (Deb Collins took a counselor position with Henderson State Univ.) and our TRiO Director (Mary Kate Snow took a job as TRiO Director at Pulaski Technical College). But, this gave Will Roark the opportunity to select two new key positions for his Student Affairs organization. After advertising the positions, screening applicants, having a search

committee interview and make recommendations, and after I conduct a final interview with Will, we have now filled these two key positions. We have hired **Melissa Jackson** as the Retention Specialist. She is a certified counselor with a Masters Degree and had been a TRiO counselor at the technical college in Pine Bluff (SEARK). We have promoted **Marshel Johnson** to the TRiO Director position. She also holds a Masters Degree and had been working as a counselor in the TRiO support services section. Both of these are classified positions under the state pay plan. We will have their resumes in the Board meeting agenda for your review and they will be introduced to you at the top of the meeting next Tuesday evening.

Kathy Lazenby was promoted to half-time Learning Specialist, her former full-time position, and half-time administrator as Title III Activity 1 Director. She has done a good job performing as both Learning Specialist and Activity I Director. She has been a big help to Melissa Jackson as she has come in and began the process of learning her job. The two of them work together in many areas.

Mike Burris was approved for employment and actually started working in his Workforce Trainer job for us when we learned through DFA and the Arkansas Legislative Council staff that the Arkansas Ethics laws would not allow his employment with us because he is a State Representative. We knew that we had to file a report with DFA to disclose the employment, but no one dreamed that we could not hire him in the exact same position with the same responsibilities that he had worked in a different agency – National Park Community College. Mr. Burris was very disappointed and so were we. He had even received a paycheck, which he immediately returned. So, we have now started to search for new candidates to fill this position but, so far, we have not found the experience and maturity that we feel is needed.

During the last Board meeting you approved the new faculty hires of **Lisa Irwin** for science, anatomy, and physiology and **Malcolm Rigsby**, communications and social science instructor. These two new instructors will also be introduced to you at our next meeting.

5. ACHIEVING THE DREAM INITIATIVE (ATDI) Our Achieving the Dream Initiative got off to a great start last Friday when we had our faculty and staff kick-off meeting. Board of Trustee members Pete Paladino, Bill Stilwell, and Ray Ollar also attended the kick-off meeting and had a chance to visit with both our coach and data facilitator. On Thursday of last week, our Core Team and Data Team met and worked with both our assigned Coach, Mr. John Brockman, Retiring President, Coastal Bend College, TX, and our Data Facilitator, Dr. Mike Flores, Palo Alto College, San Antonio, TX. During the coming months, we will conduct numerous internal and external focus group meetings and working on our four-year Implementation Grant proposal that will have a \$100,000 per year budget.

6. DEVELOPMENT OFFICE, FUND RAISING, AND FOUNDATION UPDATE The following shows the actual cash total for each account as of September 20, 2007:

Scholarship Endowments	\$168,064
Instructional Technology Center	\$ 42,248
Unrestricted	\$ 32,297
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Total	\$242,609

This total is up from our last report that showed a total of \$242,240.

As the fourth year of the Title III grant ends on September 30, we anticipate drawing down \$30,000 for the Scholarship Endowment fund prior to that date.

The OTC Foundation has accepted a donation of a 1999 Plymouth Breeze. The vehicle will be used by the Ouachita Area High School Career Center for instructional purposes. John Bratton, Automotive Instructor, sees a lot of instructional value, especially in the electrical system, and is delighted to have the vehicle.

7. TITLE III PROJECT UPDATE The Title III staff conducted 24 hours of workshops for instructors to develop new instructional materials using technology for their classes. The staff also developed and provided 12 hours of in-service in classroom instruction, active learning techniques, classroom management, classroom assessment, etc. for the High School Career Center teachers and for new OTC faculty. Other training opportunities were provided on TRiO, Career Pathways, Library, and changes to financial aid for faculty. Along with ASE faculty, Title III provided early alert and Gradebook attendance training for full-time and adjunct instructors.

In addition to providing training, the staff also received training by participating in the PowerCampus student accounting system training program. The new retention specialist, Melissa Jackson, spent her first week being trained in the grant, registration process, and in conditional enrollment procedures.

The first OTC conditional enrolled cohort group was given the College Survey Inventory. After results came in, students were assigned academic advisers to discuss the results plus plan for their future success in their courses. FYIG instructors were shown how to use the weekly reporting system that is part of the conditional enrollment contract.

The staff also worked with Sandra Davis, Assistant Registrar, on sorting through attendance policies and finding "ghost" students. Time was spent in finding non-attending students or those who only attended for a couple of days. Early alert letters were sent out for non-attendance and for students who are struggling academically.

A learning communities committee (Dr. Karr, Pat Simms, Melissa Jackson, Christina Yednock, Marshall Johnson, and Billy Francis) was organized to institute communities in the spring session as part of Title III project. The courses involved will be PCS, FYIG, Academic reading, and developmental math.

As part of Title III Year 5 objectives, Dr. Pat Murrell was booked to come in October to work with faculty and Student Affairs on Adult Development Theory. Dr. Murrell, Director of the Center for the Study of Higher Education at the University of Memphis, will be explaining personality differences and how to mold teaching methods around them.

In April 2008, Dr. Mark Milliron, University of Texas, will present on the use of instructional technologies within the classroom. Tim Culver of Noel-Levitz, is on campus this week to help evaluate and develop plans to improve Student Affairs.

One new smart classroom was installed in the chemistry lab and another has been ordered for the RN Nursing Program. The Title III staff is excited to start the last year of the project at OTC. The staff is currently making plans to equip the last scheduled SmartRoom, equipping the class that is primarily used to teach Chemistry. This will complete the objective of equipping most departments with Smart Equipment ahead of schedule.

8. THE STATUS OF THE CURTIS CRAFT COMPLAINT The Curtis Craft lawsuit is still progressing slowly. Nothing new has happened since my July report. As you may recall, I reported to you in March that Asst. A.G. Ka Tina Hodge filed an answer to Curtis Craft's complaint of alleged racial discrimination and retaliation and gave the Federal District Judge numerous reasons why the lawsuit should be dismissed. On April 6, US Dist. Judge Robert Dawson gave us a response, threw several things out as we requested, but gave Craft an opportunity to file an amended complaint. John Walker filed an amended complaint, and we were served with it on June 13, 2007.

On July 20, 2007, she and Arkansas Attorney General Dustin McDaniel filed an answer and basically asked for the suit to be dismissed again and cited strong case law to support it. Now we continue to wait to hear what the Court thinks. It could be several months before we hear anything because of the overloaded Federal docket. The AG's office says that if any part of the suit remains after this, that it will push for a speedy trial and it is very confident that the suit can be successfully defended in every respect.

END This concludes my report for this period. We look forward to having you on campus for the next Board meeting on Tuesday, September 25, 2007, at 5:00 p.m. A light dinner snack with sweets and beverages will be available for you after 4:30 p.m. that day. Future Board meetings are scheduled for November 27, 2007 after Thanksgiving and in January 2008 on a date that you will approve in the upcoming Board meeting.

Thanks again for your commitment, many contributions, and support.

ARKANSAS DEPARTMENT OF HIGHER EDUCATION
 PRELIMINARY OPENING FALL ON-SCHEDULE FOR-CREDIT ENROLLMENT AT ARKANSAS COLLEGES AND UNIVERSITIES
 TOTAL STUDENT HEADCOUNT BY INSTITUTION, 2001 - PRELIMINARY 2007 *
 AS OF SEPTEMBER 14, 2007

INSTITUTION	HEADCOUNT FOR FALL ON SCHEDULE TERM --						% Headcount	% Headcount
	2003	2004	2005	2006	Preliminary 2007	Preliminary FTE 2007	Change 2006-2007	Change 2003-2007
Public Four-Year								
ASUJ ¹	10,573	10,508	10,414	10,949	11,192	8,971	2.2%	5.9%
ATU ²	6,249	6,483	6,842	7,038	7,479	6,448	6.3%	19.7%
HSU ³	3,515	3,569	3,584	3,664	3,603	3,120	-1.7%	2.5%
SAUM	3,008	3,057	3,109	3,113	3,152	2,732	1.3%	4.8%
UAF	16,405	17,269	17,821	17,926	18,648	15,567	4.0%	13.7%
UAFS ⁴	6,358	6,581	6,761	6,731	6,626	4,709	-1.6%	4.2%
UALR	11,757	11,806	11,896	11,905	12,177	8,451	2.3%	3.6%
UAM ⁵	2,875	2,942	2,959	3,179	3,190	2,518	0.3%	11.0%
UAMS	2,170	2,226	2,328	2,435	2,538	2,234	4.2%	17.0%
UAPB	3,251	3,303	3,231	3,128	3,201	2,923	2.3%	-1.5%
UCA	9,516	10,069	11,375	12,330	12,619	10,579	2.3%	32.6%
Four-Year Subtotal	75,677	77,813	80,320	82,398	84,425	68,252	2.5%	11.6%
Public Two-Year								
ANC ⁶	2,067	2,018	1,830	1,806	1,800	1,055	-0.3%	-12.9%
ASUB ⁷	3,632	3,634	3,976	4,073	4,233	2,854	3.9%	16.5%
ASUMH	1,347	1,312	1,219	1,182	1,179	773	-0.3%	-12.5%
ASUN	1,101	976	1,089	1,070	1,080	696	0.9%	-1.9%
BRTC	1,833	1,668	1,707	1,896	1,954	1,436	3.1%	6.6%
CCCUA	1,062	1,067	1,020	1,134	1,213	745	7.0%	14.2%
EACC ⁸	1,498	1,564	1,477	1,517	1,550	989	2.2%	3.5%
MSCC	1,159	1,259	1,463	1,584	1,658	811	4.7%	43.1%
NAC	2,120	2,186	2,187	2,047	2,077	1,453	1.5%	-2.0%
NPCC ⁹	3,165	2,948	3,036	2,819	2,890	1,780	2.5%	-8.7%
NWACC	4,915	5,266	5,467	5,732	6,462	3,665	12.7%	31.5%
OTC	1,291	1,381	1,590	1,565	1,560	823	-0.3%	20.8%
OZC	947	970	1,054	1,065	1,219	807	14.5%	28.7%
PCC/UA	2,216	2,350	2,387	2,213	2,246	1,157	1.5%	1.4%
PTC	6,128	7,217	7,689	8,455	8,768	5,652	3.7%	43.1%
RMCC	1,078	973	903	950	1,003	541	5.6%	-7.0%
SACC	1,150	1,359	1,341	1,260	1,337	914	6.1%	16.3%
SAUT ¹⁰	1,223	1,096	1,238	2,396	2,045	1,002	-14.6%	67.2%
SEAC	2,371	2,251	2,126	2,112	2,130	1,380	0.9%	-10.2%
UACCB	1,317	1,430	1,397	1,289	1,500	949	16.4%	13.9%
UACCH	1,160	1,213	1,164	1,120	1,309	902	16.9%	12.8%
UACCM	1,507	1,512	1,739	1,763	1,815	1,373	2.9%	20.4%
Two-Year Subtotal	44,287	45,650	47,099	49,048	51,028	31,755	4.0%	15.2%
PUBLIC TOTAL	119,964	123,463	127,419	131,446	135,453	100,007	3.0%	12.9%
Independent								
ABC	375	278	278	306	593	542	93.8%	58.1%
CBC	426	373	395	504	571	564	13.3%	34.0%
CRC	183	171	171	169	168	128	-0.6%	-8.2%
HC	1,059	1,049	1,031	1,095	1,195	1,187	9.1%	12.8%
HU	5,110	5,348	5,744	6,085	6,150	4,854	1.1%	20.4%
JBU	1,829	1,928	1,904	2,065	2,082	1,895	0.8%	13.8%
LC	490	511	488	487	495	471	1.6%	1.0%
OBU	1,530	1,511	1,499	1,452	1,448	1,501	-0.3%	-5.4%
PSC	886	939	785	580	559	500	-3.6%	-36.9%
SC ¹²								
UO	731	628	628	622	643	641	3.4%	-12.0%
WBC	527	536	613	616	625	519	1.5%	18.6%
INDEPENDENT TOTAL	13,146	13,272	13,536	13,981	14,529	12,802	3.9%	10.5%
GRAND TOTAL	133,110	136,735	140,955	145,427	149,982	112,809	3.1%	12.7%

¹ ASUJ merged with Delta Technical Institute in 2001. Beginning with the Fall 2006 semester, the Marked Tree (ASUTC) campus became for-credit. Previously, only ASUJ general education courses were counted as for-credit.

² ATU merged with Arkansas Valley Technical Institute effective July 1, 2003

³ HSU The Fall 2007 numbers do not include 249 ESL students who were reported in this year's Summer II numbers. ESL students have been included in the fall enrollment in previous years.

⁴ UAFS (previously WC) became a four-year institution in January 2002

⁵ UAM merged with Great Rivers Technical Institute and Forest Echoes Technical Institute effective July 1, 2003

⁶ ANC (previously MCCC) merged with Cotton Boll Technical Institute effective July 1, 2003

⁷ ASUB merged with Foothills Technical Institute effective July 1, 2003

⁸ EACC included concurrent enrollment until 1999

⁹ NPCC (previously GCCC) merged with Quapaw Technical Institute effective July 1, 2003

¹⁰ SAUT High school students coded as 'TPAD', were not in the enrollment count. In 2006 the program ended and they are now included.

¹¹ Shorter has not reported data since 1998

* Note: Preliminary data based on a self-reported number by the institutions and have not been validated by the Student Information System.
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Press Release

FOR IMMEDIATE RELEASE
September 14, 2007

For more information, contact:
Dale Ellis, (501) 683-2078
dalec@adhe.edu

HIGHER EDUCATION ENROLLMENT SETS ANOTHER RECORD FOR FALL 2007 SEMESTER

LITTLE ROCK — The Arkansas Department of Higher Education released the preliminary headcount and full-time equivalent enrollment at public and independent Arkansas colleges and universities for the fall 2007 semester with another record-setting headcount enrollment of nearly 150,000 students. Full-time equivalent enrollment at the public higher education institutions is also an all-time high with just over 100,000 students.

“We can see from these numbers that the message from Governor Beebe that education and economic development are inextricably tied together is getting through,” said Dr. Steve Floyd, interim director of the Arkansas Department of Higher Education. “Economic development begins with the individual. When the individual receives the economic dividends that come from higher education, the family benefits, the state benefits, and the overall economy benefits.”

Non-credit students are not counted in the following preliminary headcount enrollment summary for fall 2007:

Total Statewide Opening Fall Preliminary Enrollment of On-Schedule, For-Credit Students: Total preliminary headcount enrollment in public and independent higher education institutions is the highest ever at 149,982 students, which is 3.1 percent higher than 2006 and 12.7 percent higher than 2003. Since 1990, enrollment increased by more than 64,000 students, an increase of 74.6 percent.

Public Colleges and Universities: Total preliminary headcount enrollment at the public institutions is an all-time high at 135,453, which is three percent more than 2006. Since 2003, enrollment increased 12.9 percent.

Public Two-Year Colleges: Eighteen of the 22 public two-year colleges experienced enrollment increases. Headcount enrollment at the colleges also set a record with 51,028 students, which is a one-year increase of four percent. Since 2003, enrollment in this sector has increased 15.2 percent.

-more-

Four colleges experienced one-year enrollment increases greater than 10 percent: Northwest Arkansas Community College, Ozarka College, University of Arkansas Community College at Batesville, and University of Arkansas Community College at Hope. Cossatot Community College of the University of Arkansas, Rich Mountain Community College, and South Arkansas Community College experienced one-year enrollment increases of over five percent.

Public Universities: Nine of the 11 public universities experienced enrollment increases. Again, headcount enrollment is higher than ever at 84,425, a one-year increase of 2.5 percent. Since 2003, enrollment in this sector has increased 11.6 percent. One university, Arkansas Tech University, experienced a one-year enrollment increase over five percent. The University of Arkansas at Fayetteville and the University of Arkansas for Medical Sciences experienced enrollment increases of four percent or more.

Independent Colleges and Universities: Independent institutions also had a record-setting headcount enrollment of 14,529. This is 3.9 percent higher than 2006. Since 2003, enrollment in this sector has increased 10.5 percent. Arkansas Baptist College showed the highest gain in this sector, nearly doubling enrollment over last year with a 93.8 percent increase over the fall 2006 headcount.

Dr. Floyd added that while total fall headcount enrollment is an important measure of the effectiveness of higher education, it is just one of many measures that are tracked. For example, most Arkansas institutions of higher education offer a wide range of for-credit workforce education operating on a different schedule than the traditional fall semester; this headcount is not included in traditional fall headcount enrollment statistics.

Full-Time Equivalent (FTE) Enrollment: FTE enrollment measures the total number of credit hours in which full- and part-time students enroll. Statewide FTE enrollment at public colleges and universities is also at an all-time high with 100,007 students.

Preliminary headcount and FTE enrollment spreadsheets for fall 2007 are attached. For more information about the Arkansas Department of Higher Education, visit www.arkansashighered.com or call (501) 371-2000.

Memo

To: Members of the Board of Trustees

From: Barry Ballard, President **BB**

Date: May 18, 2007

Re: Update on Various Issues

Below is a list of significant items, accomplishments and activities about which I think you will be interested. The items are in no particular order.

1. CONSTRUCTION BIDS FOR THE NEW BUILDING WERE OPENED TUESDAY, MAY 15, 2007

We had our bid opening for the new Instructional Technology Building this past Tuesday at 2:00 p.m. We had a wonderful response to our invitation to bid. Thirteen general contractors submitted complete bids along with the required bid bonds. Our architect, Rico Harris, has tabulated the bids on a spreadsheet and it is attached to this report for your information.

The low bidder is Seale Construction Company of Sparkman, Arkansas, with a base bid of \$2,705,803. Alternates are provided in both the plans and specifications as well as the contractor's bid that will enable us to get the project into the budget of \$2,500,000. The alternates included the items shown below.

1. Translucent roof panel over the center 2-story atrium for natural light,
2. Exterior custom sun control devices above windows,
3. Exterior custom mechanical screens over the AC units,
4. An additional, 14-space parking lot,

Alternates 5 & 6 complement each other:

5. Adds windows that open for fresh air and
6. Deducts the cost of an ERV (fan-forced fresh air ventilation system) that is not needed if the building has windows that open.

These two alternates will be accepted if the cost of the windows that open for fresh air are less than the cost of the ERV system that would be deducted, e.g., the extra

cost of the windows might be +\$20,000 but the savings resulting from excluding the ERV that might cost \$40,000 would result in an overall reduction in the cost of the building of \$20,000.

7. Acme brick deduct if the brick is donated or the college can purchase it directly for less than retail.
8. A fire suppression system for a small room housing the college's back-up servers and critical student and financial accounting data.
9. A total building electrical disconnect system requested, but not required by the Malvern Fire Chief.

We are not ready to set the final contract price because the architect and the contractor are visiting with subcontractors to review cost estimates and specs to see if they can negotiate lower prices. The contractor is even contacting other subs that submitted bids with other general contractors to see if less expensive subs can be located.

The architect and the contractor are both confident that the contract cost of the building can be reduced to something at or below our budget and, hopefully, include some of the desirable alternates such as the translucent atrium roof. The contractor indicated that he could start on the building within two weeks and that the project could be completed by the start of the fall semester in mid-August of 2008. The architect indicated privately to me that he had worked with this contractor before and that he was very competent, did quality work, and was able to make many owner-requested changes and minor adjustments during construction without expensive change orders. The contractor commented that his crew will be very happy to have a year-long project close enough to be at home every night.

2. TITLE III INSTITUTIONAL DEVELOPMENT GRANT PROJECT Our Title III Learning Specialist, Kathy Lazenby, has been very productive. She has attended the League of Innovations Conference in New Orleans to better educate our faculty on the use of innovative educational technology. She has shifted her attention to Nursing and Adult Basic Education to ensure that the instructors in those fields are as familiar with our new learning tools as much as our main-campus faculty. Kathy has assisted Will Roark, Title III director in nominating OTC for a Campus Technology Innovation Award. She is also collecting and analyzing data to help move OTC to a more data-driven evaluation process.

Kathy will continue to train staff on the use of technology and is working with Pat Simms and others in the Arts, Science, and Education Division to develop an adjunct faculty training program. She has many summer workshops scheduled and with her leadership, Title III will be funding an on-campus, intensive four-day workshop.

Deb Collins, our Retention Specialist has been very productive as well. In her few short months she has had a large part in improving our retention plan. Deb has attended the Career Pathways workshop in Little Rock on the characteristics and

needs of low-income students and has obtained valuable information for our Principles of Collegiate Success classes. She is currently working on improving our Early Alert process whereby faculty identify students not making satisfactory progress or who are having excessive absences and training of this for faculty. Deb has changed the intake procedure that produces a much better 'flow' for new students coming to campus for the first time to register. She is currently working with faculty to standardize the Principles of Collegiate Success classes. She also organized, worked, and reported results to the Executive Committee and other staff in Student Affairs a student focus group that gave some very good input on what students like and dislike about OTC.

Deb will be working on re-decorating our student union to give it a more scholarly look and feel as it now appears as a somewhat dilapidated game-room. Deb is currently providing workshops on personality traits of our staff and helping them see how to use their particular personality type when dealing with students in a positive manner. Deb will be attending NISOD in May, and will be attending the Noel-Levitz national meeting in July.

3. ACHIEVING THE DREAM GRANT APPLICATION We completed our twelve-page Achieving the Dream (AtD) grant application on time and got it submitted to the proper American Association of Community College office a day before the deadline. This was a big team effort involving every administrator and faculty chair on campus. Will Roark and June Prince were the primary writers. With the Board's support and fast resolution of commitment, we feel we have a strong chance to be awarded this opportunity. The Achieving the Dream Initiative targets colleges with high populations of low-income and minority students.

OTC was one of 22 colleges invited to submit proposals, of which 4 colleges will be awarded actual grants. This grant gives the college funds to increase data collection and analysis procedures to modify and adjust current policies and procedures for the benefit of the students. The Lumina Foundation requires that colleges involved with AtD learn to make decisions based on data-driven evidence and it pays specific attention to actual outcomes of factors such as student retention and learning success. If awarded the grant, OTC will have an enormous jump-start on our reaccreditation with the Higher Learning Commission of the North Central Association that will be coming up in three years because the new requirements are very similar to what we will be doing with AtD.

4. DEVELOPMENT OFFICE, FUND RAISING, AND FOUNDATION UPDATE The annual Malvern/Hot Spring County Chamber of Commerce TV Auction was held on the OTC Campus in the Great Room on Tuesday, April 3, and the OTC Foundation was the recipient of the proceeds of this year's auction. With the Chamber receiving 40% of the proceeds, OTC Foundation received \$6,351 of which will be matched dollar for dollar from the U.S. Department of Education for the OTC Foundation Scholarship Endowment Fund.

The following shows the actual cash total for each account as of May 18, 2007:

Scholarship Endowments	\$166,701
Instructional Technology Center	\$ 41,176
Unrestricted	\$ 26,923
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Total	\$234,800

As in previous months, the Instructional Technology Center account and overall total reflects a substantial decrease due to payments to French Harris Architects as they continue to prepare for the construction of the new building.

5. THE STATUS OF THE CURTIS CRAFT COMPLAINT The Curtis Craft lawsuit is progressing slowly. As you may recall, I reported to you in March that Asst. AG Ka Tina Hodge filed an answer to Curtis Craft's complaint of alleged racial discrimination and retaliation and gave the Federal District Judge numerous reasons why the lawsuit should be dismissed. On April 6, US Dist. Judge Robert Dawson gave us a response. In short, the court found the following:

1. Craft's lawsuit is timely,
2. Craft had not properly issued summons as to OTC (no jurisdiction) but he gave Craft until May 25, 2007 to effect service against the College.
3. The receipt of service in January 2007 by the college was effective against Dr. Robertson in his official capacity.
4. Craft has no claim against Dr. Robertson under 42 USC Sect 1981 because Robertson is not his employer as defined in the law. The court granted our motion to dismiss Dr. Robertson in his official capacity. However, the court granted Craft ten days to amend his complaint, therefore, it is possible that Craft may attempt to amend his complaint and bring a cause of action against Robertson in his individual capacity.
5. The court entered its order "without prejudice" – meaning we are free to renew our "motion to dismiss" and assert further defenses should Craft issue summons to the College and/or amend his complaint against Robertson.

We don't think that Craft will try to go after Robertson in his individual capacity (no basis) but the AG's office will defend him either way.

I have not been served for the College (the president is the officer for legal service), and I am leaving the state until the May 24, so Craft may not get us properly served by the court's deadline of the May 25. That would be too bad.

END This concludes my report for this period. We look forward to having you on campus for the next Board meeting scheduled on Tuesday, June 5 at 5:00 p.m. A light dinner snack with sweets and beverages will be available for you after 4:30 p.m. that day. For your information, future Board meetings are scheduled for July 31, 2007, September 25, 2007, and November 27, 2007. Remember to put the Adult

Education graduation on your calendar – Thursday, June 28, 2007, at 7:00 p.m. at the Malvern Community Center with Dr. Fitz Hill speaking.

Thanks again for your commitment, many contributions, and support.

OTC Board Report 060507

INSTRUCTIONAL TECHNOLOGY CENTER
OUACHITA TECHNICAL COLLEGE Malvern, Arkansas

BID TABULATION

PRIME BIDDERS	Ouachita Technical College			15-May-07
	Instructional Technology Center			2:00 PM
Alessi Keyes	\$3,157,000.00			
Opaque Atrium Roof Alt. 1	-\$95,990.00		License No.	24180308
Sun Control Shades Alt. 2	-\$45,000.00	Unit Price 1 - Unacceptable Fill		11
Mech Screen - Ext Alt. 3	-\$7,200.00	Unit Price 2 - Select Fill		11
Parking lot Extra Alt. 4	-\$25,100.00		Bid Bond	x
Windows that Open Alt. 5	-\$42,000.00		Add. 1&2	x
Fresh Air Recirc. Alt. 6	-\$37,000.00		Mechanical/HVAC	Kennedy
Brick Alt. 7 (if Acme donates)	-\$56,000.00		Plumbing	Gowin
Fire Supp for Computer Alt. 8	\$10,717.00		Electrical	Staley
Elect Disenct total Bid Alt. 9	\$10,000.00		Roofing	Lauderdale
Bell Construction	\$3,049,992.00			
Alt. 1	-\$96,900.00		License No.	14780208
Alt. 2	-\$40,798.00	Unit Price 1 - Unacceptable Fill		5
Alt. 3	-\$6,540.00	Unit Price 2 - Select Fill		9
Alt. 4	-\$17,085.00		Bid Bond	x
Alt. 5	\$8,886.00		Add. 1&2	x
Alt. 6	-\$26,123.00		Mechanical/HVAC	Capitol Service
Alt. 7	-\$63,800.00		Plumbing	Jarrell
Alt. 8	\$8,553.00		Electrical	Staley
Alt. 9	\$9,413.00		Roofing	Bell
Flynco	\$2,963,000.00			
Alt. 1	-\$108,000.00		License No.	23180408
Alt. 2	-\$40,000.00	Unit Price 1 - Unacceptable Fill		13
Alt. 3	-\$8,000.00	Unit Price 2 - Select Fill		13
Alt. 4	-\$23,000.00		Bid Bond	x
Alt. 5	\$9,300.00		Add. 1&2	x
Alt. 6	-\$44,000.00		Mechanical/HVAC	GTS
Alt. 7	-\$53,000.00		Plumbing	Jarrell
Alt. 8	\$10,000.00		Electrical	Wetzler
Alt. 9	\$3,500.00		Roofing	Flynco
G.A.G. Builders	\$2,865,000.00			
Alt. 1	-\$101,000.00		License No.	124480408
Alt. 2	-\$43,000.00	Unit Price 1 - Unacceptable Fill		4
Alt. 3	-\$1,200.00	Unit Price 2 - Select Fill		6.5
Alt. 4	-\$22,000.00		Bid Bond	x
Alt. 5	\$20,000.00		Add. 1&2	x
Alt. 6	-\$44,000.00		Mechanical/HVAC	GTS
Alt. 7	-\$54,000.00		Plumbing	Roberts
Alt. 8	\$10,000.00		Electrical	Staley
Alt. 9	\$9,500.00		Roofing	Fletcher
Hydco Inc.	\$3,055,800.00			
Alt. 1	-\$80,350.00		License No.	17810308
Alt. 2	-\$32,745.00	Unit Price 1 - Unacceptable Fill		8
Alt. 3	-\$5,200.00	Unit Price 2 - Select Fill		10
Alt. 4	-\$15,665.00		Bid Bond	x
Alt. 5	\$9,500.00		Add. 1&2	x
Alt. 6	-\$33,200.00		Mechanical/HVAC	Kennedy
Alt. 7	-\$50,000.00		Plumbing	Richardson
Alt. 8	\$11,000.00		Electrical	Thomas
Alt. 9	\$3,500.00		Roofing	Lauderdale

INSTRUCTIONAL TECHNOLOGY CENTER
OUACHITA TECHNICAL COLLEGE Malvern, Arkansas

BID TABULATION

Kullander Const.		\$2,946,000.00		
Alt. 1	-\$100,000.00		License No.	24820408
Alt. 2	-\$49,000.00		Unit Price 1 - Unacceptable Fill	10
Alt. 3	-\$10,000.00		Unit Price 2 - Select Fill	10
Alt. 4	-\$25,000.00		Bid Bond	x
Alt. 5	\$9,000.00		Add. 1&2	x
Alt. 6	-\$37,000.00		Mechanical/HVAC	Kennedy
Alt. 7	-\$69,000.00		Plumbing	Jarrell
Alt. 8	\$8,400.00		Electrical	Thomas
Alt. 9	\$2,000.00		Roofing	Lauderdale
Matson Const.		\$2,950,000.00		
Alt. 1	-\$98,000.00		License No.	20720108
Alt. 2	-\$43,311.00		Unit Price 1 - Unacceptable Fill	9.5
Alt. 3	-\$5,589.00		Unit Price 2 - Select Fill	6
Alt. 4	-\$24,031.00		Bid Bond	x
Alt. 5	\$19,000.00		Add. 1&2	x
Alt. 6	-\$36,000.00		Mechanical/HVAC	Kennedy
Alt. 7	-\$52,118.00		Plumbing	Roberts
Alt. 8	\$12,300.00		Electrical	Staley
Alt. 9	\$3,300.00		Roofing	Matson
Rankin Const.		\$3,077,000.00		
Alt. 1	-\$88,000.00		License No.	14510208
Alt. 2	-\$43,000.00		Unit Price 1 - Unacceptable Fill	6
Alt. 3	-\$7,500.00		Unit Price 2 - Select Fill	13.75
Alt. 4	-\$22,000.00		Bid Bond	x
Alt. 5	\$9,000.00		Add. 1&2	x
Alt. 6	-\$35,000.00		Mechanical/HVAC	GTS
Alt. 7	-\$62,000.00		Plumbing	Roberts
Alt. 8	\$9,500.00		Electrical	Wetzler
Alt. 9	\$3,600.00		Roofing	Rankin
Ross Sparks Builders		\$2,887,537.00		
Alt. 1	-\$103,545.00		License No.	27200308
Alt. 2	-\$50,018.00		Unit Price 1 - Unacceptable Fill	10.5
Alt. 3	-\$7,130.00		Unit Price 2 - Select Fill	11.5
Alt. 4	-\$22,291.00		Bid Bond	x
Alt. 5	\$9,229.00		Add. 1&2	x
Alt. 6	-\$25,348.00		Mechanical/HVAC	Daniel
Alt. 7	-\$54,137.00		Plumbing	Jarrell
Alt. 8	\$8,704.00		Electrical	Staley
Alt. 9	\$10,072.00		Roofing	Ross Sparks
Seale Const.		\$2,705,803.00		
Alt. 1	-\$106,636.00		License No.	8741007
Alt. 2	-\$37,500.00		Unit Price 1 - Unacceptable Fill	4.5
Alt. 3	-\$2,600.00		Unit Price 2 - Select Fill	9
Alt. 4	-\$20,217.00		Bid Bond	x
Alt. 5	\$42,000.00		Add. 1&2	x
Alt. 6	-\$40,880.00		Mechanical/HVAC	Aloha Air
Alt. 7	-\$50,600.00		Plumbing	Owens
Alt. 8	\$9,186.00		Electrical	Wetzler
Alt. 9	\$3,560.00		Roofing	Seale

Memo

To: Members of the Board of Trustees

From: Barry Ballard, President BB

Date: March 27, 2007

Re: Update on Various Issues

Below is a list of significant items, accomplishments and activities about which I think you will be interested. The items are in no particular order.

1. Results of the 86th General Assembly Our 2007-2009 appropriation bill has been drafted and introduced by the Joint Budget Committee. The appropriation levels are at the amounts recommended by the Arkansas Higher Education Coordinating Board and the ADHE staff. The Governor has had a bill introduced that appropriates General Improvement Funds (GIF) to use for capital projects recommended by the AHECB which includes funds for the OTC Instructional Technology Center, equipment for smart classrooms, and remodeling of the four-bay for applied science class/labs. Both Rep. Mike Burris and Senator Steve Faris have introduced GIF appropriation bills for us (Burris for \$20,000 and Faris for \$200,000). We have reviewed these bills and believe that they will provide adequate authority for our planned expenditures over the next two years. However, we do not know much about how much of it will be funded.

For general revenue and our operating budget, we think the Governor's recommendation will be funded and that includes a ten percent (10%) increase for all of higher education. However, because much of the funding increase is directed at the larger schools to improve funding equity, OTC will probably only get enough for a two percent (2%) salary increase for employees and about another \$100,000, half of which will be eaten up by planned increases in medical insurance premiums and ER contributions to the Arkansas Teacher Retirement System. We might possibly get a little extra funding (one time GIF funding) to pay for some economic development initiatives that include training for high-wage or high-demand occupations. We can

on-line making it easier to use by faculty. Instructors will be entering attendance records in Power Campus starting in the fall and this will make it easier for advisors and counselors to monitor the attendance of at-risk students. New terminology will replace "purge" because students do not know what it means. Instead, students will be advised that "they will be removed from class" for failure to make financial arrangements for the courses in which they have registered. Retention Specialist has been working with Faculty and Susan Karr, VP for Instruction, to review Administrative Withdrawal form so faculty can initiate them when a student stops coming to class and has a failing grade. This procedure will result in students getting W's, for Withdrawal, on their transcript for the courses they stop attending rather than F grades for them. All of the above will improve the accuracy of 11th day count and identify at-risk students early in the term. We had Dr. Tim Culver, V.P. Noel-Levitz, our retention consultant back on campus this month and he gave us good ideas on how to document the results of our changes with hard data. He is helpful and provides an independent third-party expert to evaluate our progress with our student retention plan.

Kathy Lazenby, Title III Learning Specialist, has been busy with faculty development and the installation of smart classrooms. Title III installed two new smart classrooms in nursing and the business department to make total of eight classrooms on campus. Plans are underway to refit the four original classrooms with updated equipment and to add another to the chemistry lab. She also sent out our first Title III quarterly newsletter welcoming Deb Collins to the staff.

A series of workshops were offered for the faculty and staff on Microsoft Office, using smart boards, and WebCT along with individual instruction for the faculty as needed. She also worked with Adult Education and high school program over the new Student Response System (a clicker software program that encourages active learning). In February, we started looking at the linkages between Adult Education and Developmental courses along with Developmental and Gateway I/II courses. A finish report with recommendations is forth coming this next week. Helping her to keep up with the current technology, she plans to attend the League of Innovations of Community Colleges Learning Conference at the beginning of April.

4. DEVELOPMENT OFFICE, FUND RAISING, AND FOUNDATION UPDATE

The first scholarship recipient was selected to receive \$500 from the Friends of OTC Book Club. In January, Malvern resident, Tina Smoke, was awarded the scholarship to be used to purchase books for the Spring 2007 semester. She is a nursing student who started this past fall. She had always dreamed of becoming a nurse but knew of the full-time commitment it requires. She quit her full time teller job to start school and just after school started her husband was laid off. They barely had enough money to buy her uniforms and books to start school. With her and her husband both out of a job, they had no idea how she was going to pay for her second semester books. The book scholarship will make it possible for her to stay in school.

The annual Malvern/Hot Spring County Chamber of Commerce TV Auction will again be held on the OTC Campus in the Great Room on Tuesday, April 3, from 6:00 to 10:00 p.m. After reviewing numerous letters submitted by various non-profit organizations in Hot Spring County, the auction committee selected the OTC Foundation as the recipient of the proceeds of this year's auction. With the Chamber receiving 40% of the proceeds, OTC Foundation will receive 60% of which will be matched dollar for dollar in the OTC Foundation Scholarship Endowment Fund.

The following shows the actual cash total for each account as of March 9, 2007.

Scholarship Endowments	\$160,853
Instructional Technology Center	\$ 92,611
Unrestricted	\$ 25,966
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Total	\$279,430

The Instructional Technology Center account and overall total reflects a substantial decrease due to two large payments totaling \$57,136 to French Harris Architects as they continue to prepare for the construction of the new building.

Several significant pledge payments were made in February to the Unrestricted account totaling \$10,000.

5. THE STATUS OF THE CURTIS CRAFT COMPLAINT The Curtis Craft lawsuit is progressing slowly. Assistant Attorney General Ka Tina Hodge filed an answer to Curtis Craft's complaint of alleged racial discrimination and retaliation and gave the Federal District Judge numerous reasons why the lawsuit should be dismissed. We patiently await the Judges response.

6. Trustee Day at the State Capitol on Tuesday, February 13, 2007

I want to thank Mr. Pete Paladino and Mr. Bill Stilwell for coming to Little Rock and participating in the Trustee Day at the State Capitol on Tuesday, February 13, 2007. We met at the Train Station Events Center with over 100 other trustees from other higher education institutions around the state and were greeted by Sen. Kaneaster Hodges, Chairman, Arkansas Higher Education Coordinating Board, Mr. Dick Trammel, Chairman, Trustee Day Committee, and Linda Beene, Director, ADHE. Almost all of the members of the AHECB were there also. After a short briefing on legislative issues the group went to the Capitol Building and gathered in the Governor's Conference Room for a meeting with the Governor. Governor Beebe greeted the group and pledged his support for higher education and indicated that he was confident that the Legislature would approve his balanced budget proposal for a ten percent (10%) increase in funding for the institutions. That will be the largest increase in higher education funding in over ten years. The Governor was very impressed with the support from the group.

At lunch, Mr. Paladino, Mr. Stilwell and I got to have a nice visit with Representative Mike Burris who also pledged his support. He now understands our priority needs. It was a very good event and one they plan on repeating during future legislative sessions.

END

This concludes my report for this period. We look forward to having you on campus for the next Board meeting that is scheduled for 5:00 p.m. on Tuesday, March 27th. A light dinner snack with sweets and beverages will be available for you after 4:30 p.m. that day. For your information, future Board meetings are scheduled for May 29, 2007; July 31, 2007; September 25, 2007; and November 27, 2007.

Thanks again for your commitment, many contributions, and support.

OTC Board Report 032707

Memo

To: Members of the Board of Trustees

From: Barry Ballard, President **BB**

Date: January 30, 2007

Re: Update on Various Issues

Below is a list of significant items, accomplishments and activities about which I think you will be interested. The items are in no particular order.

1. THE NEW ASSOCIATE DEGREE IN NURSING PROGRAM STARTED ITS FIRST CLASS ON JANUARY 16, 2007 The new Associate Degree in Nursing (ADRN) PROGRAM began its inaugural class on January 16, 2007. The Nursing Faculty had selected 20 students early in October to start but for a variety of reasons only 15 students were able to start this term. For personal and academic reasons, the other five were not ready to start, but they plan to reapply in October and start next year with the second class.

We did not have much lead time between the Arkansas State Board of Nursing (ASBN) approval of the program and the application deadline on October 5, 2006. Some of the students who were selected to start this term were taking the last of the ten prerequisite courses, 30 semester credit hours of math, English composition and science courses, that they had planned to finish in the Fall 2006 semester. They either did not get a good enough grade in the courses or were not able to finish them during the semester.

As you may know, the ASBN expressly prohibited us from advertising the probable start up of the program until after it was approved. The ten prerequisite courses would normally take a full-time student one full academic year to complete. We did not get final ASBN approval on the program until about four months before the application deadline. That is not enough time for prospective students to complete the prerequisite courses. The good news is, we have several dozen students working

now to complete those prerequisites and we expect a lot more applicants this coming October for the next class of 20 that we will start in January, 2008. For that next class we plan to select 20 plus 5 alternates, to help ensure that we start a full class.

Our new instructor, Ms. Lara Thompson, is excited, enthusiastic, and doing a super job in instructing these new students two nights a week and supervising their weekend clinical experiences. I have personally visited with her several times. Last Thursday night, at the beginning of the second meeting of this new class, I had the opportunity to address the class to congratulate them and to tell them that we needed for them to work hard and be successful in their studies. They had no idea that we had been working for two years to get this program approved and started and that several of the university nursing educators had opposed the ASBN approval of our program because they believed there were not sufficient clinical opportunities. I told them that our economy and the future health of their family, friends, and neighbors were depending on them to be successful, especially since there was such a critical shortage of RNs.

I was very impressed with the individual class members. They are winners and have already proven that they can be successful students. All of them are already practicing LPNs and almost all of them have honor grades in both their LPN studies as well as their prerequisite courses. All of them have the support of their family and friends as well as their current employers. Their average age is different, also. I doubt if any of them are less than 30 years of age. They are mature, motivated, prepared, and committed to the twelve months of rigorous studies facing them. From an academic and professional perspective they can succeed. Barring personal and family calamities, we think these fifteen students will successfully complete their year-long studies, pass their State Board exams and become very good RNs and representatives for OTC.

2. OTC ACCREDITATION REPORT TO THE HIGHER LEARNING COMMISSION

I am happy to report that this past week we submitted a required accreditation report to the Higher Learning Commission, North Central Association (HLC). In August 2004, an evaluation team of the HLC conducted a focused visit at OTC at our request.

We had requested a change in our institutional authority so that we could offer degree programs through distance delivery via the Internet. Based on the evaluation team's recommendation, the Commission's Institutional Actions Council voted to extend the college's accreditation to include distance delivery of degrees on the *Statement of Affiliation Status* with the stipulation that a progress report be submitted in January 2007. This action was validated by the Commission Board of Trustees. This two-year follow-up report was required because the visiting team felt there were limited resources and experience in some areas even though the College had evidence that standards had been met. In the report, we were required to address specific expectations and specific challenges that the team identified.

The progress report also identified numerous activities and achievements that have occurred since the August 2004 evaluation team conducted its Focused Visit. This list is almost two pages long. Then, the report provides documentation that we have assessed the effectiveness of this method of delivering instruction.

I was very tempted to list the major accomplishments of this effort because they are very impressive. But because they are also very academic and somewhat institutional, I fear that the details might put a layman to sleep. So, just in case you might be interested in this report that documents a major institutional advancement to the cutting edge of using the Internet and educational technology to deliver high quality college courses and entire degree programs, I have included a copy of our HLC progress report in this packet.

This major effort and accomplishment over the last four years required the contribution of many faculty, staff, and administrators. As we were making the changes, one at a time over this time period, they seemed fairly insignificant. But, when we documented all of them in the first report in 2004 in preparation for the team visit and in this 2007 follow-up report, one can not help but be amazed at the tremendous advancement and change, in total, that has been accomplished.

Finally, I can not say enough about the fine work of June Prince who first studied and became an expert in HLC accreditation requirements and standards (Even the Commission staff constantly invite her to make presentations to teach other institutions how to do it), then lead the OTC effort to make the needed changes to measure up and to have the assessment measures in place to prove it, and finally to document and write this required follow-up report that elegantly and professionally presented the OTC accomplishment to the Commission.

3. PLANNING FOR THE NEW CLASSROOM BUILDING Mr. Rico Harris, Architect, has been working hard with our faculty and staff to complete the schematic design and the design development phases and begin the engineering phase for our new building. This week he brought the electrical engineer for meetings with faculty, Mr. David See, IT manager, and Mr. Corky Allen, Maintenance Manager. They were able to finish the general specifications for lighting, electrical receptacle distribution and placement, and electrical service requirements. All parties seem very satisfied with the way the building is taking shape in both function and form.

We have ordered the site survey work and soil sampling so that we can have good information on which to base a decision for an exact site location. We want the building footprint to be located so that it will make the most sense from a financial prospective and, at the same time, contribute to the beauty and function of the campus current and future.

At our last Board meeting, you authorized us to borrow sufficient funds which, when combined with bond funds and donated funds, will enable us to complete the building. The Arkansas Department of Higher Education and the Arkansas Higher Education

Coordinating Board have to approve all loans. Its policies allow us to borrow funds and to pledge twenty-five percent of student fee income as collateral.

After the last OTC Board of Trustees meeting, I asked Dr. Coomer to initiate a discussion about our upcoming loan request with the financial staff of the ADHE. We wanted them to have a "heads up" on this item for a future meeting of their own Board. They were receptive and sent us information on the conditions and procedures for loans. In the material they sent, we discovered something that we did not know about. The ADHE administers a revolving loan fund that have fund balances composed of the proceeds from interest payments on bonds from the last, 1988 I believe, higher education capital bond issue. The AHECB policies state that if an institution is given approval to make a loan, the loan must be made from the revolving fund at an interest rate determined by such and such U.S. Treasury Bond rate published in the such and such issue of the Wall Street Journal, (the current rate would be 4.9 percent per annum, they said) **PROVIDING** the revolving fund has enough money in it to make the loan. I knew ADHE had a revolving loan fund that had reasonable interest rates. The last time we got their approval on a loan back in 2002, \$450,000 for our computer SCT Power Campus student accounting and financial management system, they told us they did not have any loan balances and that we would have to issue bonds or seek a loan from a local financial institution. Now they have a loan fund balance and they told us that we would be required to make the loan through them.

As I mentioned in my last report, the AHECB will authorize us to borrow for this project so long as the annual debt service required to pay off the loan does not exceed 25 percent of the student tuition and fee (cash) income that we are permitted to pledge on the loan. Our student fee income is over \$1 million a year so 25 percent of that would be over \$250,000 per year that we could be allowed to pay to retire loan debt. We have a loan now for the SCT Student Accounting System that has been paid down using Title III Funds. On that five year note, Title III has paid four annual payments and the College will have to make the last payment about one year from now. That is to say, in about one year from now, we will be out of debt. We would, therefore have more than enough debt service capacity to retire a new loan. We will now initiate a request that the AHECB approve of the loan at its May, 2007 meeting. We will probably need about \$750,000 and would like to repay it over a 15 to 20 year period to minimize the amount of tuition and fee revenue that would be needed to make the payments.

4. CAREER PATHWAYS (TANF) GRANT PROJECT The staff of the Career Pathways Initiative (CPI) is continuing to be successful in accomplishing there goals of assisting low income families to become educated. There are currently 100 students enrolled in college (80-retained from the Fall 2006 semester; 20- new college students from the Workforce Center). The CPI staff is continuing to provide excellent resource for students with the help of all there partnerships. Additionally, the staff is excited about the individuals in the OTC service area who have volunteered to serve as an advisory board for the CPI. Thus far, the members of this new advisory board

are: Todd Thorton, Helen Young, Jean Harper, Gary Burroughs, Virginia Harrison, Lacle Gilkie, Theresa Kelly, and Robin Pelton. We are extremely excited to have this level of community support to assist in achieving the mission of CPI.

Since the last report, CPI has completed two CNA classes with a total of 15 graduates. Of these graduates, nine were accepted into the new LPN class that started this Spring 2007 semester. The program also has had 24 students receive Wage certificates at the Workforce Center. The Career Pathways staff is continuing to work with their local Transitional Employment Assistance (TEA) Case Manager in an effort to increase the number of current and former TEA clients in the program. The performance requirements for the 2006-2007 grant year are such that we need to get more TEA clients as participants in the Career Pathways program, so we are doing everything we can to recruit them.

The State CPI staff at ADHE is considering a proposal to increase the OTC sub-grant to fund a new position; a Community Outreach Coordinator. The person filling this position will be able to focus more time and energy on recruiting, retaining, and job placement for these students who are current and former TEA clients. These clients are more difficult to serve and deserve more attention.

In other good news, the CPI leadership at ADHE has increased OTC's sub-grant and allotted extra funds to finish out the fiscal year. This will allow CPI to assist all the students wanting support to receive it through Fall and Summer I&II 2007 terms. Without these additional funds, some students who wanted to start college this term would have been turned away.

Finally, the OTC CPI staff is happy to announce that at the end of this Spring 2007 Semester, the inaugural CPI class will have accomplished their goals of completing college with an Associate Degree or Technical Certificate.

5. TITLE III INSTITUTIONAL DEVELOPMENT GRANT PROJECT As you know, there was a change in the staff of the Title III program during the Christmas season. Mr. Jason Henry resigned after taking a position as a Student Services Counselor at Pulaski Technical College. We are happy to introduce Ms. Deborah Collins as our new retention specialist. Mrs. Collins comes to OTC with a Master of Science in Counseling from Henderson State University. Counseling credentials are greatly needed to meet the needs of our students. She has been involved with law enforcement training for the last several years at the University of Arkansas Criminal Justice Institute in Little Rock. Earlier in her career Mrs. Collins was also a Detective for the Malvern Police Department for 10 years and was a graduate assistant on the campus police department at Henderson State University while she completed her Master's degree in counseling.

Kathy Lazenby has taken over the Title III Learning Specialist position and is doing a remarkable job. Her educational technology experience has enabled her to get up to full speed in her job with a very minimal learning curve. She has already offered

many workshops to the staff of OTC on our new "Smart Classrooms". Ms. Lazenby is currently developing the new "Smart Classrooms" for the Business and Nursing departments.

The conditional enrollment system for new students who are a very high risk of dropping out, is being implemented with the support of Student Services. We plan on having Tim Culver, our retention consultant with Noel-Levitz, back on campus this spring to evaluate our progress with our student retention plan.

The Title III annual report has been prepared and submitted by Mr. Will Roark, Title III Program Director, with many contributions from every member of the Title III staff. The Title III program staff was able to meet or exceed every objective that had been planned in Year 3 and the staff is well on the way to doing the same in Year 4 that ends eight months from now on September 30, 2007.

6. DEVELOPMENT OFFICE, FUND RAISING, AND FOUNDATION UPDATE

The Development staff has been busy preparing receipts and tax information letters to be sent to all OTC Foundation donors in 2006. The year was a successful one for the Foundation as it brought in \$39,679.00.

In December, the College hosted its annual Holiday Open House/Jingle with Kringle. The Development Office raised \$472.00 for the Scholarship account from pictures of children taken with Santa Claus. This is a big seasonal favorite for area families and children just before Christmas. It was estimated that over 500 persons came to OTC's Holiday Open House.

The following shows the actual cash total for each account as of January 24, 2007.

Scholarship Endowments	\$160,273
Instructional Technology Center	\$148,409
Unrestricted	\$ 15,640
<hr/>	
Total	\$324,322

The Instructional Technology Center account reflects a substantial decrease due to a \$19,891 payment to French Harris Architects as they continue to prepare drawings and specifications for the construction of the new building.

7. THE STATUS OF THE CURTIS CRAFT COMPLAINT The Curtis Craft complaint has now turned into a lawsuit. I mentioned in my November 28, 2006 report that we received a copy of the Little Rock EEOC's "Report of no Findings" and "right to sue" letter. This had been mailed to Curtis Craft on October 4, 2006. Last week I received a copy of a complaint that attorney John Walker filed for Curtis Craft in U.S. Federal Court on January 3, 2007. This was just under the 90-day deadline required by federal law and mentioned in the October 4, EEOC letter.

The defendant named in the lawsuit is Ouachita Technical College and Blake Robertson, in his official capacity. The plaintiff, Curtis Craft alleges racial discrimination and retaliation as the bases for his dismissal. I immediately reported this lawsuit filing to Mr. Don Barnes, Assistant Attorney General along with a request for defense council. Mr. Barnes sent our request to his superiors and they assigned a defense counselor to us – a Ms. Ka Tina Hodge, Assistant Attorney General, Civil Department (handles litigation for state agencies).

Assistant A.G. Hodge came to campus on January 23, 2006 and met with Blake Robertson, Rhonda Smith and me to collect information and documentation about the case. She has to prepare and file an answer to the Federal Court for us by February 1, 2006. In her answer, she will deny all allegations, provide documentation contrary to the allegations, and request that the Court dismiss the lawsuit. She expects that the Court will not dismiss the lawsuit this early, but will allow the case to proceed to the discovery phase where each side is required to provide the other with all the evidence and proof it has to support its respective positions.

She believes the case will be dismissed eventually. She thinks that we have a good case for a defense that will support a motion for dismissal. As I mentioned before, The AG's office handles dozens of cases each year that are filed by attorney John Walker for his clients. They get two-thirds of them dismissed before trial and they win most of the others.

Ms. Hodge, like Assistant A.G. Don Barnes, said that she felt that we had a very good and legal basis for the termination and that it is likely that claims of racial discrimination and retaliation would be found groundless in the face of the evidence of the due process Mr. Craft received and because the College acted to replace Mr. Craft, an African-American male, with Mr. Billy Francis who is also an African-American male. Additionally, the CPI staff has two other African-American employees in addition to Mr. Francis and two white women. There have been no white-male hires for this program. I will keep you posted.

8. Trustee Day at the State Capitol on Tuesday, February 13, 2007

I have a copy of the letter Sen. Kaneaster Hodges, Chairman, Arkansas Higher Education Coordinating Board sent to each of you to invite you to participate in a Trustee Day at the State Capitol on Tuesday, February 13, 2007.

I plan to be at the Capitol that day and to prepare for you an issue paper of critical legislative items that could become an agenda in the event that you can participate and we can get an audience with Senator Faris and Representative Burris. I think the effort would be helpful to inform these local legislators what the OTC legislative needs are.

END

This concludes my report for this period. We look forward to having you on campus for the next Board meeting that is scheduled for 5:00 p.m. on Tuesday, January 30th. A light dinner snack with sweets and beverages will be available for you after 4:30 p.m. that day. For your information, future Board meetings are scheduled for March 27, 2007; June 5, 2007; July 31, 2007; September 25, 2007; and November 27, 2007.

Thanks again for your commitment, many contributions, and support.

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