

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

- September 11 NACE Testing
- September 17 Nursing Student Testing
- September 17 Board of Trustees Meeting
- September 24 Classes Began
- September 25-26 NCADF Pageants

Ozarka College Events – Last Month's Events

- August 7, 27-28 NACE Testing
- August 18 American Red Cross Blood Drive

College Governance

- Title IX procedures are being reviewed to ensure compliance with federal guidelines and policy
- Established a COVID status that is available to the public on the front page of the web site.

Student Services/Enrollment Information

Jason Lawrence, Vice President of Student Services:

- Title IX revisions
- Covid 19 Processes – Testing and contact tracing protocols
- New Student Orientation
- Housing Orientation

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

- Kelly proctored the Accuplacer remotely for the first time through Google-meet
- Assisting with enrolling concurrent students
- Calculating billing for VA on Aviation students with VA benefits
- Continuing to update grades on incomplete students as they become available
- Coordinating with Melbourne, Highland, Viola, Mountain View, and Salem High School Counselors on Concurrent Challenge Rosters
- Marking Summer II graduates. Summer I diplomas were prepared and are being issued
- Assisted with online New Student Orientation
- Working with Kim Lovelace and Erica Roark on Fall recruitment planning

Kim Lovelace, Director of Admissions:

- Admissions Department made phone calls and sent emails to returning students and new applicants who had not registered to encourage them complete their registration

- Worked with James Spurlock to give the Accuplacer at Salem High School to concurrent students and with Zeda Wilkerson to enroll them
- Admissions staff participated in Fall Campus Update
- Advised and registered students
- Completed walk-throughs and checked in all housing residents; housing is at capacity
- Worked with IT and Student Services staff to provide New Student Orientation
- Held Housing Orientation and fire drill for housing residents
- Erica and Kim worked with Zeda on fall travel schedule and articulation workshop opportunities

Kay Adkins, Director of Financial Aid:

- Awarded ADHE scholarships, institution scholarships, Pell, and student loans for the 2020-21 academic year
- Conducted 1st, 2nd, and 3rd year student borrower counseling
- Worked with Ozarka Foundation to award fall foundation scholarships
- Presented Financial Aid ‘need-to-knows’ at Aviation program orientation – August 17
- FAFSA verifications and Special Considerations
- Work Study hiring and paperwork—13 of 14 positions have been filled. Paperwork is done
- Certification of enrollment for fall VA students (25 total for fall 2020)
 - Chapter 33- 12 students
 - Chapter 33T-1 student
 - Chapter 35- 11 students
 - Chapter 1606-1 student

Amanda Engelhardt, Director of Career Pathways:

- All CPI staff attended In-service virtually
- Amanda presented during the LPN Orientation
- Lindsey spoke to the Mountain View LPN class and distributed information as well as assisted with applications
- Amanda spoke to the Ash Flat LPN class and distributed information as well as assisted with applications
- Lindsey registered and advised during the month of August
- Amanda worked on bookstore changes and agreements with BBA staff
- CPI was approved and awarded the Crisis Technology grant. CPI was able to purchase 22 laptops and sleeves and a charging cart
- Three CPI students completed the WorkKeys Exam
- Seven CPI students will be receiving tuition assistance

Kendra Smith, Perkins Program Director:

- Tiffney and Kendra advised and registered students at all four campuses
- Ordered anatomical posters, surgical mock kits, and laparoscopes for Surgical Technology classroom
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- Kendra attended virtual supervisor training
- Attended virtual 30/30 Perkins Coordinator meeting
- Ordered testing bender for Welding Technology Center
- Recorded Career Planning workshop videos for Freshman Seminar
- Completed purchase orders for testing fee reimbursement for three aviation students
- Emailed Career Planning Services Needs Assessment to all students in five focus areas
- Emailed Go2Knowledge Professional Development access information to CTE faculty
- Tiffney acquired vouchers for interview clothing for students from the Second Chance store in Ash Flat and Dorcas House in Mountain View
- Kendra and Tiffney emailed Business & Industry survey to chamber members in Salem, Mammoth Spring, Spring River Area, Horseshoe Ben, and the Melbourne Industrial Development Commission

Finance and Administration

Tina Wheelis, Executive Vice President of Finance and Administration:

- New Employee Orientation and Supervisor Training – August 14
- Two large shipments of PPE and cleaning supplies were received during August. Items include were hand sanitizer, cleaning solution, digital thermometers, disinfecting wipes, disposable gowns, bleach, and antibacterial soap
- Washable cloth masks and disposable paper masks have been made available to all employees and students
- The grounds department has been busy with some campus clean-up and beautification projects at each location

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

Robert Huckleberry, Campus Director of Mountain View:

- Surgical Technology Lab Ribbon Cutting – August 25
- Ozarka Foundation Meeting – August 14
- Reconfigured Campus for Social Distancing:
 - MVSC115 now accommodating English Comp, Biology, & LPN lectures without having to split up class.
 - MV104 & 106 accommodating LPNs, Surg Tech, English classes where split class can be monitored simultaneously

Advancement

Dr. Josh Wilson, Vice President of Advancement:

- Preparing for Quarterly Foundation Board Meeting – September 1
- 300+ invitations to golfers to the fall golf tournament at Cooper’s Hawk – September 26
- Met with Foundation Board Chair, Matt Rush to discuss upcoming Golf Tournament
- Coordinated with Financial Aid for awarding of 55 Foundation Scholarships for 2020-2021
- Foundation Board Orientation with two new board members: Shane Linn, Izard County and Michelle Atchison, Stone County
- Hosted a regional workforce alliance planning meeting in Ash Flat to discuss future workforce development needs for the Sharp County community and beyond
- Coordinating the signage updates and installation for the now officially named Carpenter Technical Center in Ash Flat with completion expected mid-October

Public Relations and Marketing

Katie Norris, Director of Public Relations and Marketing:

- Renewed annual radio contract agreements and coverage for 2020-2021
- Coordinating with local print media for possible featurettes on the College such as new technical opportunities and tech center operations at Melbourne and Ash Flat
- Facilitated PR, social media, and special features for new hires, annual ACC award recipients (faculty, staff, alumni, and academic all-star), TRIO’s five-year renewal announcements, golf tournament announcement and sponsors, and the official naming of the Carpenter Technical Center
- Collaborated with Welding faculty and students to capture video footage in the recently opened Welding Technology Center on the Melbourne campus
- Coordinated Welcome Week messaging for social media
- Designed and coordinated advertisements for final registration push for fall 2020

Adult Education

Trish Miller, Director of Adult Education:

- Kendall Morrison participated in the Making Gains on TABE 11/12 meeting – August 20
- Trish Miller, Kendall Morrison and Debbie Yancey participated in the ZOOM around like a Pro webinar – August 21
- Trish Miller and Debbie Yancey participated in the LACES for Directors webinar – August 26
- Kendall Morrison attended the Learning Disabilities: Virtual & Digital Tool for Learning Barriers webinar – August 26
- Trish Miller met with the AACAE Nominating Committee via ZOOM – August 27

Information Systems/ Planning and IR

Scott Pinkston, Chief Information Officer:

- Infrastructure upgrades complete on all campuses
- Planning and IR continue to work on closing out 2015-2020 Strategic Plan

Travel/College Representation

Dr. Richard Dawe, President:

- No Travel, other than campus visits

Kim Lovelace, Director of Admissions:

- No Travel

Dr. Josh Wilson, Vice President for Advancement:

- Foundation Board Member Orientation (Suellen Davidson)– Mountain View – August 14
- Regional Workforce Alliance Meeting (Dr. Wilson) – Ash Flat Technical Center – August 12
- Golf tournament sponsorship check presentation (Dr. Wilson, Suellen Davidson) – August 27 & 31

James Spurlock, Assistant Vice President of Campus Operations:

- Thayer Chamber of Commerce - Thayer, MO – August 4
- Thayer/Mammoth Spring Rotary Club Meeting – Mammoth Spring, AR – August 12
- Salem High School Accuplacer Testing – Salem, AR – August 26

Trish Miller, Director of Adult Education:

- No Travel

Tentative Discussion Items for Next Board of Trustees Meeting:

- Covid 19 update
- Enrollment Review for fall semester

Tentative Action Items for Next Board of Trustees Meeting:

- Monthly Financials
- FY 2019-2020 End-of-Year Financial Report
- Annual Audit Report

Kudos:

- Marty: setting up Surg Tech (circuit board wiring, conduit, lighting, plumbing) parking lot striped, grounds, etc.
- Tom Steer: Couriering and sanitation (covering two part-time positions while one is out)
- Big shout out to Donna, Dr. Lorch, Kim, Zeda, Kay, DeeDe, Tina, Jill, Pam, Kendra, Scott, Cheney, Rick, Marty, David, Jeremy, Gin and others helping me (Huck) get up to speed!

Dr. Dawe's Comments:

- Enrollment numbers were lower than hoped for this semester but far better than most state-wide. AT this time down about three percent in FTES.
- We feel the College was well prepared to start the academic year in terms of COVID measures and ensuring the welfare of all.

Monthly Financial Reports:

	Approved 2020 - 2021 Budget	Revised 2020 - 2021 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
Ozarka College						
Unrestricted Current Funds						
July 1, 2020 through August 31, 2020						
Revenues:						
Tuition & Related Fees	2,737,470	2,737,470	76,359	183,535	2,553,935	6.70%
Program & Course Related Fees	913,410	913,410	17,879	43,073	870,337	4.72%
Testing Services	88,575	88,575	1,278	1,545	85,030	1.78%
Sales Tax Proceeds	477,600	477,600		479	477,600	0.00%
Interest Income	18,840	18,840			18,361	2.54%
Other Income	64,495	64,495	74,001	74,045	(9,550)	114.81%
General Revenue	2,591,465	2,591,465	216,460	572,022	2,019,443	22.07%
Workforce 2000 Funding	1,271,850	1,271,850	105,987	211,973	1,059,877	16.67%
Transfer from Construction/Renovation Reserve	146,880	146,880			146,880	0.00%
Auxiliary Income - Culinary Café	2,715	2,715			2,715	0.00%
Auxiliary Income - Student Housing	52,800	52,800	2,243	2,893	49,907	5.48%
Total Unrestricted Revenues	8,364,100	8,364,100	494,207	1,089,565	7,274,535	13.03%
Expenses:						
Regular Salaries	4,291,580	4,291,580	341,237	570,302	3,721,278	13.29%
Extra Help Salaries	121,800	121,800	3,610	9,058	112,742	7.44%
Fringe Benefits	1,595,060	1,595,060	120,326	216,725	1,378,335	13.59%
Supplies & Services	1,395,690	1,395,690	126,025	258,107	1,137,583	18.49%
Travel	64,905	64,905	689	785	64,120	1.21%
Utilities	415,920	415,920	43,959	147,617	268,303	35.49%
Capital Outlay	76,950	76,950			76,950	0.00%
Bond Payments	402,195	402,195			402,195	0.00%
Contingency	0	0			0	0
Total Unrestricted Expenditures	8,364,100	8,364,100	635,846	1,202,596	7,161,504	14.36%
			Net Income or (Loss)	(113,031)		

Ozarka College Restricted Funds July 1, 2020 through August 31, 2020		Approved 2020 - 2021 Budget	Adjustments to 2020 - 2021 Budget	Revised 2020 - 2021 Budget	Actual Month to Date Revenue/Expense	Actual Year to Date Revenue/Expense	Balance to Collect or Balance to Expense
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
CARES - Aid to Students							
Federal Work Study	60,000			60,000	170	170	59,830
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	1,586	126,177	3,133,823
SEOG Awards	40,000			40,000			40,000
Student Loans - Federal	1,165,000			1,165,000		20,200	1,144,800
Student Loans - Private	176,000			176,000			176,000
Miscellaneous Scholarships							
Student Aid Revenues	4,972,100			4,972,100	1,756	146,547	4,825,553
Federal Grant Revenues							
Career Pathways Initiative	178,000			178,000			178,000
CARES - Institutional Funding	105,437			105,437			105,437
Carl Perkins	116,000			116,000			116,000
Correctional							
Direct & Equitable Grant	28,700			28,700			28,700
Delta Upsoar Grant	250,000			250,000			250,000
TRIO Grant	320,300			320,300	23,364	23,364	296,936
Federal Grant Revenues	998,437			998,437	23,364	23,364	975,073
State Grant Revenues							
Adult Basic Education Grant	129,700			129,700			129,700
Education & Training Grant	24,800			24,800			24,800
General Adult Education Grant	64,400			64,400			64,400
Special Projects Grant							
Career Tech Grant							
Aeronautics Grant							
State Grant Expenditures	218,900			218,900			218,900
Total Restricted Revenues	6,189,437	0		6,189,437	25,120	169,911	6,019,526

Ozarka College	Approved	Adjustments to	Revised	Actual	Actual	Budgeted
Restricted Funds	2020 - 2021 Budget	2020 - 2021 Budget	2020 - 2021 Budget	Month to Date	Year to Date	Balance to Collect or
July 1, 2020 through August 31, 2020	2020 - 2021 Budget	2020 - 2021 Budget	2020 - 2021 Budget	Revenue/Expense	Revenue/Expense	Balance to Expense
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
CARES - Aid to Students						
Federal Work Study	60,000		60,000	780	950	59,050
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	1,586	126,177	3,133,823
SEOG Awards	40,000		40,000			40,000
Student Loans - Federal	1,165,000		1,165,000		20,200	1,144,800
Student Loans - Private	176,000		176,000			176,000
Miscellaneous Scholarships						
Student Aid Expenditures	4,972,100	-	4,972,100	2,366	147,327	4,824,773
Federal Grant Expenditures						
Career Pathways Initiative	178,000		178,000	9,294	18,886	159,114
CARES - Institutional Funding	105,437		105,437	59,985	70,399	35,038
Carl Perkins	116,000		116,000	14,935	21,483	94,517
Correctional						
Direct & Equitable Grant	28,700		28,700	2,454	2,454	26,246
Delta Upsoar Grant	250,000		250,000	5,799	11,641	238,359
TRIO Grant	320,300		320,300	53,865	77,229	243,071
Federal Grant Expenditures	998,437	-	998,437	146,331	202,092	796,345
State Grant Expenditures						
Adult Basic Education Grant	129,700		129,700	10,092	20,231	109,469
Education & Training Grant	24,800		24,800	2,282	4,521	20,279
General/Adult Education Grant	64,400		64,400	5,664	7,886	56,514
Special Projects						
Career Tech Grant						
Aeronautics Grant						
State Grant Expenditures	218,900	-	218,900	18,038	32,638	186,262
Total Restricted Expenditures	6,189,437	-	6,189,437	166,735	382,057	5,807,380

Ozarka College		2020 - 2021 Fiscal Year		2019 - 2020 Fiscal Year		
Unrestricted Current Funds - Fiscal Comparison						
July 1, 2020 through August 31, 2020						
	Revised	2020 - 2021 Actual Year to Date Revenue/Expense	Percentage of Budget Realized as of 08/31/20	Revised	2019 - 2020 Actual Year to Date Revenue/Expense	Percentage of Budget Realized as of 08/31/19
	2020 - 2021 Budget			2019 - 2020 Budget		
Revenues:						
Tuition & Related Fees	2,737,470	183,535	6.70%	2,738,325	208,419	7.61%
Program & Course Related Fees	913,410	43,073	4.72%	774,395	63,600	8.21%
Testing Services	86,575	1,545	1.78%	84,830	948	1.12%
Sales Tax Proceeds	477,600	0	0.00%	473,100	40,573	8.58%
Interest Income	18,840	479	2.54%	19,505	649	3.33%
Other Income	64,495	74,045	114.81%	83,410	21,725	26.05%
General Revenue	2,591,465	572,022	22.07%	3,095,210	502,195	16.22%
Workforce 2000 Funding	1,271,850	211,973	16.67%	1,255,850	211,973	16.88%
Transfer from Construction/Renovation Fund	146,880	0	0.00%	300,000		0.00%
Auxiliary Income - Culinary Caf�	2,715	0	0.00%	3,760	47	0.00%
Auxiliary Income - Student Housing	52,800	2,893	0.00%	47,200	3,679	0.00%
Total Unrestricted Revenues	8,364,100	1,089,565	13.03%	8,875,585	1,053,808	11.87%
Expenses:						
Regular Salaries	4,291,580	570,302	13.29%	4,491,430	654,648	14.58%
Extra Help Salaries	121,800	9,058	7.44%	113,575	14,361	12.64%
Fringe Benefits	1,595,060	216,725	13.59%	1,714,370	227,531	13.27%
Supplies & Services	1,395,690	258,107	18.49%	1,634,221	222,219	13.60%
Travel	64,905	785	1.21%	79,489	11,640	14.64%
Utilities	415,920	147,617	35.49%	432,600	169,146	39.10%
Capital Outlay	76,950	0	0.00%	34,000	2,870	8.44%
Bond Payments	402,195	0	0.00%	375,900		0.00%
Contingency	0	0	0.00%			0.00%
Total Unrestricted Expenditures	8,364,100	1,202,596	14.38%	8,875,585	1,302,415	14.67%
Net Income or (Loss)		(113,031)			(248,607)	

College Monthly Calendar:

Calendar: Scheduler

Month View
Day View
Room Finder
New Event

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September 2020
Next Month »

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6	7 Labor Day Holiday (Offices Closed)	8	9	10	11 (p) 8:00 AM NACE Testing	12
13	14	15	16	17 (s) 9:00 AM Nursing Student Testing (p) 4:30 PM Board of Trustees Meeting (p) 4:30 PM Board of Trustees Meeting	18	19
20	21	22	23	24	25 (p) 8:00 AM NCADF Pageants	26 (p) 5:00 PM NCADF Pageants
27	28	29	30			

Event Codes:

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