

**President's Report
to the Board of Trustees
February 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

- February 3, 5, & 7 Poll Worker Training – Melbourne Campus
- February 4 American Red Cross Blood Drive – Melbourne Campus
- February 4 Friends of the Paul Weaver Library Meeting – Melbourne Campus
- February 7 Professional Development Committee Meeting
- February 7 New Employee Orientation – Melbourne Campus
- February 11 Parent Workshop – Ash Flat Campus
- February 13 Instapot 101 – Ash Flat Campus
- February 16 Mardi Gras Celebrations – Melbourne Campus
- February 17-29 Early Voting – Melbourne Campus
- February 20 Story Store Play – Melbourne Campus
- February 20 Fruit Tree Workshop – Melbourne Campus
- February 20 Disaster Preparedness and Workshop – Melbourne Campus
- February 21 Arkansas Children's Theater Performance – Melbourne Campus
- February 24-26 PAX-PN Prep Workshop – Melbourne Campus
- February 25 Parent Workshop – Mountain View Campus

Ozarka College Events – Last Month's Events

- January 9 New Student Orientation – All Campuses
- January 11 Jehovah's Witness Appreciation Dinner – Melbourne Campus
- January 22 AFGC Learn to Burn Workshop – Ash Flat Campus
- January 23 Pesticide Applicator Training – Melbourne Campus
- January 28 VALIC Representative Meeting – Melbourne Campus
- January 29 Senior High Quiz Bowl– Melbourne Campus

College Governance

- Very proud of the Ozarka team for what resulted in the highest graduation rate of all two-year colleges in Arkansas. State-wide among all colleges and universities we were only second to UAMS. Last year we were very strong at 40% and we made a substantial jump to 57%!

Student Services/Enrollment Information

Jason Lawrence, Vice President of Student Services:

- Active shooter training – Inservice (Gabe Sanders, ICSO)
- New student orientation – January 9
- Perkins equipment and local application discussion
- Prospect funnel discussion
- Stone county campus security meeting with Judge Avey

- Get Real work group meeting with IZard County extension
- EMP Planning discussion

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

- Assisted with enrolling concurrent students
- Assisted with New Student Orientation preparations
- Training Kim Lovelace and Erica Roark on Admissions Procedures
- Participated in VA Webinar for new certification procedures – January 30
- Running yeoman reports to find December completers who did not file intents to graduate
- Completing Department of Defense Action Plan
- Processed 11th day drops
- Met with Criterion 1 HLC team
- Placed order for Spring graduation supplies
- Placed additional viewbook order

Kim Lovelace, Director of Admissions:

- Called Housing prospects for Spring and Fall 2020
- Facilitated New Student Orientation at Melbourne
- Assisted with Housing walk-through for two students
- Conducted campus tours for two prospective students
- Email to all high school counselors introducing Admissions staff
- Ambassador emails for Spring meeting and upcoming campus events

Kay Adkins, Director of Financial Aid:

- Processed FAFSAs for new spring semester enrollees
- Assisted with new student orientations at Ash Flat (Tess) and Melbourne (Pam)
- Contacted spring enrollees without payments prior to Census day drops
- Filling Work Study position vacancies
- Posted financial aid to student accounts: Pell, Foundation and Institution Scholarships, ADHE awards, student loans
- Face-to-face student borrower counseling at all campuses (Kay, Pam, Tess)
- Mountain View Freshman orientation- Financial Aid (Kay)
- Reviewing/verifying awards on Pell Payee list to finalize for Pell disbursement
- Tess: VA certification and benefits posting
- Tess: Single Parent Scholarship Regional phone meeting on Jan 25

Amanda Engelhardt, Director of Career Pathways:

- Book/course related supplies vouchers were issued to 66 students to use at BBA Solutions bookstore on campus
- Current enrollment for CPI is 133
- All staff participated in New Student Orientation & in-service
- Kendra and Lindsey registered students and adjusted schedules for spring 2020
- All staff participated in New Student Orientation

- All staff reviewed Perkins V 30-day webinar
- Amanda and Jason participated in PIPE Webinar
- Kendra prepared for PAX-PN Preparatory workshops
- Kendra presented Freshman Seminar Career Planning Workshops in Mountain View, Ash Flat, and Melbourne

Tracy Cone, Director of TRIO:

- Freshman Seminar Presentations: TRIO/Study Skills
- Reviewing new applications for enrollment eligibility
- Enrolled program participants in TRIO class in myOzarka for Spring 20
- Updated activities and workshop information in TRIO Class
- Contacted students who have received academic alerts and offered TRIO services
- Submitted 2020-2025 SSS funding proposal

Professional Development

- Pam: Go2Knowledge Webinar
- Tess: VA Quarterly Webinar

Finance and Administration

Tina Wheelis, Executive Vice President of Finance and Administration:

- The finance staff prepared and distributed the following tax documents during the month: W-2s, 1099s, 1095-Cs and 1098-Ts
- The midyear review process has been completed and each department reviewed their departmental budgets for past utilization and needs for the remainder of the year as a result over \$38,000 was reallocated for unbudgeted expenditures or unfunded priority needs
- A preconstruction conference call was conducted on January 21st and a notice to proceed was issued for the renovation of the welding lab and the project is scheduled to be completed in mid-June

Ash Flat

Angela Phipps, Campus Director:

- New Student Orientation – January 9
- Sharp County Extension Office Meeting – January 16
- Servsafe Class – January 20
- Arkansas Game and Fish – Learn to Burn – January 22
- Arkansas Rehabilitation – January 22
- UCA recruiter – January 27
- Poll Worker Training – January 30

Mammoth Spring

James Spurlock, Campus Director:

- New Student Orientation – January 9

- CPR Training Class – January 24

Mountain View

Megan Carpenter, Campus Director:

- New Student Orientation, Mountain View – January 9
- Stone County Resource Council, Mountain View – January 13
- Career Day, Mountain View High School – January 15
- Community Outreach-Arkansas Blood, Mountain View – January 16
- Present in Freshman Seminar, Mountain View – January 17
- Ladies Luncheon Meeting, Mountain View – January 22
- Community Outreach-Centennial Bank, Mountain View – January 28
- UCA Recruiter, Mountain View – January 29

Advancement

Dr. Josh Wilson, Vice President of Advancement:

- Met Foundation Board Chair prior to quarterly meeting to discuss agenda
- Co-coordinated joint press release with FNBC regarding lead naming gift to Ash Flat Tech Center
- Coordinated/ facilitated Capital Campaign “Kickoff” announcement scheduled for week of February 3
- Annual Programs Update: End of Year Appeal resulted in \$1,250; Board of Trustees Scholarship resulted in \$3,200
- Worked with local supporter/advocate to develop concert series aimed in supporting worthy College projects; first event to benefit Ernie Blackley Memorial Scholarship Fund
- Prepare and mail tax statements to all 2019 donors
- Send corporate letters of invitation for 2020 Spring Gala
- Prepare for Ladies’ Luncheon, created tickets and flyers for distribution
- Re-award foundation scholarships for spring 2020

Public Relations and Marketing

Kendra Collier, Director of Public Relations and Marketing:

- Submitted press releases regarding continuing education classes, new programs, new positions, etc.
- Created social media posts regarding above listed press releases, new classes, registration, community involvement, etc.
- Updated program brochures and printed for departments
- Attended new Marketing/Advancement meetings
- Started Ladies Luncheon event changes
- Updated and produced Ladies Luncheon programs, tickets, flyers, posters, and invitations
- Work on the GALA PR began
- Photographed new nursing cohort and disseminated badges
- Took automotive scholarship photo

- Updated billboard tracker
- Developed multi-media for culinary Valentine's day candy gram
- Made viewbook changes
- Collaborated on Fly-In flyer and press release

Adult Education

Trish Miller, Director of Adult Education:

- Ben Baxter, SNAP E & T Case Manager for Independence and Sharp counties visited our campus to collaborate on SNAP E & T in the Northcentral region – January 8
- Classes start at the IZARD County Detention Center – January 20
- Classes start at the Stone County Detention Center – January 27
- The Adult Education Advisory Committee held their quarterly meeting in the Small Conference Room – January 28

Travel/College Representation

Dr. Richard Dawe, President:

- Arkansas Department of Aeronautics Commission meeting – Little Rock airport – January 15
- Automotive Donor Meeting – Ash Flat – January 16
- ACC Ps/Cs Meeting – Little Rock – January 23
- AAHS Meeting – Little Rock – January 27
- Tech Center Photo – January 30

Jason Lawrence, Vice President of Student Services:

- High School Visits: MVHS EAST Career Day with Erica Roark and Zeda Wilkerson, Southside Junior School with Zeda Wilkerson, Melbourne High School
- West Plains, MO Job Fair for Regal Beloit (Marathon) layoff
- Transfer Dates Scheduled include:
 - Transfer Fair at @ Ozarka – March 3
 - Transfer Trip to ASU-Jonesboro – March 20
 - Transfer Trip to UCA – March 5

Dr. Josh Wilson, Vice President for Advancement:

- Spring River Chamber Meeting with Suellen Davidson – Hardy – January 21
- Ladies' Luncheon Planning Meeting with Suellen Davidson – Mountain View – January 22
- Ladies' Luncheon Planning Meeting with Suellen Davidson – Mountain View – January 28
- PR and photo op, Ash Flat Tech Center with Suellen Davidson and Kendra Collier – Ash Flat - January 30

Angela Phipps, Ash Flat Campus Director:

- Spring River Area Chamber of Commerce Board Meeting – Highland – January 14
- Spring River Innovation Hub Board Meeting – Cherokee Village – January 15
- SRACC General Meeting – Hardy – January 21

- WRAAA 40th Anniversary & Chamber Blue Ribbon Welcome – Highland – January 23
- Innovation Hub Meeting – Cherokee Village – January 27
- Arkansas Festivals and Events Conference – Eureka Springs – January 30-31

James Spurlock, Mammoth Spring Campus Director:

- Jobs Fair (Regal Plant Closing in West Plains) – West Plains, MO – January 29
- Division Chair/Site Director Meeting – Melbourne, AR – January 31

Trish Miller, Director of Adult Education:

- Met with Stephen Williams, Jail Administrator for the Stone County Detention Center, to discuss class times available – January 16
- Met with Misty Brewer at the North Central Unit in Calico Rock to tour the facility and discuss possible time slots for WAGE classes there – January 17

Trish Miller, Kendall Morrison, Debbie Yancey:

- Attended the Regional Adult Education Conference at UACCB in Batesville – January 9

Trish Miller, Kendall Morrison:

- Met with Sherry Davidson, IZARD County Jail Administrator, to discuss class times available – January 20

Tentative Discussion Items for Next Board of Trustees Meeting:

- Student Housing opportunities
- Tech Center construction updates
- President’s annual review form

Tentative Action Items for Next Board of Trustees Meeting:

- Approve monthly and year to date financials

Kudos:

- Maintenance is doing an outstanding job refurbishing the AF Tech Center building! Thanks to Penny for doing an amazing job with painting inside the building.

Dr. Dawe’s Comments:

- Enrollment for spring held close to level from last year but the enrollment Management team is reviewing data that can help us identify strategies to enhance enrollment at AF and MV.
- We remain very busy and motivated to ensure we are prepared to open the tech center; Melbourne welding center; and Surgical Technology in MV in the fall.

Monthly Financial Reports:

Ozarka College Unrestricted Current Funds July 1, 2019 through January 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	126,241	1,414,805	1,323,520	51.67%
Program & Course Related Fees	624,395	624,395	67,515	439,127	185,268	70.33%
Testing Services	84,830	84,830	3,617	33,004	51,826	38.91%
Sales Tax Proceeds	473,100	473,100	52,550	237,338	235,762	50.17%
Interest Income	19,505	19,505		4,257	15,248	21.83%
Other Income	83,410	83,410	660	41,230	42,180	49.43%
General Revenue	3,095,210	3,095,210	327,504	1,961,187	1,134,023	63.36%
Workforce 2000 Funding	1,255,850	1,255,850	105,987	741,907	513,943	59.08%
Auxiliary Income - Culinary Café	3,760	3,760	2	1,680	2,080	44.68%
Auxiliary Income - Student Housing	47,200	47,200	3,600	27,519	19,681	58.30%
Total Unrestricted Revenues	8,425,585	8,425,585	687,676	4,902,055	3,523,530	58.18%
Expenses:						
Regular Salaries	4,491,430	4,491,430	434,884	2,422,616	2,068,814	53.94%
Extra Help Salaries	113,575	113,575	6,158	52,439	61,136	46.17%
Fringe Benefits	1,714,370	1,714,370	155,030	875,729	838,641	51.08%
Supplies & Services	1,156,065	1,184,221	78,749	644,589	539,632	54.43%
Travel	91,645	79,489	1,787	37,730	41,759	47.47%
Utilities	448,600	432,600	25,895	276,850	155,750	64.00%
Capital Outlay	34,000	34,000		2,243	31,757	6.60%
Bond Payments	375,900	375,900		289,560	86,340	77.03%
Contingency		0			0	0
Total Unrestricted Expenditures	8,425,585	8,425,585	702,503	4,601,756	3,823,829	54.62%
Net Income or (Loss)				300,299		
A = Midyear Review Adjustments						

Ozarka College Restricted Funds July 1, 2019 through January 31, 2020									
	Approved 2019 - 2020 Budget	Adjustments to 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			
Revenues:									
Student Aid Revenues									
AR Challenge Awards	178,500		178,500		97,750	80,750			
AR Future Grant	35,000		35,000		25,333	9,667			
AR Workforce Challenge	6,000		6,000		8,800	(2,800)			
Federal Work Study	50,000		50,000	4,292	20,288	29,712			
Federal Tuition Assistance		A	2,000		1,440	560			
Go Grant	5,000		5,000		750	4,250			
National Guard Grant		A	5,000		2,610	2,390			
PELL Grant	3,000,000		3,000,000		1,661,704	1,338,296			
SEOG Awards	30,000		30,000		15,000	15,000			
Student Loans - Federal	1,100,000		1,100,000		648,502	451,498			
Student Loans - Private		A	100,000		84,397	15,603			
Miscellaneous Scholarships		A	50,000		26,300	23,700			
Student Aid Revenues	4,404,500	157,000	4,561,500	4,292	2,592,874	1,968,626			
Federal Grant Revenues									
Career Pathways Initiative	178,170		178,170	10,014	86,709	91,461			
Carl Perkins	117,420		117,420	22,515	27,747	89,673			
Direct & Equitable Grant	28,700		28,700	2,218	9,717	18,983			
Delta Upsoar Grant	199,335		199,335	19,832	19,832	179,503			
TRIO Grant	306,440		306,440	18,153	148,476	157,964			
Federal Grant Revenues	830,065	-	830,065	72,732	292,482	537,583			
State Grant Revenues									
Adult Basic Education Grant	129,660		129,660	10,348	53,449	76,211			
Education & Training Grant	24,810		24,810	2,962	11,668	13,142			
General Adult Education Grant	64,380		64,380	5,277	21,744	42,636			
Special Projects Grant	27,930		27,930	3,512	11,218	16,712			
Career Tech Grant		A	221,410	18,770	52,990	168,420			
Aeronautics Grant		A	115,785	115,786	115,786	(1)			
State Grant Revenues	246,780	337,195	583,975	156,655	266,855	317,120			
Total Restricted Revenues	5,481,345	494,195	5,975,540	233,679	3,152,211	2,823,329			

Sarka College Restricted Current Funds - Fiscal Comparison July 1, 2019 through January 31, 2020	2019 - 2020 Fiscal Year				2018 - 2019 Fiscal Year			
	Revised	2019 - 2020 Actual Year to Date	Percentage of Budget Realized as of 11/30/19		Revised	2018 - 2019 Actual Year to Date	Percentage of Budget Realized as of 11/30/18	
	2019 - 2020 Budget	Revenue/Expense			2018 - 2019 Budget	Revenue/Expense		
Revenues:								
Admission & Related Fees	2,738,325	1,414,805	51.67%		2,738,490	1,313,615	47.97%	
Program & Course Related Fees	624,395	439,127	70.33%		584,935	243,336	41.60%	
Printing Services	84,830	33,004	38.91%		84,480	40,936	48.46%	
Sales Tax Proceeds	473,100	237,338	50.17%		460,800	210,016	45.58%	
Interest Income	19,505	4,257	21.83%		5,775	6,998	121.18%	
Other Income	83,410	41,230	49.43%		65,475	41,615	63.56%	
General Revenue	3,095,210	1,961,187	63.36%		3,126,475	1,935,466	61.91%	
Workforce 2000 Funding	1,255,850	741,907	59.08%		1,255,855	721,080	57.42%	
Auxiliary Income - Culinary Café	3,760	1,680	0.00%			2,253	0.00%	
Auxiliary Income - Student Housing	47,200	27,519	0.00%			12,000	0.00%	
Total Unrestricted Revenues	8,425,585	4,902,055	58.18%		8,322,285	4,527,315	54.40%	
Expenses:								
Regular Salaries	4,491,430	2,422,616	53.94%		4,427,595	2,431,237	54.91%	
Extra Help Salaries	113,575	52,439	46.17%		120,700	42,300	35.05%	
Employee Benefits	1,714,370	875,729	51.08%		1,676,940	870,884	51.93%	
Supplies & Services	1,184,221	644,589	54.43%		1,120,305	575,302	51.35%	
Travel	79,489	37,730	47.47%		101,750	61,892	60.83%	
Utilities	432,600	276,850	64.00%		455,100	251,403	55.24%	
Capital Outlay	34,000	2,243	6.60%		8,750	13,516	154.47%	
Student Payments	375,900	289,560	77.03%		374,830	287,133	76.60%	
Contingency	0	0	0.00%		36,315		0.00%	
Total Unrestricted Expenditures	8,425,585	4,601,756	54.62%		8,322,285	4,533,667	54.48%	
Net Income or (Loss)		300,299				(6,352)		

College Monthly Calendar:

Calendar: Scheduler

Month View	Day View	Room Finder	New Event	January 2020							Next Month >
« Previous Month	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
5	6	Offices Open Reporting Day for Faculty	7	8	9	10	11				
			(m) 12:00 PM Division - Applied Science and Technology Committee Meeting (m) 12:30 PM SAP Appeal Review ARNEC Classes Begin		(p) 10:00 AM New Student Orientation (p) 10:00 AM New Student Orientation (p) 10:00 AM New Student Orientation (p) 10:00 AM New Student Orientation (p) 10:00 AM New Student Orientation New Student Orientation (All Campuses)		(p) 12:00 PM Appreciation Pot Luck Dinner (p) 12:00 PM Appreciation Pot Luck Dinner				
12	13	All Classes Begin	14	15	16	17	18				
19	20	Martin Luther King Day (Campuses Open)	21	22	23	24	25				
				(p) 9:00 AM AFGC Learn to Burn Workshop		(p) 5:00 PM Pesticide Applicator Training (p) 5:00 PM Pesticide Applicator Training					
26	27		28	29	30	31					
			(p) 9:00 AM VALIC Representative Meeting Last Day to Audit a Class Census Day	(p) 8:00 AM Senior High Quiz Bowl							

Event Codes:

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