

**President's Report  
to the Board of Trustee  
August 1, 2017**

*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**

- August 1            Foundation Board meeting – John E. Miller Building – Melbourne Campus
- August 3            Adjunct In-Service – Dawe Community Room – Melbourne Campus
- August 7-11        In-Service Week
- August 9            New Student Orientation – Ash Flat and Mammoth Spring Campuses
- August 9            ARNEC Classes Begin
- August 10          New Student Orientation – Melbourne and Mountain View Campuses
- August 11          Nace Testing – Allied Health – Melbourne Campus
- August 11          ICARE Pickin' for Paws – John E. Miller Building – Melbourne Campus
- August 14          Nursing Seminar – John E. Miller Building – Melbourne Campus
- August 14          Classes Begin – all campuses
- August 18          Nace Testing – Allied Health – Melbourne Campus
- August 23          Third Quarter HCA In-Service – Ash Flat Campus
- August 24          Welcome Back Event – Melbourne Campus
- August 25          TRIO Training Event – Dawe Community Room – Melbourne Campus
- August 28          Census Day
- August 29          American Red Cross Blood Drive – John E. Miller Building – Melbourne Campus
- August 30          Lender's Training – Ash Flat Campus
- August 31          Arkansas Commissioner of State Lands Tax Delinquent Sale – John E. Miller Building – Melbourne Campus

**Ozarka College Events – July Events**

- July 4              Independence Day Holiday – All campuses closed
- July 5              Summer II classes begin – All campuses
- July 10-20        PointClickCare Training – Ash Flat Campus
- July 11              Nace Testing – Allied Health – Melbourne Campus
- July 12              Last day to audit a class
- July 12              Census Day
- July 18              Nace Testing – Allied Health – Melbourne Campus
- July 27              Last day to withdraw from a class
- July 28              ARNEC classes end

**College Governance**

- Investigating viability and need for residence halls

- Beginning to consider the possibility of adding athletics

### **Instruction**

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

- We have received approval from ADHE for the Associate of Applied Science in Health Professions degree

### **Student Services/Enrollment Information**

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

- Completed the Academic All-Star Award selection process and notified/congratulated Ms. Megan Moxley as the recipient who will by tradition join Ozarka College at the annual ACC conference in Little Rock in October. Megan has also graciously accepted an invitation to share her Ozarka story at the 2017 Scholarship Reception
- Coordination of strategic prospect management and targeted outreach continues in support of fall enrollment/recruitment efforts. Additional details are outlined in the Admissions report
- Received newly designed Ozarka College Viewbooks for dissemination to our area high schools, recruitment fairs, and campus visits
- Coordinated and staffed three July extended hours and program preview events to engage local prospects with opportunity after hours to register and to visit an Ozarka Campus and get a hands-on experience with key programs and faculty

*Zeda Wilkerson, Registrar:*

- Summer I graduates were marked as graduated
- Kelly Graham has been training with Tess on Accuplacer testing and transcript processing
- Gainful Employment templates were up by July 1 and are available for viewing on our website. The remaining disclosure deadlines were extended to 2018

*Laura Lawrence, Director of Financial Aid:*

- Assisted with extended registration hours on Ash Flat, Melbourne, and Mountain View campuses
- Awarded ADHE scholarships, institution scholarships, Pell, and student loans for the 2017-18 academic year
- Completed contract with USA Funds Borrower Advantage to assist default management
- Continue follow up efforts with Mr. David Garza on Federal Financial Aid audit results

*Rylie Bevill, Associate Director of Admissions:*

- Program Preview Nights/Extended hours
  - Ash Flat campus—had 15 in attendance. Showcased Aviation, Criminal Justice, Allied Health Professions, and Information Science Technology

- Mtn. View campus—had 8 in attendance. Showcased Aviation, General Education, Agriculture, and Allied Health Professions
- Melbourne campus—showcased Agriculture, Allied Health Professions, Automotive, Aviation, Culinary, Information Science Technology
- Extended hours offered students more availability and were able to receive help with financial aid and enrollment
- Half-page mailers sent out to approximately 1,200 students encouraging different programs and enrollment
- Hand written letters mailed to targeted prospects
- Attended ArkACRAO boot camp at Central Baptist College in Conway, AR

### **Student Success Center**

*Student Success Center/Career Planning Services, Kendra Smith and Kay Adkins:*

- Contacted assigned list of returning student who have not yet enrolled for fall classes, an enrollment management effort
- Received approval for the 2017-2018 Perkins proposed grant objectives and budget
- Worked with Academics to prepare co-presentation materials for fall semester Freshman Seminar workshops
- Completed first draft of newly developed Ozarka transfer guide for new students who plan to transfer to four-year institutions
- Advised/registered students during program preview/extended hours events

### **Career Pathways**

*Amanda Engelhardt, Director of Career Pathways:*

- Provided WorkKeys testing for incoming LPN students
- Received 2017-2018 Memorandum of Agreement with minimal changes
- Participated in Extended Registration Hours event on Tuesday, July 25
- Career Pathways had 101 Contacts in July
- Career Pathways has begun to order new edition books and supplies for fall students
- 20 LPN sets are being bundled for approved/eligible LPN CPI students

### **TRIO Student Support Services**

*Tracy Cone, Director of TRIO:*

- Planned and participated in Leadership event with tutors and students
- Contacted potential tutor applicants to fill fall tutoring positions
- Reviewed budget and establish a plan for appropriate funding activities through the end of the grant year (August 31)
- Developed Welcome Back event and Tutor Training agenda with invited group, Paradigm Shift
- Created a new required financial literacy packet for program participants

## **Veteran Services**

*Tess Weatherford, Coordinator:*

- Completed all VA certifications for Summer II classes
- Processed 25 VA students who have pre-registered for the Fall 2017 semester
- Assisted Financial Aid on posting Go Grant and Arkansas Challenge

## **Finance**

*Tina Wheelis, Vice President of Finance:*

- The close-out of the Ozarka Kids Academy has been completed and the building transferred back to the City of Melbourne.
- Departmental budgets for the fiscal year 2018 have been entered and are available for viewing

## **Planning and Institutional Research**

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

- Preparation for Fall In-service activities: HLC Accreditation Education and Academic Assessment
- Completion of Strategic Plan Priorities List
- Worked on EMP team to evaluate Summer enrollment

## **Administration**

*Jason Lawrence, Vice President of Administration:*

- July 10-14 – Mohawk Training – Melbourne
- July 10-20 – Nursing Home Training – Ash Flat

## **Grounds**

*Shane Kinion, Grounds – Landscape Supervisor:*

- Shrub pruning – Melbourne and Ash Flat
- Mowing and trimming – All Campuses

## **Maintenance/Facilities**

*Marty McFarlin, Director of Maintenance:*

- Sidewalk Restoration – Melbourne Campus
- Miller Auditorium – Flooring project (In process)
- Kids Academy Closeout – M&R
- Nursing Building Entryway – Melbourne (Complete)
- Classroom and Bathroom Floors – Mammoth Spring
- IST Lab floor replacement – Ash Flat

## **Ash Flat**

*Kim Whitten, Campus Director:*

- July 10-20 – Point Click Care Training with AF Nursing & Rehab
- July 12-13 – CNA testing
- July 18 – Arkansas Rehabilitative Services
- July 19 – Ozark Foothills Single Parent Scholarship Meeting, Highland
- July 27 – CE Basic Computer class

## **Mammoth Spring**

*James Spurlock, Campus Director:*

- July 11,18,25 – Extended Registration Hours

## **Mountain View**

*Lindsay Galloway, Campus Director:*

- July 10 – Stone County Community Resource Council Meeting at Dorcas House
- July 10 – Mountain View Chamber of Commerce Meeting at The Meeting Place
- July 11, 18, 25 – Evening Registration at Mountain View Campus
- July 12 – Mountain View Trail Coalition Meeting in the Mountain View Lecture Hall

## **Advancement**

*Suellen Davidson, Director of Advancement:*

- Board member development discussion with new Stone County board member, Kay Shipman and Izard County board member, Andy Miller
- Coordinated with the Aviation department to develop a timeline for the Arkansas Aviation Historic Society scholarship
- Donor relationship building with Chelsea Moore, Mohawk Flooring
- Fall Concert planning
- Foundation Board Meeting preparation
- Golf Tournament preparation
- Mammoth Spring 5-K preparation
- Meeting with Dr. Susan Neyman, to discussion Annual fund

## **Public Relations and Marketing**

*Manda Jackson, Director of Public Relations and Marketing:*

- Submitted 13 press releases in July regarding continuing education, new hire, scholarship recipients, extended registration hours, program preview events, Dr. Wilson's retirement, Faculty of the Year, Solo Flight, Employee of the Quarter, etc.
- Created social media posts regarding above listed press releases, summer II classes, fall registration, special hours (4<sup>th</sup> of July and extended registration dates), New Student Orientation, etc.
- Designed and printed ½ page registration reminders for Admissions
- Designed and printed ¼ page postcards for New Student Orientation
- Designed and submitted ad for AR Next Magazine
- Worked with media outlets to run registration ads

- Coordinated interview for Chef Raymond's Front and Center feature
- Began creating 1/3 page brochures for each program to use during face-to-face events
- Began updating tri-fold brochures for each program – used as mailers
- Revised design of Agriculture billboard in Melbourne
- Assisted Deltha with formatting and printing HLC criterion info.
- Took photos of Dr. Casey Orr, Chef Raymond, Marty McFarlin, and Tena Rosse for press releases
- Took photo of new employees for personnel directory
- Scholarship reception planning meeting on July 24
- Admissions/Marketing planning meeting on July 24

## **Human Resources – New Employees, Resignations/Retirements, Active Searches:**

### **New Hires:**

- Cara Leverett, Biology Faculty – Melbourne Campus

### **Resignations:**

- Anthony Cooper, part time, Fitness Center
- Vanessa Roberts, part time, Career Coach Viola High School
- Dr. Jason Self, Science Faculty

### **Searches:**

- Part Time Career Coach for Viola High School
- Part Time Fitness Center Assistant

## **Travel/College Representation**

### *Dr. Richard Dawe, President:*

- Annual Fund Discussion with Dr. Susan Neyman – Melbourne, July 10
- ACC Summer Ps and Cs Meeting – Little Rock, July 12-13
- Preview Night – Mountain View Campus, July 18
- Interview with KSAR Radio – Melbourne Campus, July 20
- Met with Stone County Ironworks and Mountain View representatives regarding campus signage

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

- DeeDe Steed and Tina Wheelis
  - HIPAA Training – Little Rock, July 25

### *Trish Miller, Director of Adult Education:*

- Visited the Northcentral Unit in Calico Rock to set up WAGE classes, July 12
- Trish Miller and Debbie Yancey attended the Adult Education Database Management System workshop – Little Rock, July 27

### *Rylie Bevill, Associate Director of Admissions:*

- Zeda Wilkerson attended the Career Coach Conference – Little Rock July 18-19, and the ArkAcrao Registrar Workshop – Conway, July 19-20

*Manda Jackson, Director of PR & Marketing:*

- Program Preview event – Ash Flat, July 11
- HSB Chamber of Commerce general session meeting – Horseshoe Bend, July 20

*Suellen Davidson, Director of Advancement:*

- Meeting with Stone County Foundation Board members – Mountain View, July 19

*James Spurlock, Mammoth Spring Campus Director:*

- Thayer/Mammoth Spring Rotary Club Meeting – Mammoth Spring, July 5, 12, 19, 26
- Salem Chamber of Commerce – Salem, July 26

*Kim Whitten, Ash Flat Campus Director:*

- Quad Cities Rotary meeting, Highland – July 10, 24
- Spring River Area Chamber of Commerce – Hardy, July 18
- Eaglefest meeting – Ash Flat, July 19

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

- Higher Learning Commission (HLC) Team Visit Planning
- Technical Programs Planning
- Residence Halls and Athletics
- Dashboard Innovations

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

- FY 2016-2017 End-of-Year Financial Report
- End-of-Month and Year-to-Date Financial Reports

**Kudos:**

- To Trish Miller on her new position as Adult Education Director
- Maintenance has done an outstanding job preparing and then painting the auditorium floor. This was a very big job and they saved the College \$25,000+ by keeping it in-house!

**Dr. Dawe's Comments:**

- We have accomplished a great deal this summer and we feel confident in our preparation for an outstanding 2017/2018 academic year!

## Monthly Financial Reports:

Ozarka College							
Unrestricted Current Funds							
July 1, 2017 through July 31, 2017							
	Approved	Revised	Actual	Actual	Budgeted	Percentage	
	2017 - 2018 Budget	2017 - 2018 Budget	Month to Date	Year to Date	Balance to Collect or	Realized	
			Revenue/Expense	Revenue/Expense	Balance to Expense	To Date	
<b>Revenues:</b>							
Tuition & Related Fees	2,782,340	2,782,340	80,508	80,508	2,701,832		2.89%
Program & Course Related Fees	435,465	435,465	13,107	13,107	422,358		3.01%
Testing Services	72,850	72,850			72,850		0.00%
Sales Tax Proceeds	468,600	468,600			468,600		0.00%
Interest Income	4,685	4,685			4,685		0.00%
Other Income	67,270	67,270			67,270		0.00%
General Revenue	3,126,500	3,126,500	264,847	264,847	2,861,653		8.47%
Workforce 2000 Funding	1,271,850	1,271,850	104,654	104,654	1,167,196		8.23%
Carryover Funds - Previous Years *	0	0			0		0.00%
Auxiliary Income - Culinary Café	9,900	9,900			9,900		0.00%
Auxiliary Income - Bookstore	0	0			0		#DIV/0!
Auxiliary Income - Preschool	0	0			0		#DIV/0!
<b>Total Unrestricted Revenues</b>	<b>8,239,460</b>	<b>8,239,460</b>	<b>463,117</b>	<b>463,117</b>	<b>7,776,343</b>		<b>5.62%</b>
<b>Expenses:</b>							
Regular Salaries	4,432,180	4,432,180	217,785	217,785	4,214,395		4.91%
Extra Help Salaries	108,800	108,800	3,938	3,938	104,862		3.62%
Fringe Benefits	1,688,420	1,688,420	85,870	85,870	1,602,550		5.09%
Supplies & Services	1,068,945	1,068,945	86,600	86,600	982,345		8.10%
Travel	83,015	83,015	428	428	82,587		0.52%
Utilities	444,460	444,460	13,181	13,181	431,279		2.97%
Capital Outlay	39,960	39,960			39,960		0.00%
Bond Payments	373,680	373,680			373,680		0.00%
Contingency	0	0	0	0	0		0.00%
<b>Total Unrestricted Expenditures</b>	<b>8,239,460</b>	<b>8,239,460</b>	<b>407,803</b>	<b>407,803</b>	<b>7,831,657</b>		<b>4.95%</b>
			<b>Net Income or (Loss)</b>	<b>55,314</b>			

Ozarka College							
Restricted Funds							
July 1, 2017 through July 31, 2017							
	Approved	Adjustments to	Revised	Actual	Actual	Budgeted	Percentage
	2017 - 2018 Budget	2017 - 2018 Budget	2017 - 2018 Budget	Month to Date	Year to Date	Balance to Collect or	Realized
				Revenue/Expense	Revenue/Expense	Balance to Expense	To Date
<b>Revenues:</b>							
<b>Student Aid Revenues</b>							
AR Challenge Awards	250,000		250,000			250,000	0.00%
AR Future Grant	75,000		75,000			75,000	0.00%
Federal Work Study	50,000		50,000			50,000	0.00%
PELL Grant	3,250,000		3,250,000	53,945	53,945	3,196,055	1.66%
SEOG Awards	30,000		30,000			30,000	0.00%
Student Loans	1,750,000		1,750,000	22,010	22,010	1,727,990	1.26%
Miscellaneous Scholarships	-		-	-	-	-	0.00%
<b>Student Aid Revenues</b>	<b>5,405,000</b>	<b>-</b>	<b>5,405,000</b>	<b>75,955</b>	<b>75,955</b>	<b>5,329,045</b>	<b>1.41%</b>
<b>Federal Grant Revenues</b>							
Career Pathways Initiative	257,200		257,200			257,200	0.00%
Carl Perkins	114,200		114,200			114,200	0.00%
Direct & Equitable Grant	26,100		26,100			26,100	0.00%
TRIO Grant	287,000		287,000			287,000	0.00%
<b>Federal Grant Revenues</b>	<b>684,500</b>	<b>-</b>	<b>684,500</b>	<b>-</b>	<b>-</b>	<b>684,500</b>	<b>0.00%</b>
<b>State Grant Revenues</b>							
Adult Basic Education Grant	129,700		129,700			129,700	0.00%
Arkansas Works Career Facilitator Program	24,000		24,000			24,000	0.00%
General Adult Education Grant	58,500		58,500			58,500	0.00%
<b>State Grant Revenues</b>	<b>212,200</b>	<b>-</b>	<b>212,200</b>	<b>-</b>	<b>-</b>	<b>212,200</b>	<b>0.00%</b>
<b>Total Restricted Revenues</b>	<b>6,301,700</b>	<b>-</b>	<b>6,301,700</b>	<b>75,955</b>	<b>75,955</b>	<b>6,225,745</b>	<b>1.21%</b>
<b>Expenditures:</b>							
<b>Student Aid Expenditures</b>							
AR Challenge Awards	250,000		250,000			250,000	0.00%
AR Future Grant	75,000		75,000			21,055	0.00%
Federal Work Study	50,000		50,000			50,000	0.00%
PELL Grant	3,250,000		3,250,000	53,945	53,945	3,227,990	0.68%
SEOG Awards	30,000		30,000			30,000	0.00%
Student Loans	1,750,000		1,750,000	22,010	22,010	1,727,990	1.26%
Miscellaneous Scholarships	-		-	-	-	-	0.00%
<b>Student Aid Expenditures</b>	<b>5,405,000</b>	<b>-</b>	<b>5,405,000</b>	<b>75,955</b>	<b>75,955</b>	<b>5,307,035</b>	<b>1.41%</b>
<b>Federal Grant Expenditures</b>							
Career Pathways Initiative	257,200		257,200	7,754	7,754	249,446	3.01%
Carl Perkins	114,200		114,200	6,075	6,075	108,125	5.32%
Direct & Equitable Grant	26,100		26,100			26,100	0.00%
TRIO Grant	287,000		287,000	12,757	12,757	274,243	4.44%
<b>Federal Grant Expenditures</b>	<b>684,500</b>	<b>-</b>	<b>684,500</b>	<b>26,586</b>	<b>26,586</b>	<b>657,914</b>	<b>1.86%</b>
<b>State Grant Expenditures</b>							
Adult Basic Education Grant	129,700		129,700	3,481	3,481	126,219	2.68%
Arkansas Works Career Facilitator Program	24,000		24,000			24,000	0.00%
General Adult Education Grant	58,500		58,500	6,952	6,952	51,548	11.88%
<b>State Grant Expenditures</b>	<b>212,200</b>	<b>-</b>	<b>212,200</b>	<b>10,433</b>	<b>10,433</b>	<b>201,767</b>	<b>4.92%</b>
<b>Total Restricted Expenditures</b>	<b>6,301,700</b>	<b>-</b>	<b>6,301,700</b>	<b>112,974</b>	<b>112,974</b>	<b>6,166,716</b>	<b>1.79%</b>

College Monthly Calendar (Please see next page)



Current Profile:

ADM

Systems

Logout

Names

Courses

Financials

Systems

Reports

## Calendar: Scheduler

Month View Day View Room Finder New Event

July 2017							Next Month »
« Previous Month	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
							1
2	3	4 Independence Day Holiday (Offices Closed)	5 Classes Begin	6	7	8	
9	10 (m) 7:00 AM Mohawk Training (p) 8:00 AM PointClickCare Training	11 (m) 7:00 AM Mohawk Training (p) 8:00 AM PointClickCare Training (m) 9:00 AM Nace Testing	12 (m) 7:00 AM Mohawk Training (p) 8:00 AM PointClickCare Training Last Day to Audit a Class Census Day	13 (m) 7:00 AM Mohawk Training (p) 8:00 AM PointClickCare Training	14 (m) 7:00 AM Mohawk Training	15	
16	17 (p) 8:00 AM PointClickCare Training (m) 11:00 AM Arkansas Rehab Services	18 (p) 8:00 AM PointClickCare Training (p) 9:00 AM Nace Testing	19 (p) 8:00 AM PointClickCare Training	20 (p) 8:00 AM PointClickCare Training	21	22	
23	24	25 (p) 9:00 AM Nace Testing (p) 4:00 PM Program Preview Night	26	27 Last Day to Withdraw with a "W"	28 ARNEC Classes End	29	
30	31						

**Event Codes:**

- (k) - Catering
- (c) - Class - Off Schedule
- (f) - Foundation
- (h) - Hidden
- (m) - Meeting
- (p) - Public
- (s) - Student Activities