

**President's Report  
to the Board of Trustee  
November 1, 2018**

*This report is intended to provide members of the Ozarka College Board of Trustees with information regarding Ozarka College activities and accomplishments.*

**Upcoming Events of Interest**

- November 1           Single Parent Scholarship Reception – Ash Flat Campus
- November 5           Pollinator Workshop – Ash Flat
- November 6           Agriculture and Welding Program Review – Melbourne Campus
- November 9           White River Area on Aging Medicare Part D Workshop – Ash Flat Campus
  
- November 12          American Voices – Melbourne Campus
- November 13          Retired Teachers Meeting – Melbourne Campus
- November 16          White River Area on Aging Medicare Part D Enrollment Fair – Mountain View Campus
  
- November 27          Capping and Pinning Ceremony – Melbourne Campus
- November 29          Sharp County Extension: How to Talk to your Doctor – Ash Flat Campus

**Ozarka College Events – Last Month's Events**

- October 1           4-H Awards Banquet – Melbourne Campus
- October 2           Youth Leadership Orientation – Mountain View Campus
- October 3           Friends of the Library Meeting – Melbourne Campus
- October 9           WRMC Ortho Robotic Presentation – Melbourne Campus
- October 16           Retired Teachers Meeting – Melbourne Campus
- October 18           American Red Cross Blood Drive – Ash Flat Campus
- October 18           FCCERS Refresher – Ash Flat Campus
- October 22           Izard County Early Voting – Melbourne Campus
- October 23           College Planning Day – Melbourne Campus
- October 25           American Red Cross Blood Drive – Mountain View Campus
- October 25           Sharp County Extension: Ballot Issue Education – Ash Fat Campus
- October 30           Pollinator Workshop – Ash Flat Campus
- October 30           American Red Cross Blood Drive – Melbourne Campus

**College Governance**

- I have made some organizational structure and reporting changes to enhance effectiveness. Campus directors now report directly to our Provost, Dr. McClanahan; this will more directly integrate academics with the needs of each campus. Vice President of Student Services, Dr. Wilson, now reports directly to the president. Vice President of Administration, Jason Lawrence, is now also responsible for the Business Outreach.
- We are very pleased that Mike Watson has joined our Board of Trustees. He knows the College very well and continues to be committed to our students' success!

## **Academics**

*Dr. Keith McClanahan, Provost and Executive Vice President of Learning:*

- 4H Awards Dinner, Melbourne – October 1
- College Planning Day, Melbourne – October 23
- Submitted the Letter of Notification (LON) to ADHE for the AS in Environmental Science degree which will be a 2+2 with Arkansas Tech University – October 30

## **Student Services/Enrollment Information**

*Dr. Josh Wilson, Vice President of Student Services:*

- Facilitated planning for October and early November campus events: College Planning Day (Oct. 23); Agriculture Preview Day (Nov. 6); and American Voices: Veterans and Transition to Civilian Life (Nov. 12)
- Presented session at ACC Conference: Student Access and Success: A Guide to Data-Informed Recruitment & Retention Practices. Chris Lorch co-presenter, Oct. 15
- Co-conducted a Screencast led by Chris Lorch on Spring Registration activities and protocol to maximize student fall-to-spring retention
- Prepared for fall mid-semester Student Housing meeting, including revising Handbook procedures and scheduling fire safety drill.

*Zeda Wilkerson, Registrar, Records, and Testing:*

- Kelly Graham and Zeda Wilkerson both became Certified Ability to Benefit proctors for Accuplacer.
- Program Descriptions are being updated for our website.
- Early planning is underway for Spring Fling.
- The Arkansas Department of Health 18-19 Immunization Survey has been submitted.
- Accuplacer testing is picking up in advance of registration opening
- Criterion 1 Committee met to review writing guide assignment
- Submitted Student Affairs Committee Charge revision proposal to Faculty Council

*Laura Lawrence, Director of Financial Aid:*

- Cohort Default Rates were published, Ozarka College 2015 Official CDR is 14.1% and our draft rate for 2016 CDR will be around 13.0%; both under our goal of keeping under 15%
- Conducted Financial Aid High School presentations at Highland, Viola, Mammoth Spring, Melbourne, Thayer, and Calico Rock
- Administered October ACT testing to 30 local high school students
- Conducted exit loan counseling to the Mammoth Spring nursing students

*Tess Weatherford, Associate Director of Financial Aid/Veteran Services*

- Financial Aid Nights:
  - Highland High School, October 2.
  - Viola High School, October 4
  - Melbourne High School, October 9
  - Mammoth Spring High School, October 18
  - Mountain View High School, October 23

- Calico Rock High School, October 29
- Thayer High School, October 30
- ACC Conference, Little Rock, October 14-16
- Commercial Pilot program VA certified.

*Rylie Bevill, Director of Admissions:*

- Attended ArkACRAO fall conference in Little Rock
- 14 college fairs
  - Searcy
  - ASU-Beebe
  - Greene Co Tech
  - Paragould
  - Piggot
  - Astate
  - ASUN
  - UACCB
  - Ozarka College
  - Mountain Home High School
  - Highland High School
  - William's Baptist University
  - West Plains, MO
  - Winona, MO
- ACCUPLACER proctoring at Highland High School
- High school visits underway: Mammoth Spring and Cave City
- Led Cave City seniors came for campus visit and tour
- Financial Aid night at Calico Rock HS

### **Career Pathways**

*Amanda Engelhardt, Director of Career Pathways:*

- As of this month, 12 CPI students have been accepted into the RN program and have been offered the RN package for the spring.
- Letters were mailed out inviting all 2019 RN students that are eligible to join CPI.
- Provided transportation assistance (\$50 prepaid gas card) for 57 students.
- Childcare assistance has been awarded to 1 student for the fall semester.

### **Career Planning Services**

*Kendra Smith:*

- Conducted PAX-PN Preparatory Workshops at all four Ozarka locations for a total of 50 LPN applicants
- Contacted all advisees and targeted outreach students regarding midterm grades and registration
- Conducted career planning workshop for Freshman Seminar class in Mammoth Spring
- Contact possible panelists for Dr. Orr's agriculture industry workshop
- Discussed CTE programs with students and parents at Highland High School Parent/Teacher Conference

- Co-conducted HLC Criterion Two team meeting with Brandy Gore
- Met with Diversity/Cultural Events Committee to finalize plans for American Voices event
- Met with HLC Steering Committee to review/discuss writing assignment

### **Career Planning Services**

*Kelly Shell*

- Continuing contacts for AAS Business Tech, TC Health, AS Criminal Justice, and non-traditional gender students over midterms and registration
- Contacted current unenrolled apps/advisees about registration
- Assisted with Parent/Teacher conference coverage for Rural Special with Megan Carpenter
- Held an initial planning meeting with Aviation team, Kendra, and Dr. Dawe for the upcoming spring industry workshop; drafting promotional flyers for workshop
- Met with HLC steering committee to continue work writing assignments
- Coordinated with Faculty on Perkins equipment purchases
- Continued to work on planning for Agriculture's industry workshop

### **TRIO Student Support Services**

*Tracy Cone, Director of TRIO:*

- Continued reviewing TRIO application and enrolling eligible participants
- Received approved budget for FY19 from Program Specialist in Washington, D.C.
- Completed midterm evaluations with program participants
- Cultural Event: Murrays Dinner Theater, October 10

### **Finance**

*Tina Wheelis, Vice President of Finance:*

- The second disbursement for student loans was on October 25<sup>th</sup>. This completed all of the major financial aid disbursements for the semester.

### **Planning and Institutional Research**

*Dr. Deltha Sharp, Associate Vice President of Planning and Institutional Research:*

- Received positive Multi-Location Visit report from HLC
- Conducted Steering Committee October meeting
- Attended all Criterion Team Meetings
- Completed Review of CCSSE Data

### **Administration**

*Jason Lawrence, Vice President of Administration:*

- John E. Miller Education Complex is currently being painted
- See Schedule of Events

### **Grounds**

*Shane Kinion, Grounds – Landscape Supervisor:*

- Routine maintenance on all campuses

## **Maintenance/Facilities**

*Marty McFarlin, Director of Maintenance:*

- Preventative maintenance on all campuses

## **Safety**

- No issues reported

## **Ash Flat**

*Angela Phipps, Campus Director:*

- PAX-PN Workshop-Career Services – October 3
- FCCERS refresher – October 18
- Extension Office – Ballot issue education – October 25
- Halloween Bash – October 31

## **Mountain View**

*Megan Carpenter, Campus Director:*

- Youth County Leadership Orientation, Mountain View – October 2
- Real Estate Licensure Renewal, Mountain View – October 3
- Stone County Fitness Center Meeting Stone County Fitness Center, Mountain View – October 3
- PAX-PN Workshop-Career Services, Mountain View – October 3
- Welcome Reception for the Arts Council Craft School, Mountain View – October 3
- Stone County Heath Unit Flu Shots, Mountain View – October 4
- Stone County Community Resource Council Meeting at Dorcas House – October 8
- Arkansas Rehabilitation, Mountain View – October 11
- GED Program Committee, Mountain View – October 17
- Parent Teacher Conference Night: Timbo High School, Rural Special High School, Mountain View High School – October 18
- Mountain View High School Tour, Mountain View – October 23
- Timbo High School Tour, Mountain View – October 23
- Mountain View High School Financial Aid Night, Mountain View High School – October 24
- Arkansas Rehabilitation, Mountain View – October 26
- Bean Festival Bean Pot Sponsor, Mountain View – October 27
- Halloween Costume Contest, Mountain View – October 31

## **Mammoth Spring**

*James Spurlock, Campus Director:*

- PAX Test Preparation Workshop – October 4
- KSAR Radio Interview – October 8
- SGA Food Drive – October 15-November 12

## **Continuing Education**

*Fay Mitchell*

- Spin/Cycle Class, Melbourne – October 1, 15, 22, 29
- Yoga Fundamentals, Ash Flat – October 11, 18, 25
- Yoga Fundamentals, Melbourne – October 9, 23, 30
- Immune Boosting Herbs & Wild Edibles, Ash Flat – October 18
- Total Body HIIT, Melbourne – October 1

### **Advancement**

*Suellen Davidson, Director of Advancement:*

- Preparations for Quarterly Foundation Board meeting for November 6
- Planning for Holiday Events
  - Melbourne – November 30
  - Ash Flat – December 1
  - Mountain View – December 1
- Preparing for end of year ask
- Assisted with planning for Agriculture Preview Day

### **Public Relations and Marketing**

*Kendra Collier, Director of Public Relations and Marketing:*

- Submitted 9 press releases in August regarding continuing education classes, new programs, student pilot, etc.
- Created social media posts regarding above listed press releases, Ash Flat Halloween Bash, Ag Day Event, etc.
- Engaged with viewers by creating the 13 Days of Halloween on platforms
- Provided weekly content for Instagram and Facebook.
- Designed and printed flyers for continuing education
- Designed and printed flyers for Ag Day Event
- Designed ads for Business Spotlight and Avenues
- Created “giveaway” bags for other campuses
- Took sponsorship photos for upcoming events
- Designed and printed new program brochures for different departments
- Attended HLC meeting and wrote sentences for program
- Made survey cards for AG
- Uploaded and edited all pictures for each event this month
- Met with Suellen for Parade event planning
- Uploaded Fact Sheet
- Created brochure for AG department and aviation department
- Created flyer and took pictures of flu clinic
- Took pictures of Culinary decorating Halloween food and Gingerbread houses
- Took pictures for the College Fair in Melbourne and Mountain Home

*Trish Miller, Director of Adult Education:*

- Jennie Robinson, Program Advisor; Bridget Criner, Associate Director; Kimberly Freeman, Project Specialist; and Dianne Doyle, GED Program Coordinator conducted our Program Review and GED Testing Site Visit – October 16-18

## **Travel/College Representation**

### *Dr. Dawe, President:*

- Ps/Cs Meeting, Little Rock, AR – October 1
- Ps/Cs Meeting, Little Rock, AR – October 2
- ACC Executive Committee Meeting, Little Rock – October 8
- Joint Budget Committee Meeting, Little Rock – October 30
- PACE Advisory Board Meeting, Jonesboro – October 31

### *Dr. Keith McClanahan, Provost and Executive Vice President of Learning:*

- ARNEC meeting, Little Rock – October 14
- Arkansas Community Colleges Annual Conference, Little Rock – October 14-16
- ADHE meeting, Little Rock – October 26

### *Tina Wheelis, Vice President of Finance:*

- Tina Wheelis, Arkansas Association of College and University Business Officers (AACUBO) Fall Conference, Little Rock, AR – October 1-2
- DeeDe Steed and Tina Wheelis, Arkansas Higher Education Consortium (AHEC), Broker Presentations, Little Rock – October 22-23

### *Suellen Davidson, Director of Advancement:*

- Arkansas Community Colleges Conference, Little Rock – October 13-16

### *Kendra Collier, Director of PR & Marketing:*

- Aviation Department photos – October 8-11
- Attended ACC Conference, Little Rock – October 14-16
- Traveled to Ash Flat for Diversity meeting and meeting with Ken – October 19
- Went to Mountain Home with Rylie for college fair – October 23

### *Student Services:*

- Tracy Cone, Mandy Brooks, Bryan Jeffery, and Shelia Titus attended AASAP Conference, Hot Springs, AR – September 30 – October 2
- Dr. Wilson, ATIXA Title IX Workshop, Philadelphia, PA - October 6-9
- Tiffney Miller, DHS meeting with Fulton County DHS Supervisors – October 8
- Pam Miller and Kay Adkins, Arkansas Association of Student Financial Aid Administrators Hot Springs, AR – October 11 & 12
- Dr. Wilson and Tess Weatherford, Arkansas Community Colleges, Little Rock, AR – October 14 – 16
- Tiffney Miller, DHS meeting with Sharp County DHS Supervisors – October 15
- Lindsey, Met with Administrator at Stone County DHS office – October 18
- Tiffney Miller, DWS meeting, Ash Flat DHS office – October 19
- TRIO staff, Student Transfer Trip Lyon College – October 29

### *James Spurlock, Mammoth Spring Campus Director:*

- Thayer Chamber of Commerce Meeting, Thayer, MO – October 2

- Thayer High School Football Concession Stand, Thayer, MO – October 5, 19
- Thayer/Mammoth Spring Rotary Club Meeting, Mammoth Spring, AR – October 3,10,17,24,31
- Thayer High School REALL Simulation, Thayer, MO – October 17
- Mammoth Spring High School Official Recruiting Visit, Mammoth Spring, AR – October 18
- Mammoth Spring Chamber, Mammoth Spring, AR – October 18
- Mammoth Spring High School FAFSA Night, Mammoth Spring AR – October 18
- West Plains High School College Fair, West Plains, MO – October 25
- Winona High School College Fair, Winona, MO – October 25
- Spooktacular Event-Ozarka College Booth, Mammoth Spring, AR – October 27
- Thayer High School FAFSA Night, Thayer, MO – October 30

*Angela Phipps, Ash Flat Campus Director:*

- Highland High School FASFA night, Highland – October 2
- Salem High School student meeting, Salem – October 8
- Highland High School Accuplacer testing, Highland – October 10
- Arkansas Community Colleges Conference, Little Rock – October 14-16
- Highland High School Parent/Teacher Conference, Highland – October 18
- Diversity & Cultural Events committee meeting – Melbourne – October 19
- Innovation Hub Board Meeting – Cherokee Village – October 22
- Highland High School College Fair – Highland – October 23
- Highland High School ACAC (Ark. College Application Campaign) – Highland – October 24
- Oktoberfest fundraiser for Innovation Hub – Cherokee Village – October 25
- Campus Director meetings – Melbourne – October 26

*Megan Carpenter, Mountain View Campus Director:*

- Foundation Scholarship Reception, Melbourne – October 11
- Financial Aid Committee Interviews, Melbourne – October 13
- HLC Criterion 5 Committee Meeting, Melbourne – October 12
- Arkansas Community College Conference, Little Rock – October 14-16
- Youth Leadership Volunteer, Little Rock – October 30

*Trish Miller, Director of Adult Education:*

- Kendall Morrison attend LD Comprehensive training in Little Rock – October 25-26

**Tentative Discussion Items for Next Board of Trustees Meeting:**

- Summer Board Planning Meeting topics
- Enrollment Update

**Tentative Action Items for Next Board of Trustees Meeting:**

- Naming opportunity for Student Housing
- Monthly and Year-to-date Financial reports

**Kudos:**

- Very well done to Dr. Casey Orr for planning and producing an outstanding Ag and Welding Program Review for regional High Schools.
- Diversity and Cultural Events committee did a great job with the Veterans Day event.

**Dr. Dawe's Comments:**

- We are approaching the end of the Fall semester and looking forward to Christmas break and the holiday routine and festivities at Ozarka College. This seemed like a short semester but was very productive for our College. We are in the final planning stages for Spring and looking forward to a great 2019!

**Monthly Financial Reports:**





		Approved 2018 - 2019 Budget	Adjustments to 2018 - 2019 Budget	Revised 2018 - 2019 Budget	Actual Month to Date Revenue/Expense	Actual Year to Date Revenue/Expense	Budgeted Balance to Collect or Balance to Expense
1	Ozarka College						
2	Restricted Funds						
3	July 1, 2018 through October 31, 2018						
4							
5							
6							
7							
54	<b>Expenditures:</b>						
55	<b>Student Aid Expenditures</b>						
56	AR Challenge Awards	200,000		200,000	3,000	102,750	97,250
57	AR Future Grant	50,000		50,000	10,165	10,165	39,835
58	AR Workforce Challenge	75,000		75,000			75,000
59	Go Grant	50,000		50,000	1,000	2,500	47,500
60	Federal Work Study	50,000		50,000	4,866	12,440	37,560
61	PELL Grant	3,200,000		3,200,000	46,261	1,447,660	1,752,340
62	SEOG Awards	30,000		30,000	15,000	15,000	15,000
63	Student Loans	1,500,000		1,500,000	271,770	549,642	950,358
66	Miscellaneous Scholarships		35,000	35,000		21,250	13,750
67	<b>Student Aid Expenditures</b>	<b>5,155,000</b>	<b>35,000</b>	<b>5,190,000</b>	<b>352,062</b>	<b>2,161,407</b>	<b>3,028,593</b>
68							
69	<b>Federal Grant Expenditures</b>						
70	Career Pathways Initiative	257,200		257,200	22,169	110,627	146,573
71	Carl Perkins	119,000		119,000	7,749	29,891	89,109
72	Direct & Equitable Grant	26,100		26,100	2,039	6,925	19,175
73	TRIO Grant	311,500		311,500	24,531	101,230	210,270
74	<b>Federal Grant Expenditures</b>	<b>713,800</b>	<b>-</b>	<b>713,800</b>	<b>56,489</b>	<b>248,672</b>	<b>465,128</b>
75							
76	<b>State Grant Expenditures</b>						
77	Welding Grant		80,000	80,000	18,290	33,235	46,765
79	Special Projects			-	3,854	3,854	
80	Adult Basic Education Grant	129,700		129,700	10,062	40,833	88,867
81	Education & Training Grant	63,000		63,000	1,463	4,117	58,883
82	Blue & You			-	28	549	(549)
83	General Adult Education Grant	58,500		58,500	4,894	18,774	39,726
84	<b>State Grant Expenditures</b>	<b>251,200</b>	<b>80,000</b>	<b>331,200</b>	<b>38,591</b>	<b>101,363</b>	<b>233,691</b>
85							
86	<b>Total Restricted Expenditures</b>	<b>6,120,000</b>	<b>115,000</b>	<b>6,235,000</b>	<b>447,142</b>	<b>2,511,442</b>	<b>3,727,412</b>
87							
88							
89	A = Grant Awarded after budget was prepared						
90	B = Grant Awarded after start of fiscal year						
91							

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Ozarka College												
2	Unrestricted Current Funds - Fiscal Comparison												
3	July 1, 2018 through October 31, 2018												
4													
5													
6													
7													
8													
9	<b>Revenues:</b>												
10	Tuition & Related Fees	2,738,490		1,150,448		42.01%		2,782,340			1,161,708		41.75%
11	Program & Course Related Fees	584,935		194,363		33.23%		435,465			150,766		34.62%
12	Testing Services	84,480		37,462		44.34%		72,850			24,928		34.22%
13	Sales Tax Proceeds	460,800		121,865		26.45%		468,600			119,232		25.44%
14	Interest Income	5,775		5,611		97.16%		4,685			1,218		26.00%
15	Other Income	65,475		22,787		34.80%		67,270			34,509		51.30%
16	General Revenue	3,126,475		1,082,822		34.63%		3,126,500			1,045,367		33.44%
17	Workforce 2000 Funding	1,255,855		412,046		32.81%		1,271,850			418,618		32.91%
19	Auxiliary Income - Culinary Café	0		1,121		0.00%		9,900					0.00%
20	Auxiliary Income - Student Housing	0		9,372		0.00%							0.00%
25	<b>Total Unrestricted Revenues</b>	<b>8,322,285</b>		<b>3,037,897</b>		<b>36.50%</b>		<b>8,239,460</b>			<b>2,956,346</b>		<b>35.88%</b>
26													
27	<b>Expenses:</b>												
28	Regular Salaries	4,427,595		1,330,752		30.06%		4,432,180			1,307,438		29.50%
29	Extra Help Salaries	120,700		22,960		19.02%		108,800			25,861		23.77%
30	Fringe Benefits	1,676,940		473,642		28.24%		1,688,420			471,171		27.91%
31	Supplies & Services	1,120,305		397,619		35.49%		1,068,945			406,912		38.07%
32	Travel	101,750		44,208		43.45%		83,015			30,603		36.86%
33	Utilities	455,100		155,740		34.22%		444,460			128,789		28.98%
34	Capital Outlay	8,750		2,959		33.82%		39,960			21,031		52.63%
35	Bond Payments	374,830		0		0.00%		373,680					0.00%
37	Contingency	36,315				0.00%							0.00%
38	<b>Total Unrestricted Expenditures</b>	<b>8,322,285</b>		<b>2,427,880</b>		<b>29.17%</b>		<b>8,239,460</b>			<b>2,391,805</b>		<b>29.03%</b>
39													
40	<b>Net Income or (Loss)</b>			<b>610,017</b>							<b>564,541</b>		
41													
94													

# College Monthly Calendar

## Calendar: Scheduler

Month View	Day View	Room Finder	New Event	November 2018							Next Month
Previous Month	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
4		5 (p) 8:00 AM Pollinator Workshop (p) 8:30 AM CNA State Testing (p) 8:30 AM CNA State Testing Spring Registration Open - All Students	6 (p) 7:00 AM Iizard County Elections (p) 8:00 AM PAX Testing (m) 9:00 AM Agri Program Review (h) 9:00 AM Agri. Program Review (f) 9:30 AM Foundation Board Meeting	7	8 (m) 2:00 PM AE Advisory Committee (p) 6:00 PM Single Parent Scholarship Reception	9 (p) 8:00 AM ATI NCLEX-RN Live Review (p) 9:00 AM Medicare Part D (m) 9:30 AM S.) Criterion Five Committee Meeting (m) 11:30 AM 2.) Criterion Two Committee Meeting Last Day to Withdraw with a "W"	10 (p) 8:00 AM ATI NCLEX-RN Live Review	3			
11	12 (p) 8:00 AM ATI NCLEX-RN Live Review (p) 9:00 AM American Voices: Veterans and Transition to Civilian Life (p) 9:00 AM American Voices: Veterans and Transition to Civilian Life	13 (p) 10:00 AM Retired Teachers Meeting	14	15	16 (p) 9:00 AM White River Area Agency on Aging Medicare Part D Enrollment Fair	17					
18	19 (m) 1:00 PM Retention Committee Meeting (m) 2:00 PM 0.) HLC Steering Committee Committee Meeting	20	21	22	23	24					
25	26 (p) 8:00 AM Nursing Banquet (p) 9:00 AM ARNEC Comprehensive Predictor Exam (p) 12:00 PM Nursing Banquet (p) 1:00 PM Capping and Pinning Practice	27 (p) 8:00 AM CPR Training (p) 8:00 AM CPR Training (p) 8:30 AM CNA State Testing (p) 8:30 AM CNA State Testing (p) 6:00 PM Capping and Pinning ARNEC Classes End	28 (p) 8:00 AM CPR Training (p) 8:00 AM CPR Training (p) 8:30 AM CNA State Testing (p) 8:30 AM CNA State Testing (p) 6:00 PM Capping and Pinning ARNEC Classes End	29 (p) 8:00 AM CPR Training (p) 8:00 AM CPR Training (p) 10:00 AM Sharp County Extension: How to Talk to your Doctor	30 (p) 8:30 AM CNA State Testing (p) 8:30 AM CNA State Testing Classes End						

- Event Codes:**  
 (k) - Catering  
 (C) - Class - Off Schedule  
 (f) - Foundation  
 (h) - Hidden  
 (m) - Meeting  
 (p) - Public  
 (s) - Student Activities