

**President's Report
to the Board of Trustees
April 1, 2020**

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

- April 8 American Red Cross Blood Drive – Melbourne Campus

Ozarka College Events – Last Month's Events

- March 2 Early Voting – Melbourne Campus
- March 3 Student Services Transfer Fair – Melbourne Campus
- March 5, 6, 12, & 13 Census Training 2020 – Melbourne Campus
- March 5 accelHERate – Ash Flat Campus
- March 6 Arkansas Grazing Conference - Melbourne Campus
- March 7 Ozarka Foundation Ladies' Luncheon – Mountain View Campus
- March 7 St. Patrick's Day Pageant – Melbourne Campus
- March 10, 17, & 18 Get Real Here's the Deal – Melbourne Campus
- March 11 Elementary Quiz Bowl – Melbourne Campus
- March 13 Retention Committee Meeting – Melbourne Campus

College Governance

- Primarily on-line education continues until further notice or guidance from the state.
- We have delayed Commencement and Nurse Capping and Pinning but realize further delays may be required.
- We, as others have state-wide, have gone to a four-day week and shifts to minimize possible exposure to infected personnel, students and visitors. Decisions are made on a weekly basis about employee hours, etc. and is based on the latest national, state and regional recommendations and the situation as it develops.
- Limited technical training has been resumed with extension additional cleaning and precautions.

Student Services/Enrollment Information

Jason Lawrence, Vice President of Student Services:

- Registration/Planning Meeting – March 2
- Enrollment Management Plan Meeting – March 5
- Get Real, Here's the Deal – Calico Rock students – March 10
- Student Services Director's Meetings – March 6 & March 16
- Completed Perkins Reserve Application

Zeda Wilkerson, Senior Dir. of Enrollment Services, Registrar, Records, and Testing:

- Met with Criterion 1 team
- Assisted with Get Real Here's the Deal event for Calico Rock High School
- Evaluated transfer student transcripts

- Participated in VA Webinar regarding COVID-19
- Entered catalog updates needed for my office
- Communicated closure information to students via email
- Met with Kim Lovelace regarding registration preparation
- Kay Adkins is working with Kelly Graham on some Financial Aid pieces she can assist with
- Transitioning to have Wanda McConnaughay assist with transcripts

Kim Lovelace, Director of Admissions:

- Coordinated and oversaw Ambassadors for volunteers for Ladies Luncheon at MV
- Erica Roark worked as a volunteer at the Ladies Luncheon at MV
- Sent Regional and Ambassador Scholarship nomination forms to all counselors
- Kim Lovelace, Erica Roark and Wanda McConnaughay worked at Get Real, Here's the Deal stations for Calico Rock HS Seniors
- "Welcome to Ozarka" email and letters to new applicants are being sent weekly
- Submitted Admissions budget
- Corresponded with housing residents regarding COVID-19 related closure of college
- Sent email to all applicants who have requested information on housing for Fall 2020; included link for survey in which they indicate roommate compatibility preferences
- Erica Roark conducted campus tours for five students from local high schools

Kay Adkins, Director of Financial Aid:

- Sent out 2nd round of letters and emails to delinquent borrowers' forbearance forms
- Loan exit counseling reminder emails sent
- Mailed Border County letters to Missouri students
- Disbursement of second half of student loans
- Awarded FSEOG for spring 2020 to 100 students
- Tess: Assisted at Foundation Fundraiser, Mountain View Ladies Spring Luncheon, Retention Committee, HLC Criterion
- Pam and Tess: Staff Council meeting; Get Real Here's the Deal for CRHS and Melbourne HS
- Kay: Completed 4 weeks of the 8-week NASFAA training course on federal Needs Analysis methodology (EFC calculation formulas) and Professional Judgment
- Tess: Go-to Webinar—Sharpening Your Skills for Tough Conversations; VA COVID 19 Informational Webinar
- Pam: 2 Webinars: Loan Rehabilitation, and Coaching the Underperforming Employee

Amanda Engelhardt, Director of Career Pathways:

- Career Pathways provided 11 graduating LPN students with \$200 NCLEX (state board testing) vouchers
- Career Pathways distributed 17 gas cards to students in March
- Mid-semester school supplies were distributed to CPI students such as planners, notebooks, pens etc.
- Amanda and Lindsey participated in Get Real, Here's the Deal

- CPI students have been notified about making accommodations for those eligible for upcoming gas cards
- Kendra conducted the Culinary Workshop and Amanda and Lindsey assisted
- All staff participated in the PIPE conference in Little Rock
- Amanda attended a coordinator's meeting in Little Rock
- Perkins reserve funds applications were denied; only 8 of 26 applications were approved
- The welding workshop has been postponed

Tracy Cone, Director of TRIO:

- Began conducting midterm evaluations with students
- Get Real, Here's the Deal
- Transfer Fair at Ozarka College

Finance and Administration

Tina Wheelis, Executive Vice President of Finance and Administration:

- The budget process is currently under way for the 2020-2021 fiscal year
- The departmental budget requests have been received by the Finance Office and are being reviewed
- The field work for the 2019 audit is still underway
- The Welding Lab and Ash Flat Tech Center renovation projects are on schedule
- The HCL Financial Reports have been completed

Ash Flat

Angela Phipps, Campus Director:

- Arkansas Rehabilitative Services – March 2
- CE class: Infused Herbal Vinegars & Oils – March 5
- CE class: Realtor Training – March 6

Mammoth Spring

James Spurlock, Campus Director:

- No Report

Mountain View

Megan Carpenter, Campus Director:

- Mountain View Job Fair – Mountain View – March 4
- Ladies Luncheon – Mountain View – March 7
- Stone County Resource Council Meeting – Mountain View – March 9
- Arkansas State Recruiter – Mountain View – March 11

Advancement

Dr. Josh Wilson, Vice President of Advancement:

- Hosted Mountain View Ladies' Luncheon; well attended and supported by community with 80 in attendance and raised approximately \$6,000 – March 7
- Secured 21 Gala Corporate Sponsors
- Accepted resignation of Foundation Board member, Bob Miller, Izard County

- Received commitments from White River Health Systems (greater than \$15,000 for cash and in-kind contributions to kick off “quiet phase” of Mtn. View Surgical Technology Center capital campaign
- Received offer on Baxter County Land Tract; advanced acceptance for sale
- Communicated the postponement with all Gala sponsors by phone or email and assisted with a press release

Public Relations and Marketing

Kendra Collier, Director of Public Relations and Marketing:

- Submitted press releases regarding continuing education classes, COVID-19, new positions, etc.
- Created social media posts regarding above listed press releases, new classes, registration, community involvement, etc.
- Provided weekly content for Instagram and Facebook
- Attended new Marketing/Advancement meetings
- Finished Ladies Luncheon event preparations
- Developed t-shirt designs with Bookstore personnel
- Met with Stephanie King about billboard design
- Designed MV billboard for Surgical Technology
- Assisted with Ladies Luncheon and took pictures, used social media, etc.
- Developed Ozarka Connections, Quarter 4 draft edition

Adult Education

Trish Miller, Director of Adult Education:

- Trish Miller participated in a SNAP E&T Budget Training Webinar – March 11
- Kendall Morrison participated in a Learning Disabilities Webinar – March 11
- Trish Miller and Debbie Yancey participated in a Town Hall Webinar conducted by Dr. Trenia Miles – March 31

Travel/College Representation

Dr. Richard Dawe, President:

- Mountain View Campus Visit – March 2
- Budget Hearing – Little Rock – March 4
- Sharp County Meeting – Ash Flat – March 5
- Tech Center Meeting – Ash Flat – March 9
- AAHA Board Meeting – Little Rock – March 13

Kim Lovelace, Director of Admissions:

- Erica Roark attended the Mountain View Community Career/Job Fair with Megan Carpenter – March 5
- Attended Mountain Home High School Career Fair with Chef Christina and student Hannah McKnight – March 6
- High school campus visits to Thayer High School with Erica Roark – March 11

Tracy Cone, Director of TRIO:

- Wonders of Wildlife Aquarium Tour – March 6

Dr. Josh Wilson, Vice President for Advancement:

- Highland Schools Administration, Capital Campaign Update – March 5
- Ladies' Luncheon with Suellen Davidson and Kendra Collier – Mountain View – March 7
- ACC Spring Marketing/Advancement Meeting – Little Rock, AR – March 11

Angela Phipps, Ash Flat Campus Director:

- Highland High School Tech program meeting – Highland – March 3
- Highland High School Accuplacer testing – Highland – March 4
- Spring River Area Chamber of Commerce board meeting – Highland – March 10
- Spring River Innovation Hub board meeting – Cherokee – March 12
- Retention Committee meeting – Melbourne – March 13

James Spurlock, Mammoth Spring Campus Director:

- Thayer Chamber of Commerce – Thayer, MO – March 3
- Thayer/Mammoth Spring Rotary Club – Mammoth Spring, AR – March 4 & 11
- Retention Committee Meeting – Melbourne, AR – March 13

Trish Miller, Director of Adult Education:

- Attended the Regional WIOA Board Meeting at UACCB – March 11
- Attended a TABE CLAS-E workshop at AALRC in Little Rock – March 12
- Kendall Morrison attended a Distance Learning workshop at AALRC in Little Rock – March 12
- Julia Chance attended the Spring SNAP E&T Conference in Little Rock – March 4 & 5

Tentative Discussion Items for Next Board of Trustees Meeting:

- COVID-19 virus actions/update

Tentative Action Items for Next Board of Trustees Meeting:

- Year to date and monthly budget approval
- Annual budget approval
- President's annual review

Kudos:

- I am very proud of the Ozarka College team regarding how they have handled necessary change and adjustments during the health crisis. Their flexibility and understanding is very appreciated.

Dr. Dawe's Comments:

- We at Ozarka, and all colleges and universities around the world, have been dealing with the health crisis and trying to anticipate when possible and being quick to react in an informed way when needed. I believe we have thus far handled matters in a responsible and thoughtful way and we will continue to do so in the future.

Monthly Financial Reports:

Ozarka College Unrestricted Current Funds July 1, 2019 through March 31, 2020	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
Revenues:						
Tuition & Related Fees	2,738,325	2,738,325	54,854	2,339,808	398,517	85.45%
Program & Course Related Fees	624,395	774,395	16,124	662,482	111,913	85.55%
Testing Services	84,830	84,830	705	61,160	23,670	72.10%
Sales Tax Proceeds	473,100	473,100	35,591	315,956	157,144	66.78%
Interest Income	19,505	19,505	19,505	5,545	13,960	28.43%
Other Income	83,410	83,410	1,031	45,377	38,033	54.40%
General Revenue	3,095,210	3,095,210	196,426	2,346,591	748,619	75.81%
Workforce 2000 Funding	1,255,850	1,255,850	105,987	953,881	301,969	75.95%
Transfer from Construction/Renovation Reserve		300,000			300,000	0.00%
Auxiliary Income - Culinary Café	3,760	3,760	527	2,488	1,273	66.16%
Auxiliary Income - Student Housing	47,200	47,200	2,675	37,224	9,976	78.86%
Total Unrestricted Revenues	8,425,585	8,875,585	413,920	6,770,512	2,105,073	76.28%
Expenses:						
Regular Salaries	4,491,430	4,491,430	357,122	3,128,442	1,362,988	69.65%
Extra Help Salaries	113,575	113,575	6,256	66,101	47,474	58.20%
Fringe Benefits	1,714,370	1,714,370	125,727	1,125,363	589,007	65.64%
Supplies & Services	1,156,065	1,634,221	254,030	1,033,975	600,246	63.27%
Travel	91,645	79,489	5,670	47,273	32,216	59.47%
Utilities	448,600	432,600	25,208	327,322	105,278	75.66%
Capital Outlay	34,000	34,000	34,000	2,243	31,757	6.60%
Bond Payments	375,900	375,900		294,052	81,848	78.23%
Contingency		0			0	0
Total Unrestricted Expenditures	8,425,585	8,875,585	774,012	6,024,771	2,850,814	67.88%
			Net Income or (Loss)	745,740		
A = Midyear Review Adjustments (38,370)						
B = Transfer from Construction/Renovation Reserve for Welding Lab Renovation (300,000)						
C = Adjustment for Aviation Enrollment Increase/Practicum Fees (150,000)						

Ozarka College									
Restricted Funds									
July 1, 2019 through March 31, 2020									
	Approved	Adjustments to	Revised	Actual	Actual	Actual	Budgeted		
	2019 - 2020 Budget	2019 - 2020 Budget	2019 - 2020 Budget	Month to Date	Year to Date	Month to Date	Year to Date	Balance to Collect or	
Revenues:				Revenue/Expense	Revenue/Expense	Revenue/Expense	Revenue/Expense	Balance to Expense	
Student Aid Revenues									
AR Challenge Awards	178,500		178,500		172,125		6,375		
AR Future Grant	35,000		35,000		48,684		(13,684)		
AR Workforce Challenge	6,000		6,000		8,800		(2,800)		
Federal Work Study	50,000		50,000	5,810	26,836		23,164		
Federal Tuition Assistance	A	2,000	2,000		1,440		560		
Go Grant	5,000		5,000		1,250		3,750		
National Guard Grant	A	5,000	5,000		5,961		(961)		
PELL Grant	3,000,000		3,000,000	(8,553)	3,032,569		(32,569)		
SEOG Awards	30,000		30,000	15,000	30,000		-		
Student Loans - Federal	1,100,000		1,100,000	5,494	872,210		227,790		
Student Loans - Private	A	100,000	100,000	793	175,537		(75,537)		
Miscellaneous Scholarships	A	55,000	55,000		26,300		28,700		
Student Aid Revenues	4,404,500	162,000	4,566,500	18,544	4,401,713		164,788		
Federal Grant Revenues									
Career Pathways Initiative	178,170		178,170	11,786	137,547		40,623		
Carl Perkins	117,420		117,420		40,984		76,436		
Correctional	B	30,744	30,744	6,141	6,141		24,603		
Direct & Equitable Grant	28,700		28,700	2,223	17,289		11,411		
Delta Upsoar Grant	199,335		199,335		19,832		179,503		
TRIO Grant	306,440		306,440	21,148	195,299		111,141		
Federal Grant Revenues	830,065	30,744	860,809	41,299	417,092		443,717		
State Grant Revenues									
Adult Basic Education Grant	129,660		129,660	11,715	88,856		40,804		
Education & Training Grant	24,810		24,810	1,725	14,717		10,093		
General Adult Education Grant	64,380		64,380	4,557	36,433		27,947		
Special Projects Grant	27,930		27,930	3,512	17,834		10,096		
Career Tech Grant	A	221,410	221,410		52,990		168,420		
Aeronautics Grant	A	115,785	115,785		115,786		(1)		
State Grant Revenues	246,780	337,195	583,975	21,508	326,618		257,357		
Total Restricted Revenues	5,481,345	529,939	6,011,284	81,351	5,145,422		865,862		

Ozarka College		Restricted Funds		July 1, 2019 through March 31, 2020											
		Approved		Adjustments to		Revised		Actual		Actual		Actual		Budgeted	
		2019 - 2020 Budget		2019 - 2020 Budget		2019 - 2020 Budget		Month to Date		Year to Date		Revenue/Expense		Balance to Collect or	
								Revenue/Expense		Revenue/Expense		Revenue/Expense		Balance to Expense	
Student Aid Expenditures															
AR Challenge Awards	178,500			178,500				172,125				6,375			
AR Future Grant	35,000			35,000				48,684				(13,684)			
AR Workforce Challenge	6,000			6,000				8,800				(2,800)			
Federal Work Study	50,000			50,000			6,660	33,496				16,504			
Federal Tuition Assistance		A	2,000	2,000				1,440				560			
Go Grant	5,000			5,000				1,250				3,750			
National Guard Grant		A	5,000	5,000				5,961				(961)			
PELL Grant	3,000,000			3,000,000			(8,553)	3,032,569				(32,569)			
SEOG Awards	30,000			30,000			15,000	30,000				-			
Student Loans - Federal	1,100,000			1,100,000			230,037	1,096,753				3,247			
Student Loans - Private		A	100,000	100,000			793	175,537				(175,537)			
Miscellaneous Scholarships		A	55,000	55,000			750	52,800				2,200			
Student Aid Expenditures	4,404,500		162,000	4,466,500			244,687	4,659,416				(192,916)			
Federal Grant Expenditures															
Career Pathways Initiative	178,170			178,170			9,217	146,764				31,406			
Carl Perkins	117,420			117,420			7,214	61,609				55,811			
Correctional		B	30,744	30,744			2,972	9,113				21,631			
Direct & Equitable Grant	28,700			28,700			2,229	19,518				9,182			
Delta Upsilon Grant	199,335			199,335			15,234	55,171				144,164			
TRIO Grant	306,440			306,440			24,995	220,295				86,145			
Federal Grant Expenditures	830,065		30,744	860,809			61,862	512,469				348,340			
State Grant Expenditures															
Adult Basic Education Grant	129,660			129,660			9,963	98,935				30,725			
Education & Training Grant	24,810			24,810			1,638	16,355				8,455			
General Adult Education Grant	64,380			64,380			5,109	41,542				22,838			
Special Projects	27,930			27,930			3,690	21,525				6,405			
Career Tech Grant		A	221,410	221,410			9,946	93,440				127,970			
Aeronautics Grant		A	115,785	115,785				115,786				(1)			
State Grant Expenditures	246,780		337,195	583,975			30,347	387,584				196,391			
Total Restricted Expenditures	5,481,345		529,939	5,911,284			336,895	5,559,469				351,815			

Ozarka College Unrestricted Current Funds - Fiscal Comparison July 1, 2019 through March 31, 2020	2019 - 2020 Fiscal Year				2018 - 2019 Fiscal Year			
	Revised	2019 - 2020 Actual Year to Date	Percentage of Budget Realized as of 03/31/20		Revised	2018 - 2019 Actual Year to Date	Percentage of Budget Realized as of 03/31/19	
	2019 - 2020 Budget	Revenue/Expense		2019 - 2020 Budget	Revenue/Expense		2018 - 2019 Budget	Revenue/Expense
Revenues:								
Tuition & Related Fees	2,738,325	2,339,808	85.45%	2,738,490	2,301,871	84.06%		
Program & Course Related Fees	774,395	662,482	85.55%	584,935	439,862	75.20%		
Testing Services	84,830	61,160	72.10%	84,480	67,627	80.05%		
Sales Tax Proceeds	473,100	315,956	66.78%	460,800	316,325	68.65%		
Interest Income	19,505	5,545	28.43%	5,775	8,851	153.26%		
Other Income	83,410	45,377	54.40%	65,475	47,642	72.76%		
General Revenue	3,095,210	2,346,591	75.81%	3,126,475	2,348,863	75.13%		
Workforce 2000 Funding	1,255,850	953,881	75.95%	1,255,855	927,103	73.82%		
Auxiliary Income - Culinary Café	3,760	2,488	0.00%		3,010	0.00%		
Auxiliary Income - Student Housing	47,200	37,224	0.00%		24,607	0.00%		
Total Unrestricted Revenues	8,875,585	6,770,512	76.28%	8,322,285	6,485,761	77.93%		
Expenses:								
Regular Salaries	4,491,430	3,128,442	69.65%	4,427,595	3,094,296	69.89%		
Extra Help Salaries	113,575	66,101	58.20%	120,700	55,683	46.13%		
Fringe Benefits	1,714,370	1,125,363	65.64%	1,676,940	1,119,913	66.78%		
Supplies & Services	1,634,221	1,033,975	63.27%	1,120,305	709,676	63.35%		
Travel	79,489	47,273	59.47%	101,750	71,864	70.63%		
Utilities	432,600	327,322	75.66%	455,100	302,348	66.44%		
Capital Outlay	34,000	2,243	6.60%	8,750	19,950	228.00%		
Bond Payments	375,900	294,052	78.23%	374,830	287,133	76.60%		
Contingency	0	0	0.00%	36,315		0.00%		
Total Unrestricted Expenditures	8,875,585	6,024,771	67.88%	8,322,285	5,660,863	68.02%		
Net Income or (Loss)		745,740			824,898			

College Monthly Calendar:

Calendar: Scheduler							
Month View	Day View	Room Finder	New Event	April 2020			Next Month »
« Previous Month	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3	4
5	6	7	8	(p) 10:00 AM American Red Cross Blood Drive	9	10	11
12	13	14	15	16	17	Last Day to Withdraw from 2nd 8 Week Session	18
19	20	Summer/Fall Registration Opens	21	22	23	ARNEC Classes End	24
26	27	28	29	30	Classes End		25

Event Codes:

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