

OUACHITA
TECHNICAL COLLEGE

Memo

To: Members of the Board of Trustees

From: Barry Ballard, President *BB*

Date: November 20, 2009

Re: Update on Various Issues

Below is a list of significant items and activities at Ouachita Technical College about which I think you will be interested. In this bi-monthly report to you, I try to include things that I think you would want to know about the operation and management of OTC that you probably would not otherwise read about in newsletters, email and reports received during the official Board meetings. These items are in no particular order.

1. OTC NAME CHANGE COMMITTEE MAKES ITS FIRST REPORT ON DEC 1, 2009

As you know, with your support and approval we began working on a proposed new name for the college in September. We developed a plan for this work, appointed a committee with Dr. Eggenesperger as Chair and the group started work on coming up with a proposal for a new name.

The Committee developed a criteria for a new name and it was presented at the last Board meeting. The Committee has since had three formal meetings and looked at surveys received from many stakeholders in the community. At the December 1 Board meeting, Dr. Eggenesperger will present to the Board a list of the top eight to ten names that are recommended for consideration by the Committee.

The Name Change Committee members are: Martin Eggenesperger, Chair; John Cole, Board of Trustees; Mike Burris, Citizen and Political Leader; Luke Adams, Student and Representative (PTK President); Robert Ellerd, Student Government Association (President); Terri Colananni, OTC Faculty; Marvin Schultz, OTC Faculty; Nikki Lackey, OTC Faculty; Tony Hunnicutt, OTC Faculty; January Schultz, OTC Faculty; Amber Childers, OTC Staff; Linda Johnson, OTC Staff; and Marshel Johnson, OTC Staff.

The timeline for the name change includes the following:

1. The Name Change Committee (NCC) was appointed in early September 2009;
2. The NCC develops proposed rationale and criteria statements for Board approval by September 23, 2009;
3. The NCC conducts surveys and begins having focus group meetings in October 2009;
4. The NCC conducts surveys, forums, and focus group meetings November 2009;

5. The NCC reports on activities to date and presents a list of the top eight to ten proposed new names to the Board of Trustees by December 1, 2009;
6. The NCC continues to analyze survey data, receive input, conduct meetings with College groups, e.g., Faculty Council, Division Chairs, SGA, PTK, etc., and reports top five names to the Executive Committee and the Board of Trustees by January 26, 2010;
7. The NCC continues its work and deliberations in February and March then reports the top 3 names to Faculty Council, Division Chairs, and Executive Committee by early March 2010 and makes its final report and top 1 or 2 names to the Faculty Council and Executive Committee and Board of Trustees by March 30, 2010; and
8. The final two names will be submitted to the Board of Trustees for its consideration during its meeting on March 30, 2010.

2. OTC's NURSING FACULTY AND STUDENT NURSES ARE HELPING TO MAKE MASS FLU IMMUNIZATION CLINICS A BIG SUCCESS THIS FALL

We have received several letters and memos from Arkansas Department of Health officials thanking us for the help rendered in countywide flu immunization clinics and in immunization clinics at public schools in Grant County and in Hot Spring County in recent weeks. Our nursing curriculum contains modules on community nursing, but few students thought that they would actually roll up their sleeves and perform intense community nursing work. Many have reported that both our students and our faculty were tremendous as they performed with the giving of the shots and handling all the paper work, insurance claim information and other documentation. Late in the evening, after the Hot Spring County immunization clinic was successfully conducted on October 30, 2009, Nikki Lackey, R.N., our nursing faculty member, sent me a text message to my personal cell phone and reported that our student nurses had already administered over 12,100 injections. They continue to do school clinics all this month, the one at Magnet Cove Elementary School is set for today, Friday, November 20, 2009, and our students went out there with the public health nurse yesterday to set up all the furniture, paper documents and supplies needed for it. This is excellent training for our students, a lot of extra work for our faculty, and wonderful community service for the College.

3. ACHIEVING THE DREAM COACH AND DATA FACILITATOR ON CAMPUS

Drs. John Brockman and Mike Flores, Achieving the Dream consultants paid by Lumina Foundation, were here for the second time this fall on Monday and Tuesday of this week. They helped us review progress to date and current status of OTC's three AtD initiatives. They like us and think that we are doing much better than other AtD colleges they are working with. When we look at the data on the AtD website, it is clear that we are doing better than the others in almost every category. Overall, it is going well. Our consultants are urging us to consider submitting a presentation proposal for the National AtD Strategy Institute set for early February, 2010 in Charlotte, NC, because they say that other colleges could profit from learning how we do things.

4. PREPARATION FOR HIGHER LEARNING COMMISSION REACCREDITATION

We continue to make good progress on our preparation of the Institutional Self Study and the application for reaccreditation to the Higher Learning Commission of the North Central Association. Our five Criterion Committees have been working very hard and the chair of

each committee have been preparing the committee's report that describes and documents the extent to which the institution complies with each criteria.

I think the reason why we are doing so well on our AtD initiatives and on our self-study report preparation is because the HLC puts a high priority on assessment of student learning. The AtD project measures and reports data on everything related to the initiatives. Therefore, when the OTC Assessment Committee meets and discusses progress and areas needing improvement the things that are discussed are the data on the various AtD initiatives. When the AtD Core Team meets and discusses the progress and areas needing improvement the things that are discussed are the data on the same initiatives. When the HLC Criterion Committee on instruction meets to discuss documentation of progress and areas needing improvement the things that are discussed are the data on the AtD initiatives and other similar instructional areas where the results are even better. AtD, Assessment, and reaccreditation are all intrinsically linked and inter related. This is an ideal and laudatory situation says our AtD coaches.

Later today, Friday, November 20, 2009, our HLC Steering Committee including the Chairs of the five criteria committees will meet together and receive, for the first time, the first draft reports from the Committees. Every full-time OTC employee has served on one of the five committees. They have been working for almost a year already. We think that we are making good progress on this work, but we will know more when the day is over. Ms. June Prince will be making a detailed report on this subject at the December 1, 2009 Board of Trustee meeting.

5. DEVELOPMENT OFFICE, FUND RAISING, AND FOUNDATION UPDATE

The following shows the total of investments for the Foundation as of November 20, 2009.

Blackrock Global mutual fund	\$134,411
AT&T Inc. Global notes - corporate bonds	55,089
Centerpoint Energy Inc stock (791 shares)	10,085
Duke Energy Corp stock (630 shares)	10,238
Entergy Corp stock (123 shares)	9,567
MNB CDs mature 2/12/10	240,000
Summit Bank accounts (Scholarship, General and Bldg/Eqpt)	<u>15,287</u>
Total all funds	\$474,677

The OTC Foundation Scholarship Committee meets again in December to consider awarding new scholarships for the Spring 2010 semester.

END This concludes my report for this period. We look forward to seeing you for our 5:00 p.m. meeting after Thanksgiving on Tuesday, December 1, 2009. A light dinner snack with sweets and beverages will be available for you after 4:30 p.m. in the Board Room where we will have the meeting. Future Board meeting in 2010 are scheduled for January 26, March 30, May 25, July 27, September 28, and December 7.

We need to update our photographs of Board members. If we have not taken your photograph lately, would you please come to the meeting prepared to have your official OTC photograph taken. Eight by ten inch glossy photos of Board members will be framed and displayed in the foyer along with the college executive officers. We will also use the photos for press releases, reports and posting on the college website. This will be the last time that we bother you about this for a while.

In addition, finally, please mark your calendar for:

1. The OTC Faculty/Staff Holiday Luncheon for 11:45 p.m. on Friday, December 4, 2009 in the Great Room;
2. The RN Pinning Ceremony on Tuesday, December 8, 2009 at the First Baptist Church, Malvern at 7:00 p.m.;
3. The LPN Pinning Ceremony on Friday, December 11, 2009 at the First Baptist Church, Malvern at 7:00 p.m. (This was formerly set for Dec 10, but the Malvern Christmas Parade was then scheduled this date.).

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

OUACHITA <hr/> TECHNICAL COLLEGE

Memo

To: Members of the Board of Trustees

From: Barry Ballard, President *BB*

Date: September 23, 2009

Re: Update on Various Issues

Below is a list of significant items and activities at Ouachita Technical College about which I think you will be interested. In this bi-monthly report to you, I try to include things that I think you would want to know about the operation and management of OTC that you probably would not otherwise read about in newsletters, email and reports received during the official Board meetings. These items are in no particular order.

1. OTC NAME CHANGE COMMITTEE IS WORKING TO DEVELOP A PROPOSAL

Several months ago, you gave us approval to begin working on a proposed new name for the college. We developed a plan for this work and have appointed a committee to provide leadership for coming up with a proposal for a new name.

The goals for this work are; 1. A new name identified in advance of the regular legislative session beginning January, 2011; 2. A new name, to be approved by the Board of Trustees, that was selected using a process that involved input from and a consensus of a broad range of stakeholders including citizens, community leaders, political leaders, advisory committee members, students, faculty, staff and administration; and 3. A new name that will meet the majority of the criteria selected.

The Name Change Committee was appointed in early September. The members include:

Martin Eggensperger, Chair of the NCC
 John Cole, Board of Trustees
 Mike Burris, Citizen and Political Leader
 Luke Adams, Student Representative (PTK President)
 Robert Ellerd, Student Government Association (President)
 Terri Colananni, OTC Faculty
 Marvin Schultz, OTC Faculty
 Nikki Lackey, OTC Faculty
 Tony Hunnicutt, OTC Faculty
 January Schultz, OTC Faculty
 Amber Childers, OTC Staff

2. FINANCIAL AID OFFICERS HAVE BEEN BUSIER THAN USUAL The U.S. Department of Labor working through the Arkansas Department of Workforce Services sent letters in July and August to all Arkansans who had applied for and or received unemployment benefits in the last year. The letters urged them to consider going to college to improve their skills and to improve their employment credentials. The letters also indicated that if they had been qualified for unemployment benefits that they were probably eligible for Pell grants that would provide them with more than \$5,000 per year in student financial aid.

Many of these unemployed individuals responded to those letters and have come into our Financial Aid office requesting assistance with the application process. Our Financial Aid Officer, Ms. Teresa Avery, reports that her staff has been working with a large number of unemployed students, or prospective students, and "adjusting income" for them to get qualified for aid. "Adjusting income" is a procedure allowed by the U.S. Department of Education in the aid application process that modifies family income down from higher levels reported on Federal income tax returns when they were working and had good income to a much lower level after they lost their jobs from a plant closure. Ms. Avery reports that; "Enrollment is up some from last fall but the need for financial aid has gone crazy."

Our OTC scholarship recipients are up this year by about 30 percent. More students are probably staying home with their parents this year because of the economy. The more scholarship recipients means higher graduation rates since they are the most likely to succeed. Therefore, even though our scholarship costs are up this year, ". . . the college we will benefit overall because of increased enrollment and increased graduations" she reported.

Additionally, she indicated, "Student loans have really been the area where I have seen a bigger increase in the number of students who want not only subsidized loans but additional unsubsidized loans to supplement their income. I think loan volume will double this year to about \$1.5 million. We have awarded 499 students with a Pell grant, about \$2 million. Last year we had about \$1.5 million so it looks like an increase of about \$500,000 over last year. If the Spring 2010 new applicants for aid continue in this trend, I would not be surprised if we process about \$4-5 million for 2009-2010. We had about \$3.5 million in 2008-2009."

Ms. Avery also complimented our new Financial Aid Assistants when she wrote; "This was Jayna Wineicki's first fall semester but she has been a trooper and hasn't run out of here screaming which is a miracle. We hired a new part time employee this summer, Angela Roberts, so we had two new people on board who helped process a record amount of student financial aid."

I have attached to this report a commendation letter from Mr. Ronnie Nichoalds, Executive Director, Student Loan Guarantee Foundation of Arkansas, for the good work Ms. Avery and her staff have done in working to get our student loan default rate lowered. If this student loan default rate ever gets to 25 percent, the U.S. Department of Education will put the college on probation and if we cannot get it lowered, we could lose all of our federal student financial aid including Pell grants. We were not close to

motivate and address immediate and on-going needs, and 3. Information technology that manages data to support client tracking, can be linked to multiple data systems, and is empowering to staff and participants who use the data.

B. The Workforce and Adult Education division is also please to announce a \$20,000 grant from the Dollar General Foundation to help OTC to establishing an English as a Second Language (ESL) program in Malvern and Bismarck. In the past Adult Education has had moderate overall success with ESL efforts but have never been able to provide baby-sitting service or food for participants. With the \$20,000, we will be able to provide salary support for our ESL teacher, baby-sitting money, and provide a light meal for those people who are coming to our facility from the community.

C. We are also pleased to announce that we were notified last week that Governor Mike Beebe has approved OTC to be the recipient of \$136,832 in State Fiscal Stabilization Funds that were authorized under Title XIV of the American Recovery and Reinvestment Act of 2009 (ARRA funds they are called). The \$136,832 will be divided into two equal parts equaling \$68,416 which we will receive this year and \$68,416 which will be received in July 2010. These funds will be used to invest in education, and also in the advancement of energy efficiency on college campuses.

D. Finally, we are pleased to announce that we were notified this past Tuesday, September 22, 2009, by Governor Mike Beebe that OTC has been approved to receive \$382,691 from the government services fund under Title XIV of the American Recovery and Reinvestment Act of 2009 (ARRA funds) to be used to invest in education, and also in the advancement of energy efficiency on college campuses. These funds were requested to replace old, inefficient, roof-top package HVAC systems with new, highly energy efficient, split HVAC systems partially installed inside the buildings and to replace flat roofs with a metal, standing seem, pitched roof that provides additional insulating features.

These four grants total \$609,523 and will measurably assist us to fulfill our mission of service to our community. In addition to these four grants, we are expecting two other grants in aid. First, we are expecting the release of approximately \$100,000 in state General Improvement Funds (GIF) that Representative Mike Burris succeeded in being allocated to the college during the legislative session earlier this year. These funds can be used for library holdings, maintenance, and other improvements. Second, we have been told that we have been approved for a Governor's economic development initiative grant funded with GIF money for \$113,380 that will be used for training equipment. As of this date, we have no idea when these funds might be released to the college except that they were supposed to be released for projects during the 2009-10 fiscal year.

4. DEVELOPMENT OFFICE, FUND RAISING, AND FOUNDATION UPDATE

The following shows the total of investments for the Foundation as of September 18, 2009.

Blackrock Global mutual fund	\$130,402
AT&T Inc. Global notes - corporate bonds	55,219
MNB CDs mature 2/12/10	240,000
Summit Bank accounts (Scholarship, General and Bldg/Eqpt)	<u>45,251</u>
Total all funds	\$470,872

END This concludes my report for this period. We look forward to seeing you for our 5:00 p.m. meeting next Tuesday, September 29, 2009. A light dinner snack with sweets and beverages will be available for you after 4:30 p.m. in the Board Room where we will have the meeting. Only one future Board meeting remains for the 2009 schedule and it is on December 1, 2009.

We need to update our photographs of Board members. Would you please come to the meeting prepared to have your official OTC photograph taken. Eight by ten inch glossy photos of Board members will be framed and displayed in the foyer along with the college executive officers. We will also use the photos for press releases, reports and posting on the college website.

In addition, finally, please mark your calendar for November 9, 2009, as this is the date of the Annual Trustee Conference in Little Rock, a required continuing education session for all college and university Board of trustee members. The agenda includes a presentation by Governor Mike Beebe. Additionally the members of the Arkansas State Board of Education, the Arkansas Higher Education Coordinating Board, and the Arkansas State Board of Career Education will be present.

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

Attachments:

OUACHITA TECHNICAL COLLEGE

Organizing to Partner with the Hispanic Population on Job and Language Training

Ouachita Technical College Job Training Opportunities in Partnership with Organizacion Comunitaria Latina, Local Employers, Foundations, and State Agencies

The OCL was recently awarded in July, 2009, a \$20,000 grant from the Dollar General Foundation for the establishment of a family literacy education program. The OCL is preparing to start an ESL class in Malvern and one in Bismarck in partnership with the Ouachita Area Adult Education Center of Ouachita Technical College. With these funds the program will be able to hire a qualified (certified) teacher, provide a light evening meal for the participants, and provide a child development program for the small children. Ouachita Area Adult Education will provide the supervision, materials and supplies as an in-kind contribution.

On two occasions, the OCL in connection with Ouachita Technical College and Arkansas Economic Development Commission (AEDC) has offered welding training at a local manufacturing plant. The manufacturing plant, DLM, Inc. hired 50 of the trained Hispanic individuals for production work. Many of these participants had previously been employed as manual laborers. The OCL staff provided interpreter services at every class meeting.



Paul Zambrano, , City Mgr Kent Myers, Cpt. Bill Cooley
Dr. Blake Robertson Chief Bobby Southard,

Ouachita Technical College has taken every opportunity to collaborate and partner with public and governmental entities, private, and faith-based entities to provide resources to the non-English speaking individuals and families so they may prosper and live a successful life and be an asset to the communities in our central and south central Arkansas service area.

Organizing to Partner with the Hispanic Population on Job and Language Training

Approximately five years ago, Ouachita Technical College's administration along with church, business and government leaders in the Malvern, Hot Spring County area came together and started a new organization named Organizacion Comunitaria Latina (OCL) (dba: Latin Community Organization). The OCL was established as a non-profit educational and charitable corporation designed to promote, develop, and communicate resource available in the community. The general purpose of the OCL was to assist Latino individuals and families to achieve a self-sufficient quality of life in the community and to become an asset to the community. More specifically, the purpose was to provide personal, economic, spiritual, legal and educational assistance to Latino individuals and families in the Central Arkansas area. The organization continues to be headquartered in Malvern, Arkansas. Within the first year, the OCL was granted a non-profit (IRS designation 501(c) (3) educational organization status emphasizing the same functions and purposes stated above. The OCL continues to serve hundreds of Hispanic individuals and families who now live and work in the community.

The OCL began its operation in 2004 as an all-volunteer organization but in 2005 the organization was awarded a United States Department of Labor New American Resource Network Grant of \$185,000 for a three year period along with three other communities in the State. With the insurgence of these funds the Board of Directors was able to name a project director and recruitment coordinator and was able to pay them from those federal funds.

The Board of Directors

The 10-member Board of Directors of the OCL was established to provide oversight of all mission related activities. This Board of Directors is composed of a group of mission-minded community-based individuals who are serving a term of no less than 3 years on the Board. The Board of Directors meets monthly to consider the activities of the organization. Reports are presented from the President, Treasurer, and Volunteer Staff at each monthly meeting. Even though the DOL grant has expired the OCL continues to operate on a voluntary basis. One of the small funding sources of the OCL is the selling of membership cards to all qualifying immigrant members. Each card is renewed every two years.



A Foundation For Higher Education

STUDENT LOAN GUARANTEE FOUNDATION OF ARKANSAS

10 Turtle Creek Lane

Little Rock, Arkansas 72202-1884

501-372-1491

800-622-3446

501-688-7675 Fax

www.slgfa.org

slgfa@slgfa.org

September 18, 2009

Dr. Barry Ballard, President
Ouachita Technical College
One College Circle
Malvern, AR 72104

Dear Dr. Ballard:

On behalf of the Student Loan Guarantee Foundation of Arkansas, we wish to extend congratulations and commendations to Ouachita Technical College. The most recent Student Loan Cohort Default Rates released by United States Department of Education in 2009, indicate that the FY2007 Cohort Default Rate for your institution has decreased from the previous year.

Even as default rates continue to increase as a nation-wide trend, Ouachita Technical College is one of the few colleges or universities in the state of Arkansas that has achieved a reduction in percentage rating. The exceptional emphasis the financial aid office has placed on default prevention has certainly come to fruition.

Please extend our heartfelt congratulations to every member of the financial aid staff. Your hard work and dedication to students has become publicly evident. Additionally, you have set an example for all postsecondary institutions in our state to follow.

Please let us know if we can be of assistance as you continue your endeavor to enrich the lives of students by teaching responsible borrowing and fiscal management.

Sincerely,

Ronnie Nichoalds
Executive Director



9-22-09
cc: Roger Coomer
/k



STATE OF ARKANSAS
MIKE BEEBE
GOVERNOR

September 18, 2009

Dr. Barry Ballard, President
Ouachita Technical College
One College Circle
Malvern, AR 72104

Dear Dr. Ballard:

I am pleased to notify you that your institution has been awarded State Fiscal Stabilization Funds, authorized under Title XIV of the American Recovery and Reinvestment Act of 2009 (ARRA). As you know, the ARRA package was introduced to create jobs in the short term and to make needed investments for the long term. These funds will be used to invest in education, and also in the advancement of energy efficiency on our college campuses.

The funds allocated to your institution are derived from the Government Services Fund (CFDA No. 84.397) of the Stabilization program and may be used to support modernization, renovation, or repair of facilities, consistent with the ARRA. Based on your submission to my office, Ouachita Technical College will be awarded three hundred eighty-two thousand, six hundred ninety-one dollars (\$382,691.00) for the following project(s):

- Priority 1: The replacement of the flat roof with an insulated and sloped roof.

Under ARRA, there are unique conditions that will require additional reporting of these funds to insure accountability and transparency. The Arkansas Department of Higher Education (ADHE) will be responsible for administering these funds with assistance from the Department of Finance and Administration. ADHE will send you a grant-award notice along with the terms and conditions for this award.

I look forward to working together to take full advantage of the funding opportunities provided by the Recovery Act and to continuing our work of building upon our successes that benefit our State. Please feel free to contact the State Recovery Office Director, Chris Masingill, or the Administrator of the State Clearinghouse, Ann Purvis, with questions or for additional guidance.

Sincerely,

Mike Beebe

MB:jb



9/18/2009

OUACHITA TECHNICAL COLLEGE FOUNDATION
INVESTMENTS

			ASSETS VALUE
BLACKROCK GLOBAL(mutual fund)			
3/10/2009	7423.905 shares	\$ 13.47	\$ 100,000
9/15/2009	7423.905 shares	\$ 17.49	<u>\$ 129,844</u>
	cash		\$ 558
TOTAL			<u>\$ 130,402</u>
AT&T INC GLOBAL NOTE(corporate bond)			
3/10/2009	\$50,000 MATURE 2/15/2019 corp bd@5.8%		\$ 50,005
8/28/2009	\$50,000 MATURE 2/15/2019 corp bd@5.8%		<u>\$ 53,672</u>
	cash		\$ 1,547
TOTAL			<u>\$ 55,219</u>
TOTAL INVESTMENTS			<u>\$ 185,621</u>
CD'S AT MALVERN NATIONAL BANK MATURES 2/12/2010			\$ 240,000
ACCOUNTS AT SUMMIT BANK/SCHOLARSHIP			\$ 14,278
ACCOUNTS AT SUMMIT BANK/GENERAL			\$ 25,723
ACCOUNTS AT SUMMIT BANK/BUILDING&EQUIP			<u>\$ 5,250</u>
TOTAL			\$ 45,251
TOTAL ALL FUNDS			<u>\$ 470,872</u>

OUACHITA TECHNICAL COLLEGE

Emergency Response to Influenza 2009-10 Plan Document

INTRODUCTION

This emergency response plan was developed to minimize the impact of influenza and other diseases on the safe and efficient operation of the college. This plan was developed with input from the OTC Executive Committee and the OTC Division Chairs and is intended to be consistent with the guidelines for Higher Education Institutions developed by the Center for Disease Control (CDC), U.S. Department of Health and Human Services.

The OTC Response Plan includes the following components:

1. Plans for public information and education of the College community -
 - A. How to prevent infection and minimize exposure
 - B. Recommended action for infected and sick persons
2. Plans to manage the impact of 30 to 50% of the students sick and absent.
3. Plans to manage the impact of 30 to 50% of the employees sick and absent.
4. Plans to get as many people as possible in the college community vaccinated against the H1N1, Type A seasonal flu and other highly contagious diseases that could affect college operations and possibly contribute to a pandemic.

PUBLIC INFORMATION ON THE DISEASE AND PREVENTION

OTC will promote the four important ways that students, faculty, staff and campus visitors can stay healthy and keep from getting sick with flu or spreading the flu and which include:

- 1. Practice good hand hygiene** by washing their hands often with soap and water, especially after coughing and sneezing and by using hand sanitizers. Signs and posters that encourage hand washing will be posted everywhere on campus especially close to hand washing facilities.
- 2. Practice respiratory etiquette** by covering their mouth and nose with a tissue when they cough and sneeze or sneeze into the cuff of the sleeve, into their elbow or into a shoulder. These practices largely halt the main way flu is spread - from person to person in droplets produced by coughs and sneezes. Signs and posters about good respiratory etiquette will also be posted around campus.
- 3. Insist that sick persons stay isolated** by encouraging sick students, faculty, staff and visitors stay away from the campus and at home for at least 24 hours after they no longer have fever. OTC will post signs and posters about the need for self-isolation around campus and provide instruction on how families can create home disaster kits so family members will be prepared to stay at home if they are sick.
- 4. Get people vaccinated against the flu** by encouraging everyone to talk with their health care providers about the advisability of getting vaccinated and by making vaccination free and available on campus for everyone.

ACTION STEPS

1. OTC will encourage good hand hygiene by A. Making soap, paper towels, and hand sanitizers readily available for everyone (practically every room will have hand sanitizer available) and B. Educating about the need for hand washing through direct education, flyers, posters and email messages.

OUACHITA <hr/> TECHNICAL COLLEGE

Memo

To: Members of the Board of Trustees

From: Barry Ballard, President *BB*

Date: May 28, 2009

Re: Update on Various Issues

Below is a list of significant items and activities at Ouachita Technical College about which I think you will be interested. In this bi-monthly report to you, I try to include things that I think you would want to know about the operation and management of OTC that you probably would not otherwise read about in newsletters, email and reports received during the official Board meetings. These items are in no particular order.

1. DR. SUSAN KARR, ACCEPTS 2-YR COLLEGE PRESIDENCY IN TEXAS

On or about August 1, 2009 Dr. Karr will be leaving her Vice President post here, one she has held for sixteen years, to become the new President of the Tom Ball College of the Lone Starr Community College System located in a suburban area of Northwest Houston, Harris County, Texas.

Dr. Karr has wanted to become a community college president for more than twenty years and she did her doctors degree in community college leadership at the University of Texas specifically to become academically qualified for such an opportunity. I supported her candidacy and was a reference for her in the application process. She has waited to apply for such a position until recently because of her devotion to and support of her husband Mr. Joe Karr who has been tied down to his U.S. Air Force Career. Mr. Karr will officially retire from the Air Force in July and then wants to support her in the pursuit of her dream and is gladly planning their move to Texas now that he will soon be free.

I have updated the position description for the OTC V.P. of Instruction and it is enclosed for your information. We will begin advertising the upcoming V.P. vacancy right away according to Board policy requiring national advertising. I am in the process of appointing a diversified search committee that I will chair to assist in reviewing applications then selecting and interviewing the top three or four candidates in hopes that we can find a replacement by the Fall Semester. The advertisement for applicants and the position description is attached.

2. ACHIEVING THE DREAM INITIATIVE CONTINUES TO MAKE PROGRESS

Achieving the Dream (AtD), the Lumina Foundation and Winthrop Rockefeller Foundation funded initiative to improve the success rates of underprepared and underrepresented

students, is ready to begin its third productive academic year in August of 2009. The College submitted its required annual narrative in April, and, according to Drs. John Brockman and Michael Flores, the work is progressing nicely. The College is experiencing positive results with the Basic Grammar/Basic Composition accelerated courses and with the Men on a Mission social networking group to retain African American males. The Intermediate Algebra initiative to improve student success in math is still being piloted, and the Student Affairs initiative to improve the College's student intake processes is going to scale right now, with a new orientation approach being conducted for fall classes.

For next year, the Achieving the Dream facilitators have suggested three areas on which the College should focus its energies—1) Raising the number of students involved (especially of African American males) in the pilot projects of the basic skills classes; 2) Continue to engage the College's various stakeholders by sharing information and progress on the three initiatives; and 3) Work toward renaming the College to increase the community's understanding of the scope of education available at the College.

During the May 6, 2009 Board of Trustees retreat on the OTC campus, the 2009-10 budget issues were reviewed and the Trustees present felt that the OTC administration should move forward with the name change idea and develop a plan to get community, faculty, staff, student and other stakeholder input on nominations for a new name. The plan will be developed during the current summer school term and implemented in the Fall 2009 Semester so that the Board can make the final decision at its last meeting of 2009 on December 1.

One of the grant responsibilities of the college administration is to keep the AtD initiative goals and progress disclosed to the community. In that regard, Dr. Sharon Seals made AtD presentations with MS Power Point program assistance to the Malvern Lions Club on April 22, 2009 and to the Malvern Rotary Club on May 12, 2009. Additionally, Ms. June Prince made a presentation to the Malvern PEO women's association in April 2009.

3. THE STUDENT SUCCESS CENTER IN STUDENTS AFFAIRS MAKING PROGRESS

The Student Success Center provides a variety of student support services aimed at improving student retention and graduation rates. Since students who have to take two or more developmental (remedial) courses (we refer to them as Transitional Students) are considered at high risk of dropping out, we make a great effort to try to help them succeed. The charts below shows the student success rates of these students back to the Fall Semester of 2007.

This first chart shows student retention rates from one semester to the next:

Beginning Semester	Entering their			
	2nd sem	3rd Sem	4th Sem	5th Sem
Fall 07	81%	57%	30%	5%
Sp 08	81%	58%	52%	(TAA students)
Fall 08	67%	33%		
Sp 09	87%	(have registered for the Fall 09 semester)		

Ms. June Prince just reported that our 2008 IPEDS student cohort had a 21 percent graduation rate and an additional 22 percent transfer rate, i.e., 43 percent of our students either graduated or transferred – both types are considered student successes.

The following chart shows the raw numbers of Transitional Students succeeding in subsequent semesters since the Fall Semester of 2007:

Beginning Semester	Enrolled				
	1 st sem	2 nd sem	3 rd sem	4 th sem	5 th sem
Fall 07	54	44	31	16	3
Sp 08	31	25	18	16	
Fall 08	64	43	21		
Sp 09	23	20			

OTC is experiencing the greatest loss of these high-risk students not at the beginning of their 2nd and 3rd semester but at the mid-term of their second semester.

Academic Alerts for the Spring 2009 Semester

Academic alerts are supposed to be sent to the Student Success Coordinator by the instructor on each student when either/or her grades drop below a "C" or she has missed 1/2 of the instructor's attendance policy – this is the point that the student's grades are negatively affected by absences or repeated tardies. As soon as we get an alert from an instructor telling us that this student is headed toward a "D" or "F" grade, our Student Success Coordinator attempts to contact the student via telephone, email or snail mail to invite them in for a counseling visit in hopes of learning what challenges the students is dealing with and to refer them to tutoring or assistance with other problems (employment assistance, child care, training with time management, studying, household budgeting, test taking, and etc.) depending on the need.

481 Academic alerts were received on 291 students for the Spring 2009 Semester. We have not had a chance to check final grades to see how successful all these students were. However, at the mid-point of the Spring 2009 Semester 32% (55 of 171) of students failing two or more classes were "alerted" and invited in for counseling. Of the 22 students who were failing all classes, 7 were not "alerted" for some reason. During the term, 145 students were "alerted" and 91 were either passing or withdrew with "W"s (A grade of W indicates that the student withdrew from the course with a passing grade) at midterm and 63% were referred for assistance and received helped in some manner before failing classes at midterm showing that the academic alert system does work.

4. DEVELOPMENT OFFICE, FUND RAISING, AND FOUNDATION UPDATE

The following shows the actual cash total for each Foundation account as of May 26, 2009.

Scholarship Endowment	\$ 11,764
Building and Equipment	\$ 5,187
Unrestricted	\$ 9,205
Total	\$ 26,156

The total amount in the Foundation accounts is up approximately \$2,000 from the previous report. Expenses for OTC's Commencement Ceremony were \$450 and were paid from the Foundation Unrestricted account.

Eight faculty and staff members and four students of Rich Mountain Community College lost their homes during the deadly tornado that hit Mena last month. OTC employees and board members have been contributing to an account through the OTC Foundation that has been set up for donations for these individuals. As of Tuesday, May 26, \$340 has been collected and will be sent to RMCC to help meet the personal needs of these individuals.

The next OTC Foundation Board meeting is scheduled for Thursday, June 4. Plans will begin at that time for the Foundation's fall fundraiser, the Big Bingo Bash.

As you may recall, on February 6, the Investment/Finance Committee met and determined that the following investments would be made with funds from the Foundation:

1. \$50,005 was invested in AT&T GLOBAL NOTE 5.8% DUE ON 02/15/2019 with Edward Jones Kinney Black. Price \$99.43/\$100.
2. \$100,000 was invested in BLACKROCK GLOBAL ALLOCATION FUND (call MDLOX) with Smith Barney, Gary Williams, (7,423.905 shares at \$13.47). Today at \$14.42 so we are up about a dollar a share or about \$7,423.

Added to these amounts is a one-year CD earning 3 percent that was placed at the MNB Bank in January 2009, after competitive bids were received from area financial institutions, The amount of the CD is \$240,000.

5. OTC's EFFORT TO GET TEN-YEAR REACCREDITATION WITH THE HIGHER LEARNING COMMISSION IS WELL UNDERWAY

As previously reported, the most important project that the faculty and staff will undertake over the next year and a half is to secure reaccreditation for the college. This is the single most important thing in the life of an institution of higher learning. This project is important enough that we will include an update presentation during each Board meeting from now until we acquire reaccreditation. Ms. June Prince is our Steering Committee Chair and Dr. Sharon Seals is our Vice Chair. One of them will present an update to the Board at every regular meeting in the foreseeable future.

END This concludes my report for this period. We look forward to seeing you at 5:00 p.m. on Tuesday, June 2, 2009. A light dinner snack with sweets and beverages will be available for you after 4:30 p.m. in the Board Room where we will have the meeting. Future Board meetings are scheduled later this year on July 28, 2009; September 29, 2009; and December 1, 2009. You are invited to our GED graduation at 7:00 p.m. on Thursday, June 24, 2009 at the Malvern Community Center on West Moline Street.

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

Attachments:

OUACHITA

TECHNICAL COLLEGE

Ouachita Technical College, public two-year institution of higher education accredited by the Higher Learning Commission, NCA, seeks candidates for **Vice President for Instruction**, (full-time 12-month) the chief academic officer responsible for providing leadership for all matters instructional, supervises division chairs and faculty, reports to the President, and is a member of the President's Executive Committee. **Qualifications:** Doctorate in higher education administration or related field preferred; 3 years documented college-level experience in teaching, supervision of faculty, and administration of programs. The salary, based on qualifications, is budgeted in the upper-\$60s. Applicant screening by the search committee begins June 22, 2009, with the position remaining open until filled after that date and with an August start date. Refer to Current Job Openings at www.otcweb.edu for a detailed job description. For more information, contact Barry Ballard, 501-332-0232 or bballard@otcweb.edu. OTC is a comprehensive two-year college with 1,600 students serving rural communities in a five-county area located in Malvern, Hot Spring County, Arkansas, one hour southwest of Little Rock. Hiring procedures include drug testing and background check. Send a letter of application, a detailed resume, and transcripts to Ms. Rhonda Smith, Personnel Officer, rhonda@otcweb.edu, OTC, 1 College Circle, Malvern, AR 72104. OTC is an equal employment opportunity affirmative action institution and minorities are urged to apply.

OUACHITA

TECHNICAL COLLEGE

JOB TITLE: Vice President of Instruction

CLASSIFICATION: A-04, Administrative

DATE: May 28, 2009

JOB DESCRIPTION

The Vice President of Instruction is the chief academic officer (CAO) of the institution and responsible for the planning, operations, development, and evaluation of all matters relating to instruction. The incumbent reports to the President and supervises division chairs, faculty, adjunct instructors, clerical staff, part-time staff, the directors of the Library and the Ouachita Area High School Career Center, and other instructional and support staff as assigned. The Vice President is a member of the President's Executive Committee.

FUNCTIONAL RESPONSIBILITIES (Illustrative Only)

1. Creates and maintains an environment where planning, developing, budgeting and delivery of instructional programs and services occur in a creative manner and where assigned personnel development practices lead to highly qualified and motivated faculty and staff.
2. Develops departmental budget and capital equipment recommendations and implements sound fiscal control practices to monitor its administration.
3. Ensures compliance with institutional and external agency policies and practices within span of control including the accreditation requirements of the Higher Learning Commission and the credentialing, course and program requirements of the Arkansas Department of Higher Education/Arkansas Higher Education Coordinating Board.
4. Assesses educational needs and quality assurance programs for instructional programs and services.
5. Acts as liaison to area secondary schools, post-secondary institutions, and other appropriate educational providers within the state and service area, including the development and maintenance of articulation agreements with universities to facilitate student transfer.
6. Makes staffing decisions, ensures proper staffing assignments, evaluates instructional services staff and is responsible for increasing faculty diversity.
7. Administers grants initiated by this office, for example the Federal Perkins grant, and coordinates with personnel on campus for the successful operation of other grant programs administered elsewhere on campus.
8. Performs other duties as assigned, consistent with commonly accepted practices.

QUALIFICATIONS:

Doctorate in higher education administration or related field preferred. Documented college-level experience in teaching; supervision of full-time and adjunct faculty, and classified staff; and administration of instructional programs (academic or career and technical) required. Three years of higher education supervisory experience of professional staff and excellent verbal and written communication skills and computer skills required.

Reviewed By _____
President

Date _____

Received By _____
Employee

Date _____

5-19-09

Editorial

Just questions from taxpayers

A plan to give some Arkansas government employees a pay rise got the green light by top state officials last week.

Starting June 28 those employees, approximately 35,000 of them, will have some additional money in their pockets.

One estimate is that the average increase will be \$1,000 per year. Full implementation of this will cost \$46 million. Half of that would be from federal funds, cash funds and a variety of other resources. The other half would be come from general revenues derived mostly from sales taxes and income taxes.

Collections from those have reportedly been down on four of the past five years.

Officials indicate they feel the raises for the lower-paid positions will help prevent or at least reduce turnover.

Despite the fact one official reportedly called the state in a "deep recession" the new pay plan will be implemented, according to Richard Weiss, the state's chief fiscal officer, without any tax increases.

This year's \$71 million tobacco tax increase passed by the Legislature to pay for health-related programs won't pay for the pay raises and will go into a general pool of general revenue.

So is that money going into the general revenue pool being used exclusively for health-related program, as advertised?

That's a fair question. But the real question might well be, if these government employees are jumping ship for other jobs, where are they going?

With the average taxpayer being for the most part, people who don't know if they can afford to put groceries on the table or pay utility bills, and not even knowing they'll have a job in the coming months, it's hard to justify divvying out pay raises for government employees.

Memo

To: Members of the Board of Trustees

From: Barry Ballard, President *BB*

Date: January 21, 2009

Re: Update on Various Issues

Below is a list of significant items and activities at Ouachita Technical College about which I think you will be interested. In this bi-monthly report to you I try to include things that I think you would want to know about the operation and management of OTC that you probably would not otherwise read about in newsletters, email and reports received during the official Board meetings?" These items are in no particular order.

1. OTC HOSTS SYKES ENTERPRISES START UP Ouachita Technical College has been the site of numerous meetings and interviews of prospective employees for Sykes Enterprises since mid November when the company held their very successful job fair. The company remains intent on starting up their business here in Malvern the first week of March. Numerous construction- related subcontractors (carpentry, plumbing, electrical, painting, etc.) and their employees are busy converting the old Walmart building in north Malvern to a large customer service call-in center to support their telecommunications and financial services customers. When finished, the space will contain 495 employee work spaces; several restrooms; break rooms; management, personnel and supervisors offices; conference/training rooms, and reception space.

Company managers continue to meet and interview prospective employees on campus and to do some new employee orientation and training. These managers are using the office space recently vacated by our Arts and Sciences faculty when they moved to the new building last semester.

Their current plans are to start with about 190 new employees on March 2, 2009 and then add about 50 more new employees a month for a year or until they get up to about 500 employees. This is a fine new employer for our area.

2. PROBLEMS WITH THE NEW ARTS AND SCIENCES BUILDING

Just when we thought everything about our new building was almost perfect, we have run into a serious problem with the carpeting, of all things. The carpet in the classrooms, offices and nearby hallways is actually commercial grade carpet tiles. We went with this system because our maintenance department can remove and replace individual tiles when they get worn or damaged with use. In our heavy student and employee use areas (student services offices, hallways near classrooms and classroom doorways), we have to replace the carpet every three to five years. With the carpet tile system, we only have to change out the worn and damaged spots which will, theoretically, save us maintenance costs for many years to come.

The problem that we have experienced is the edges of the individual carpet tiles are rolling up causing a potential hazardous situation if people trip and fall as a result. The appearance of the carpet is also diminished significantly with the edges rolling up. During the Christmas holiday break, the flooring subcontractor replaced many of the tiles in those areas that were particularly problematic. However, they continue to roll up. Early in January 2009, we had a factory representative here to examine the installation and to discuss the problem with the general contractor, the subcontractor and the architect. The factory rep pointed out that the moisture levels in the concrete subfloor must have less than 70 % moisture, otherwise the new bio-adhesive required by E.P.A. loses its adhesion (actually it liquefies and becomes the consistency of mayonnaise when there is a lot of moisture present). During his visit on campus, the factory rep used a hand held meter and reportedly measured moisture levels in the concrete significantly above the 70% level. Now the finger pointing has started. Who is at fault? The subcontractor suggests that water is leaching into the ground-level slab subflooring creating high moisture levels (this might be possible from the sides but not possible from the bottom because of the moisture barrier installed by the general contractor and certified by the architect), but that would not account for the tiles on the second floor rolling up. No water can possibly be seeping into the second floor concrete subflooring.

The general contractor is still holding \$18,000 from paying the flooring subcontractor because the problem has persisted from the beginning. The subcontractor has not paid the manufacturer. The general contractor has ordered a certified moisture analysis on the floor for this coming weekend. The test takes 72 hours so it will be going on from Friday until Monday. I will be contacting our attorney to seek advice on what we should be doing. We have a one-year guarantee on the building including material and workmanship. Putting down commercial carpeting now to replace the tiles and the adhesive would easily cost \$100,000.

3. DEVELOPMENT OFFICE, FUND RAISING, AND FOUNDATION UPDATE

The following shows the actual cash total for each Foundation account as of December 31, 2008.

Scholarship Endowment	\$357,968
Building and Equipment	\$ 44,980
<u>Unrestricted</u>	<u>\$ 5,974</u>
Total	\$408,922

This total is up from our last report that showed a total of \$407,364.

On December 11, OTC hosted the annual Jingle with Kringle, an open house that provides the children in the community the opportunity to come by and visit with Santa Claus, have some refreshments, and watch a Christmas movie. A photo with Santa could be purchased for \$3.00 each and the proceeds totaling \$513.00 went to the OTC Foundation. A total of 384 guests attended this event.

A recent report indicated that 62 OTC full-time employees (60%) gave to the Foundation through payroll deduction in 2008 and those donations totaled \$12,061.40.

4. THE EVEN START GRANT FUNDING HAS BEEN LOST

The federal government has terminated the Even Start program designed to provide a family literacy program along with early childhood education. We have had a very successful program for about five years. The U.S. Department of Education has redirected the funding to other early childhood education programs that it deems more effective.

We, along with many others across the country, had lobbied the Bush Administration on this decision all last fall but with no success. They did not fund us for the 2008-09 school years, but they allowed us to keep the program going into the current school year using unspent, carry over funds from last year. Now that money is all gone and we have had to shut down the program which was located at the Workforce Center and included the Parent Resource Room and a child care center equipped to handle infants to school age children. We were sad to close down the childcare resource since so many adult education and college students benefited from it.

5. THE 2009 SPRING SEMESTER IS UNDERWAY The 2009 spring semester started on January 12, so we are near the end of the first two weeks of class. Our preliminary college headcount is currently about 1,500 students. We are still adding registrations for high school concurrent enrollments as they typically come in late even though the students have been attending their college classes since January 5. However, we have also not conducted the purge of registrations of regular college students who may not have paid their tuition bill, arranged for paying it out (signed a note), or did not qualify for financial aid. The

eleventh class day (official count day) is next Tuesday, the same day as the Board meeting, and we hope to have a more official count to report at the meeting. In the spring semester 2008, a year ago, we had 1,422 students, so it looks like our college enrollment will be about the same as last year. Our Ouachita Area High School Career Center has a much-improved enrollment when compared to last year.

Our current career center enrollment is 304 students. A year ago, its enrollment was 236, i.e., it is now 28% greater than it was last year. Adult education, WAGE, apprenticeship and workforce training are all doing fine with good numbers as well.

6. OTC's EFFORT TO GET TEN-YEAR REACCREDITATION WITH THE HIGHER LEARNING COMMISSION GETS UNDERWAY THIS SEMESTER

The most important project that the faculty and staff will undertake over the next year and a half is to secure reaccreditation for the college. This is the single most important thing in the life of an institution of higher learning. Periodically, we have to prove that we meet certain standards and do a quality job of educating college students. We will do that by compiling a tremendous amount of documentation in the form of an institutional self-study report that has to undergo the scrutiny of a visiting team sent by our accrediting association. The scrutiny is sufficiently rigorous to get the approval of the U.S. Department of Education, without which we would lose our ability to participate in federal financial aid programs.

We have developed a detailed long-range plan to get this monumental task completed successfully and on time. The Higher Learning Commission has already coordinated with us and set the dates, in September of 2010, when the visiting team will be on campus. Almost every full-time employee will be involved in getting this task completed. During the Board meeting next Tuesday evening, we will review with you the details of our plan.

END This concludes my report for this period. We look forward to seeing you after at the first regular Board meeting of the new year at 5:00 p.m. on Tuesday, January 27, 2009. A light dinner snack with sweets and beverages will be available for you after 4:30 p.m. in the Board Room where we will have the meeting. Future Board meetings are scheduled later this year on March 31, 2009; June 2, 2009; July 28, 2009; September 29, 2009; and December 1, 2009.

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