

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

- November 2 Spring Registration Open
- November 4 Nursing Student Testing
- November 10 American Red Cross Blood Drive
- November 11 Veteran's Day (Offices Closed)
- November 27 Last Day to Withdraw with a "W"
- November 30 Nursing Student Testing

Ozarka College – Last Month's Events

- October 12 Mid-term Advisory Grades Due
- October 16 Last Day to withdraw from CNA
- October 19 Diabetic Seminar
- October 28 Board of Trustees Special Meeting

College Governance

- Title IX procedures are being reviewed to ensure compliance with federal guidelines and policy

Student Services/Enrollment Information

Jason Lawrence, Vice President of Student Services:

- Completed Annual Security Report
- Conducted marketing brainstorming session
- Continue leading Covid response

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

- Summer II diplomas were prepared and are being distributed
- Worked with Admissions on mailings to 2021 Seniors, Applicants not enrolled, and Concurrent Students
- Sent campus-wide Suicide Prevention email to students – October 5
- Sent Registration for Spring 2021 email to students – October 21
- Participated in VA Webinar for 85/15 Rule
- Completed IFAP TITLE IV Fundamentals E-Training and registered for virtual workshop (waitlist)
- Participated in ArkAcrao Fall 2020 Business Meeting and accepted nomination to serve as President Elect in 2020-21
- Assisted with Financial Aid night at Viola HS – October 16
- Assisted with Financial Aid night at Melbourne HS – October 27

- Received verbal confirmation from State Approving Agency that our Compliance Review went well. Official notification should be received soon
- Testing for students enrolling in Spring is beginning to increase

Kim Lovelace, Director of Admissions:

- Ozarka College participated in the Virtual Career Fair; a virtual college booth was available October 1-31 for high school students to access college reps and websites across the state
- Offered four live informational sessions on Monday evenings, a live feed during “Two-Year Colleges” spotlight, as well as a live chat option as part of the virtual career fair
- Mailed letters to all concurrent students inviting them to participate in the virtual career fair
- Mailed post cards to all applicants who did not enroll during the Fall 2020 semester announcing Spring registration beginning on November 2
- Erica Roark and James Spurlock set up an Ozarka informational table at the Highland vs. Cave City football game
- Erica Roark and Kim Lovelace held a school visit via Google Meet with Calico Rock seniors

Kay Adkins, Director of Financial Aid:

- Professional Development:
 - NASFAA Webinars
 - Foundations of Academic Calendars (Kay, Zeda, Kelly)
 - 2021-22 FAFSA Update (Kay, Zeda, Kelly, Pam, Tess)
 - 21-22 Verification Basics (Kay, Pam, Zeda)
 - COVID-19 and Federal Student Aid: Where Are We Now (Kelly, Kay)
 - Developing Your Talents As A Financial Aid Professional (Kay, Kelly)
 - Fundamentals of Federal Student Aid Administration 20-21 Online Modules were completed by Pam, Zeda, and Kay in October. (Completion of the online modules qualifies a participant to attend for ED’s FSA Coach Fundamentals Virtual Workshops scheduled in 2021)
 - VA SCO Training Webinar- Tess
- Financial Aid Nights (38 seniors assisted with financial aid and 21-22 FAFSA completion to date)
 - Mammoth Spring HS - October 15
 - Mountain View HS - October 20
 - Viola HS - October 23
 - Melbourne HS and Calico Rock HS - October 27
- Submitted the FISAP (Report for 19-20 Work Study and FSEOG fund use, and application for 21-22 Work Study and FSEOG participation and funding)
- Pam, Tess and Kelly assisted Culinary in serving free lunches to students in the Ozarka Café during mid-term week
- Processing of late Pell, loans, ADHE scholarships

Amanda Engelhardt, Director of Career Pathways:

- Emails were sent to all 2020 RN students inviting them to join CPI, if eligible (Great response)
- Amanda and Lindsey have been working on updating the CPI student handbook, Policies and Procedures manual and all forms in order to reflect recent changes
- Provided transportation assistance for 32 students
- Provided tuition assistance to one additional student this month
- Amanda participated in a Webinar on Work Based Learning

Kendra Smith, Perkins Program Director:

- Ordered TIG welder for Welding Technology program
- Attended Surgical Technology Advisory Council meeting in Mountain View
- Collaborated with Amber Rush and Brinda Berry to submit quarterly reimbursement request
- Compiled co-curricular survey data about PAX, Industry Workshops, International Day, and American Voices events for Zeda
- Tiffney visited Mountain View on Tuesdays and Kendra visited Mammoth Spring on alternating Thursdays
- Tiffney and Kendra emailed midterm notices to advisees
- Tiffney and Kendra scheduled advising appointments for spring registration
- Conducted resume workshop for culinary arts students
- Collaborated with Scott Pinkston to re-submit Perkins II technical skills certification file
- Met with Jason Lawrence for first Perkins Leadership Team meeting. Recruited Dr. Amy Mitchell and Krystal Rush to join team for quarterly meetings
- Served free lunches to students in Ozarka Café
- Met with HLC Criterion Two team regarding revision review
- Attended Perkins Coordinator 30/30 virtual meeting
- Tiffney created Wonderlic preparation PowerPoint to present to Surgical Technology program applicants in the spring
- Tiffney attended a professional development session with Suellen on public speaking
- Tiffney and Kendra attended Arkansas Academic Advising Network professional development via Zoom

Finance and Administration

Tina Wheelis, Executive Vice President of Finance and Administration:

- The second disbursement for student loans was on October 29. This completed all of the major financial aid disbursements for the semester
- Ozarka full-time employees received their 2020-21 Compensation & Benefit Summary – October 15
- The Board of Trustees Finance Committee met - October 8

Ash Flat

James Spurlock, Assistant VP of Campus Operations:

- All non-reoccurring on-campus events/classes were postponed/canceled/conducted virtually

Mammoth Spring

James Spurlock, Assistant VP of Campus Operations Campus Director:

- All non-reoccurring on-campus events/classes were postponed/canceled/conducted virtually

Mountain View

Dr. Robert Huckleberry, Campus Director of Mountain View:

- Surg Tech Board Meeting (maximum participation for distancing)
- Participated in Coffee with Cops (Mtn View and Stone County)
- Boiler inspections—check
- Proctored mid-term tests
- Mid-term advising for alerted and marginal students
- Attended ACC Conference (virtual)
- Spring 2020 registration notices sent to applicants
- Hosted Student Appeal
- Financial Aid Night at Mtn View HS
- Arkansas Craft School contacted to update Student Center displays
- Ozark Folk Center to update Student Center displays
- Blanchard Springs/Forest Service to display in Student Center
- Guest Lectured “Coffee and Tea” for Plant Science Class
- Interviewed night maintenance custodian (Starting November 2)

Advancement

Dr. Josh Wilson, Vice President of Advancement:

- Preparations for Quarterly Foundation Board meeting, November 3
- Planning for Holiday Events; plans include drive through option for community
- Advancing activities under the new DOL/DRA WORC grant; including:
 - orientation meetings with federal program officer
 - preparation for tech center construction/renovation
 - initiation of hiring process for new positions
 - implementation of new procedures and reporting structures
- Developed and mailed End of Year Letter to over 300 constituents
- Submitted finalized Strategic Plan 2016-2020
- Working on Strategic Plan timeline for 2020-2021
- Working on Nursing Alumni research on scholarship recipients
- Printed EOY letters and labels for over 300 constituents
- Participated in DOL Grant Orientation conference call

Public Relations and Marketing

Katie Norris, Director of Public Relations and Marketing:

- Submitted Business Spotlight Ad for AreaWide, Villager Journal, The News, and South Missourian News
- Purchased individual school sponsorships and coordinated updated contracts with high schools in service area; coordinated Radio Ad for Go Pirates Campaign through WRC
- Coordinated new business contract with Avenues; coordinated new business contract with Next Doors Magazine
- Completed and scheduled program video short ads; drone footage scheduled
- Submitted press releases regarding new hires, sponsorship ads for sports/holidays, foundation scholarship winners, aviation solo flights
- Photography: Completed new Surg Tech, Practical Nursing, Surg Tech, Science, English, Welding cohort photos, gathered candid photos for new weekly Action posts, and captured Scholarship recipients of AAHS reception
- Submitted two submissions for the Educational Digital Marketing Awards; Submitted three submissions for National Council for Marketing & Public Relations Awards

Adult Education

Trish Miller, Director of Adult Education:

- Trish Miller attended the Fall Administrators meeting - October 1-2
- Kendall Morrison, Trish Miller, and Debbie Yancey participated in the 2020 AACAE/ALA Virtual Conference - October 7-9
- Kendall Morrison attended the Reading, Language, and Social Studies in a Virtual World webinar - October 16
- Julia Chance completed the Confidentiality Training Course - October 26
- Kendall Morrison and Trish Miller participated in the ADA Coordinator training - October 29

Information Systems/ Planning and IR

Scott Pinkston, Chief Information Officer:

- No report

Travel/College Representation

Dr. Richard Dawe, President:

- Arkansas Department of Aeronautics Commission meeting – Little Rock Airport – October 21
- State Joint Budget Hearings - Little Rock – October 27

Kim Lovelace, Director of Admissions:

- Viola High School visit – Viola – October 14
- Alton High School visit – Alton, MO – October 15
- Mammoth Spring Financial Aid night – Mammoth Spring – October 15
- Financial Aid night – Mountain View High School – October 20
- Calico Rock Financial Aid night – Calico Rock – October 27
- Southside High School Financial Aid & college rep night – Southside – October 29

Dr. Josh Wilson, Vice President for Advancement:

- Footage for student engagement (Katie) – Ash Flat and Mammoth Spring - October 8
- Footage for student engagement (Katie) – Mountain View - October 21
- Footage for student engagement (Katie) – Coffee Lab - Mountain View - October 26

James Spurlock, Assistant Vice President of Campus Operations:

- MSHS Ready for Learning Advisory Committee Meeting – Mammoth Spring, AR - October 5
- Thayer Chamber of Commerce - Thayer, MO – October 6
- Mammoth Spring Chamber of Commerce – Mammoth Spring, AR - October 8
- Viola High School Recruiting Visit – Viola, AR - October 14
- Alton High School Recruiting Visit – Alton, MO - October 15
- Highland High School Football Game/Ozarka College Booth – Highland, AR - October 23

Trish Miller, Director of Adult Education:

- No Travel

Tentative Discussion Items for Next Board of Trustees Meeting:

- Higher Learning Commission (HLC) team visit preparation.

Tentative Action Items for Next Board of Trustees Meeting:

- Monthly Financials and year-to-date
- Bond Issuance

Kudos:

- Dr. Amy Mitchell and culinary team for catering Surg Tech Board Mtg— Outstanding!

Dr. Dawe's Comments:

- Congratulations again to Dr. Wilson for his selection as for the National Council for Marketing and Public Relations award as Communicator of the Year!
- Progress continues at a rapid pace regarding our training partnership with Emerson.

Ozarka College		Approved	Adjustments to	Revised	Actual	Actual	Actual	Budgeted
Restricted Funds		2020 - 2021 Budget	2020 - 2021 Budget	2020 - 2021 Budget	Month to Date	Year to Date	Year to Date	Balance to Collect or
July 1, 2020 through October 31, 2020		2020 - 2021 Budget	2020 - 2021 Budget	2020 - 2021 Budget	Revenue/Expense	Revenue/Expense	Revenue/Expense	Balance to Collect or
		2020 - 2021 Budget	2020 - 2021 Budget	2020 - 2021 Budget	Revenue/Expense	Revenue/Expense	Revenue/Expense	Balance to Collect or
		2020 - 2021 Budget	2020 - 2021 Budget	2020 - 2021 Budget	Revenue/Expense	Revenue/Expense	Revenue/Expense	Balance to Collect or
Student Aid Revenues								
AR Challenge Awards	172,200			172,200				172,200
AR Future Grant	78,300			78,300				78,300
AR Workforce Challenge	9,600			9,600				9,600
Federal Work Study	60,000			60,000	5,863	5,863		54,138
Federal Tuition Assistance				-				-
Go Grant	5,000			5,000				5,000
National Guard Grant	6,000			6,000				6,000
PELL Grant	3,260,000			3,260,000	12,692	1,539,108		1,720,892
SEOG Awards	40,000			40,000				40,000
Student Loans - Federal	1,165,000			1,165,000	219,479	420,446		744,554
Student Loans - Private	176,000			176,000		68,750		107,250
Miscellaneous Scholarships			50,000	50,000				50,000
Student Aid Revenues	4,972,100	50,000	50,000	5,022,100	237,864	2,034,166		2,987,934
Federal Grant Revenues								
Career Pathways Initiative	178,000			178,000	9,294	18,886		159,114
CARES - Institutional Funding	105,437			105,437	73,264	73,264		32,173
Carl Perkins	116,000			116,000	32,149	32,149		83,851
Correctional				-				-
Direct & Equitable Grant	28,700			28,700	5,002	5,002		23,698
Delta Upsoar Grant	250,000			250,000	17,483	17,483		232,517
TRIO Grant	320,300			320,300	12,928	90,157		230,143
WORC Grant			750,000	750,000				750,000
Federal Grant Revenues	998,437	750,000	750,000	1,748,437	150,120	236,941		1,511,496
State Grant Revenues								
Adult Basic Education Grant	129,700			129,700	10,585	30,816		98,884
Education & Training Grant	24,800			24,800	4,037	6,276		18,524
General Adult Education Grant	64,400			64,400	4,734	12,620		51,780
Special Projects Grant				-				-
Career Tech Grant				-				-
Aeronautics Grant				-				-
State Grant Revenues	218,900	-	-	218,900	19,356	49,712		169,188
State Grant Expenditures								
Total Restricted Revenues	6,189,437	800,000	800,000	6,989,437	407,339	2,320,818		4,668,619

Ozarka College Restricted Funds July 1, 2020 through October 31, 2020	Approved 2020 - 2021 Budget	Adjustments to 2020 - 2021 Budget	Revised 2020 - 2021 Budget	Actual		Budgeted Balance to Collect or Balance to Expense
				Month to Date Revenue/Expense	Year to Date Revenue/Expense	
Student Aid Expenditures						
AR Challenge Awards	172,200		172,200	77,000	77,000	95,200
AR Future Grant	78,300		78,300	119,402	119,402	(41,102)
AR Workforce Challenge	9,600		9,600	16,000	16,000	(6,400)
Federal Work Study	60,000		60,000	7,628	13,490	46,510
Federal Tuition Assistance						
Go Grant	5,000		5,000	250	250	4,750
National Guard Grant	6,000		6,000	250		6,000
PELL Grant	3,260,000		3,260,000	12,692	1,539,108	1,720,892
SEOG Awards	40,000		40,000			40,000
Student Loans - Federal	1,165,000		1,165,000	219,479	420,446	744,554
Student Loans - Private	176,000		176,000		68,750	107,250
Miscellaneous Scholarships		50,000	50,000	5,750	24,750	25,250
Student Aid Expenditures	4,972,100	50,000	5,022,100	458,201	2,279,196	2,742,904
Federal Grant Expenditures						
Career Pathways Initiative	178,000		178,000	37,619	82,210	95,790
CARES - Institutional Funding	105,437		105,437	3,589	76,852	28,585
Carl Perkins	116,000		116,000	7,232	39,382	76,618
Correctional						
Direct & Equitable Grant	28,700		28,700	2,548	7,550	21,150
Delta Upsoar Grant	250,000		250,000	5,842	23,325	226,675
TRIO Grant	320,300		320,300	17,602	107,836	212,464
WORC Grant		750,000	750,000	4,462	4,462	745,538
Federal Grant Expenditures	998,437	750,000	1,748,437	78,894	341,617	1,406,820
State Grant Expenditures						
Adult Basic Education Grant	129,700		129,700	11,366	42,318	87,382
Education & Training Grant	24,800		24,800	1,992	8,268	16,532
General/Adult Education Grant	64,400		64,400	6,076	19,019	45,381
Special Projects						
Career Tech Grant						
Aeronautics Grant						
State Grant Expenditures	218,900	-	218,900	19,434	69,604	149,296
Total Restricted Expenditures	6,189,437	800,000	6,989,437	556,528	2,690,416	4,299,021

College Monthly Calendar:

« Previous Month		November 2020							Next Month »
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
1	2 Spring Registration Open	3	4 (s) 12:00 PM Nursing Student Testing	5	6	7			
8	9	10 (p) 10:00 AM American Red Cross Blood Drive	11 Veteran's Day (Offices Closed)	12	13	14			
15	16	17	18	19	20	21			
22	23	24	25	26	27 Last Day to Withdraw with a "W"	28			
29	30 (s) 9:00 AM Nursing Student Testing								

Event Codes:

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