

**President's Report  
to the Board of Trustee  
October 1, 2019**

*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**

- October 1                    Red Cross Blood Drive – Ash Flat Campus
- October 5                    Friends of the Library Book Sale – Melbourne Campus
- October 14                   Retired Teachers Meeting – Melbourne Campus
- October 18                   Culinary Career Day – Melbourne Campus
- October 22                   Flu Immunization Clinic – Melbourne Campus
- October 22                   College Planning Day – Melbourne Campus
- October 29                   4-H Banquet – Melbourne Campus

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

- September 4                Arkansas Rehab Meetings – Melbourne Campus
- September 9                Retired Teachers Meeting – Melbourne Campus
- September 9                Friends of the North Fork/White River – Mountain View Campus
- September 10              Farmer/Grower Coop Meeting – Melbourne Campus
- September 10              Scholarship Reception – Melbourne Campus
- September 12              NAESC Fall Counselor Meeting – Melbourne Campus
- September 19              Grazing Meeting – Melbourne Campus
- September 20              Arkansas Teacher Retirement – Melbourne Campus
- September 26              Tri County Cattlemen's Association – Melbourne Campus
- September 27&28        NCADF Pageants – Melbourne Campus

**College Governance**

- We are completing turnover in several key positions within the College. Dr. Josh Wilson will become VP of Advancement, working with Suellen; Jason Lawrence will become VP of Student Services; Candace Killian will continue as Executive Assistant to the President and assume the additional duties of Legislative Liaison of the College; and Tina Wheelis will become Executive Vice President of Finance and Administration, assuming the additional responsibilities of grounds, maintenance, and security. The transition is progressing very well.

**Student Services/Enrollment Information**

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

- Co-coordinated 2019 Scholarship Reception held September 10
- Coordinated disability services for returning and new students with documented disabilities
- Facilitating personnel screening/transition process, specifically for new Recruitment Specialist

- Convened with fellow Compliance Review Team members to review annual Cleary Act: Safety and Security Report; and Biennial Review of Drug and Alcohol Policy
- Facilitated hosting the annual North Central Co-Op Fall Counselor Workshop; an annual update of new/improved programs and services to area high school counselors; and as always showcase Culinary Arts with a student-prepared lunch

*Zeda Wilkerson, Sr. Director of Enrollment Services:*

- Counselor Update September 12
- Completed Biennial Drug and Alcohol Report
- Compliance Review team met and reviewed Annual Security Report and Biennial Drug and Alcohol Report
- Coordinated Student Government nominations
- Wanda is contacting students with missing checklist items
- Planning our College Planning Day event

*Kay Adkins, Director of Financial Aid:*

- Completed financial aid award posting of ADHE scholarships, institution scholarships, Pell, and student loans for the 2019-20 academic year
- Disbursed Pell (regular disbursement 9/12 and late disbursement 9/26)
- Disbursed Student Loans (regular disbursement 9/19 and late disbursement for 10/3)
- Researched private student loan process and worked with several Aviation students to certify and award private loans
- Processed remaining FAFSA verifications and special consideration applications
- Worked new student orientation and presented in First Year Orientation classes at Ash Flat and Melbourne
- Tess attended VA state training

## **Career Pathways**

*Amanda Engelhardt, Director of Career Development:*

- Provided \$200 NCLEX Vouchers for 5 LPN students
- Amanda attended SPSF meeting
- Distributed 48 gas cards in the amount of \$50.00 to CPI students for travel expenses
- Career Pathways has 134 active students with a total of 153 thus far for the fiscal year
- All staff participated in SWOT analysis
- All staff presented to Freshman Seminar classes on each campus
- Kendra conducted career readiness workshops for ICC business students per invitation from Manda Jackson
- All staff conducted Freshman Seminar career planning workshops on each campus
- Kendra compiled 2019-20 targeted outreach spreadsheet for culinary, welding, allied health, commercial aviation, agriculture, and non-traditional students

## **TRIO Student Support Services**

*Tracy Cone, Director of TRIO:*

- Processing New TRIO participant applications
- Interviewing new students for Program enrollment

- Stress Management Workshop held September 5, 2019
- Cultural Event to Eureka Springs, September 13, 2019
- TRIO Transfer students met UCA Representative on campus
  - Mountain View, September 23
  - Melbourne, September 24
  - Ash Flat, September 25
- Cultural Event to Memphis, September 27, 2019
- Class presentations regarding program information

## **Finance**

*Tina Wheelis, Vice President of Finance:*

- Several ADHE and DF&A reports were completed and submitted during the month
- The field work for the FY2019 Ozarka College Foundation Annual was completed on September 19
- Compensation and benefit summaries have been prepared and provided to all full-time employees
- Closing for the Ash Flat Technical Center was September 30

## **Planning and Institutional Research**

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

- Assisted with ACF Accreditation Review
- Completed strategic planning SWOT analysis for Faculty
- Completed strategic planning SWOT analysis for Staff
- Completed Review of Quality Initiative Report Responses

## **Ash Flat**

*Angela Phipps, Campus Director:*

- Nursing Scholarship meeting – September 3
- Arkansas Rehabilitative Services – September 19
- SGA meeting – September 19
- UCA representative – September 25

## **Mammoth Spring**

*James Spurlock, Campus Director:*

- Salem Chamber Board Meeting, Salem – September 4
- KSAR Radio Interview, Mammoth Spring – September 6
- THS Football Concession Stand, Thayer, MO – September 9
- Thayer Chamber of Commerce, Thayer, MO – September 10
- Thayer/Mammoth Spring Rotary Club Meeting, Mammoth Spring - September 11,18,25
- Mammoth Spring Chamber of Commerce, Mammoth Spring – September 12
- Sprint at the Spring 5k, Mammoth Spring – September 21

## **Mountain View**

*Megan Carpenter, Campus Director:*

- Sutton Scholarship Review, Mountain View – September 3
- Ozark Folk Center Connecting with Crafts Meeting, Mountain View – September 5
- Nursing Open House, Mountain View – September 6
- Friends of North Fork/White River Forum, Mountain View – September 9
- Stone County Community Resource Council Meeting, Mountain View – September 9
- Scholarship Reception, Melbourne – September 10
- Community Outreach Lunch, Mountain View – September 18
- Clinton High School College Fair, Clinton – September 20
- UCA Representative, Mountain View – September 23

## **Advancement**

*Candace Killian, Director of Advancement:*

- Fall Concert in Mountain View – September 7
- Scholarship Reception – September 10
- Mammoth Spring 5K – September 21
- Golf Tournament – October 5

## **Public Relations and Marketing**

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

- Submitted 8 press releases regarding continuing education classes, new programs, Fall concert, new board members, 5k in Mammoth, etc.
- Created social media posts regarding above listed press releases, new classes, registration, community involvement, 5k, Fall concert, etc.
- Took photos for candidates for ACC
- Created social media post for Aviation Video
- Uploaded and edited all pictures for each event this month
- Updated program brochures
- Edited concurrent marketing materials
- Created ad for Next Door Magazine and Eye On Magazine
- Took new employee photos and uploaded
- Attended Fall Concert and created social media buzz
- Created social media posts for 5k in Mammoth Spring
- Took photos and created social media posts for Scholarship Reception
- Attended Culinary showcase and provided pictures and social media buzz

## **Adult Education**

*Trish Miller, Director of Adult Education:*

- Trish Miller and Debbie Yancey participated in a webinar on LACES Data Entry – September 11
- Trish Miller and Debbie Yancey participated in a webinar on LACES 101 – September 12
- The Adult Education Annual Site Visit was conducted – September 17

- The Adult Education Department hosted an Open House – September 19

### **Travel/College Representation**

*Dr. Richard Dawe, President:*

- Attended ADA Commission meeting, Hot Springs – September 17
- Attended hangar pre-construction meeting, Melbourne airport – September 26

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

- Zeda traveled to ArkAcrao Articulation Workshops, Batesville, Bentonville, Beebe – September 3-6
- Zeda attended College Fairs: NorthArk, Harrison High School, Arkansas Tech University, Jacksonville High School, Faulkner County.
- Zeda attended VA Certifying Official Workshop with Tess Weatherford, Conway - September 26-27
- Perkins Staff and new VPSS traveled for PIPE Conference, Little Rock - September 31
- Dr. Wilson attended Cabot HS Fair and CAO/CSAO meeting at ADHE, Little Rock – September 26

*Tina Wheelis, Vice President of Finance:*

- Arkansas Legislative Committee Review, Little Rock – September 17

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

- Calico Rock for Ag class photos – September 5
- Mountain View for Fall Concert – September 7
- Ash Flat for bank photo – September 13
- Freedom Ford for golf tournament photo – September 17
- Ash Flat for bank photo – September 19
- Mountain View for new campus photo – September 30

*Angela Phipps, Ash Flat Campus Director:*

- Sharp County Extension Office meeting, Highland – September 5
- Eagle Fest, Ash Flat – September 7
- Spring River Innovation Hub Board meeting, Cherokee Village - September 9
- Spring River Area Chamber of Commerce board meeting, Highland – September 10
- Scholarship Reception, Melbourne – September 10
- Spring River Area Chamber of Commerce meeting, Hardy – September 17
- Fantastic Festivals and Events workshop, Batesville – September 19
- SWOT meeting, Melbourne – September 20
- Spring River Innovation Hub Oktoberfest fund raiser, Cherokee Village – September 26

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

- Technical Center planning and construction update
- Aviation program update

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

- Monthly and Year-to-date financials

**Kudos:**

- Suellen Davidson and our many Ozarka volunteers did a wonderful job with the golf tournament
- Special thanks to all personnel in making the 2019 Scholarship Reception a huge success with record attendance
- Well done to our VPAA, Dr. Chris Lorch for submitting a well-prepared application for Technical Center approval. Thank you to Dr. Deltha Sharp as well, for her vital support.

**Dr. Dawe's Comments:**

- As we welcome fall weather we remain very busy with planning for the technical center; this will be an all-hands effort to ensure success.
- Our leadership transition appears to be well-accepted by all and will present new and exciting challenges for those involved.

# Monthly Financial Reports:

	Approved 2019 - 2020 Budget	Revised 2019 - 2020 Budget	Actual Month to Date Revenue/Expense	Actual Year to Date Revenue/Expense	Budgeted Balance to Collect or Balance to Expense	Percentage Realized To Date
1 Ozarka College						
2 Unrestricted Current Funds						
3 August 1, 2019 through September 30, 2019						
4						
5						
6						
7						
8						
9 Revenues:						
10 Tuition & Related Fees	2,738,325	2,738,325	983,937	1,192,421	1,545,904	43.55%
11 Program & Course Related Fees	624,395	624,395	247,066	310,666	313,729	49.75%
12 Testing Services	84,830	84,830	27,413	28,361	56,469	33.43%
13 Sales Tax Proceeds	473,100	473,100		40,573	432,527	8.58%
14 Interest Income	19,505	19,505		1,150	18,355	5.89%
15 Other Income	83,410	83,410	195	21,920	61,490	26.28%
16 General Revenue	3,095,210	3,095,210	332,718	834,914	2,260,296	26.97%
17 Workforce 2000 Funding	1,255,850	1,255,850	105,987	317,960	937,890	25.32%
19 Auxiliary Income - Culinary Café	3,760	3,760	341	388	3,373	0.00%
20 Auxiliary Income - Student Housing	47,200	47,200	14,638	18,317	28,883	0.00%
23 Total Unrestricted Revenues	8,425,585	8,425,585	1,712,295	2,766,667	5,658,918	32.84%
24						
25 Expenses:						
26 Regular Salaries	4,491,430	4,491,430	318,602	973,251	3,518,179	21.67%
27 Extra Help Salaries	113,575	113,575	8,881	23,242	90,333	20.46%
28 Fringe Benefits	1,714,370	1,714,370	117,413	344,945	1,369,425	20.12%
29 Supplies & Services	1,156,065	1,156,065	77,903	302,997	853,068	26.21%
30 Travel	91,645	91,645	5,013	16,653	74,992	18.17%
31 Utilities	448,600	448,600	9,020	178,166	270,434	39.72%
32 Capital Outlay	34,000	34,000			34,000	0.00%
33 Bond Payments	375,900	375,900			375,900	0.00%
35 Contingency	0	0			0	0.00%
36 Total Unrestricted Expenditures	8,425,585	8,425,585	536,833	1,839,253	6,586,332	21.83%
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99						
100						
Net Income or (Loss)				927,415		





Ozarka College		2019 - 2020 Fiscal Year		2018 - 2019 Fiscal Year	
Unrestricted Current Funds - Fiscal Comparison		2019 - 2020 Budget		2018 - 2019 Budget	
August 1, 2019 through September 30, 2019		Revised		Revised	
	2019 - 2020 Actual Year to Date	2019 - 2020 Budget	2019 - 2020 Actual Year to Date	2018 - 2019 Actual Year to Date	2018 - 2019 Actual Year to Date
	Revenue/Expense	Revenue/Expense	Revenue/Expense	Revenue/Expense	Revenue/Expense
	Percentage of Budget Realized as of 09/30/19		Percentage of Budget Realized as of 09/30/18		Percentage of Budget Realized as of 09/30/18
9	<b>Revenues:</b>				
10	Tuition & Related Fees	2,738,325	1,192,421	2,738,490	1,045,792
11	Program & Course Related Fees	624,395	310,666	584,935	184,805
12	Testing Services	84,830	28,361	84,480	36,971
13	Sales Tax Proceeds	473,100	40,573	460,800	67,607
14	Interest Income	19,505	1,150	5,775	472
15	Other Income	83,410	21,920	65,475	22,676
16	General Revenue	3,095,210	834,914	3,126,475	835,763
17	Workforce 2000 Funding	1,255,850	317,960	1,255,855	309,034
19	Auxiliary Income - Culinary Café	3,760	388		456
20	Auxiliary Income - Student Housing	47,200	18,317		7,462
25	<b>Total Unrestricted Revenues</b>	<b>8,425,585</b>	<b>2,766,667</b>	<b>8,322,285</b>	<b>2,511,038</b>
26					
27	<b>Expenses:</b>				
28	Regular Salaries	4,491,430	973,251	4,427,595	993,384
29	Extra Help Salaries	113,575	23,242	120,700	16,143
30	Fringe Benefits	1,714,370	344,945	1,676,940	346,332
31	Supplies & Services	1,156,065	302,997	1,120,305	298,831
32	Travel	91,645	16,653	101,750	26,770
33	Utilities	448,600	178,166	455,100	112,683
34	Capital Outlay	34,000	0	8,750	2,959
35	Bond Payments	375,900	0	374,830	
37	Contingency	0	0	36,315	
38	<b>Total Unrestricted Expenditures</b>	<b>8,425,585</b>	<b>1,839,253</b>	<b>8,322,285</b>	<b>1,797,102</b>
39					
40	<b>Net Income or (Loss)</b>		<b>927,415</b>		<b>713,936</b>
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94					
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