

**President's Report
to the Board of Trustees
March 1, 2021**

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

- March 9 Cave City High School Visit
- March 16 PCC and PAC Meeting
- March 18 LPN Student Testing
- March 23 Board of Trustees Regular Meeting
- March 29 Summer/Fall Registration Opens

Ozarka College – Last Month's Events

- February 9 UPSOAR Project Coordinator Interviews

College Governance

- College employees were provided the second Moderna COVID vaccine; for those desiring the vaccine - February 24
- We completed a highly successful HLC ten-year visit to reaffirm accreditation for another ten years
- Annual reviews were completed for all employees

Student Services/Enrollment Information

Jason Lawrence, Vice President of Student Services:

- Continued to track Covid-19 cases
- ACC CSAO Meeting
- Admissions/Marketing Meeting
- ADHE CAO/CSAO Meeting
- Completed Annual Reviews
- Monitored compliance training for Students and Employees

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

- Evaluated Spring transcripts
- Completed professional reviews
- Kelly had a few students Accuplacer test in February
- Participated in the Federal Student Aid Virtual Workshop February 22-26
- Prepared tentative agenda for advisor forum
- Reviewed programs that need to be added for AR Future and Workforce Challenge

Kim Lovelace, Director of Admissions:

- Contacted area high school counselors to schedule Spring visits
- Organized the scholarship spreadsheet for Fall 2021 scholarship recipients
- Completed Professional Reviews

- Continued mailing of Acceptance letters to all new applicants
- Completed Spring New Student Orientation
- Erica gave a tour to a prospective RN student
- Erica has been contacting all applicants and enrolled students regarding missing checklist items
- Erica attended the Career Fair at Koshkonong High School with James Spurlock and Marcus Orf

Kay Adkins, Director of Financial Aid:

- Processed financial aid disbursements:
 - Pell on February 4; late Pell on February 18
 - First loan disbursement on February 11; 30-day loan disbursement on February 25
- Submitted ADHE verification rosters
- Completed professional reviews
- Reminder outreach to students needing to complete steps for aid to process
- Professional Development:
 - Zeda, Kay, and Pam completed ED's FAA Fundamentals 18- hour live virtual workshop - February 22-26
 - Safe Colleges training completed by Pam and Tess
 - Tess
 - Attended ADHE virtual discussions: Roundtable and FAFSA Campaign
 - VA-SCO debt management online training

Amanda Engelhardt, Director of Career Pathways:

- Thirty-seven gas cards were distributed to students on 3 campuses
- Eighteen students have been approved for tuition assistance
- Amanda and Lindsey have completed their professional reviews
- Amanda and Lindsey completed the Mental Health First Aider course
- Amanda began the Workforce180 course
- Preliminary budget currently shows an increase of around \$30,000 for FY22

Kendra Smith, Perkins Program Director:

- Visited Mountain View on Tuesdays (Tiffney) and Mammoth Spring on Thursdays (Kendra)
- Emailed reminders to pre-LPN students about application process and deadline
- Mental Health First Aider Training (Kendra and Tiffney) – February 24
- Visited with Marcus Orf and Dr. Josh Wilson to discuss Tech Center career services activities (Kendra)
- Retention Committee Meeting (Tiffney) – February 26
- Collaborated with Amber Rush to enter and submit approved reimbursement request for Perkins
- Entered data analysis into Perkins portal to prepare for 2021-22 local application

- Presented information about business/industry surveys and Perkins Leadership Team at virtual 30/30 Perkins Coordinator meeting as featured coordinator
- Attended Student Services Directors Meeting in Melbourne
- Processed eligible reimbursement requests for industry certification tests

Finance and Administration

Tina Wheelis, Executive Vice President of Finance and Administration:

- The budget process for the 2021-2022 fiscal year has begun. All departmental budget requests are due to the Finance Office by March 15, 2021
- Annual employee performance evaluations were conducted during the month of February
- The 2020 annual audit has begun
- New Supervisor Training was conducted during the month of February

Ash Flat

James Spurlock, Assistant VP of Campus Operations:

- Emerson Working Group Meeting - Lecture Hall - February 24
- Emerson Meeting - Lecture Hall - February 25
- All other 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:

- Fire Alarm System check - March 5
- Stone County Republican Committee Meeting - March 9
- Institutional Professional Development Committee Meeting in Melbourne - March 9
- Emergency Snow Removal - March 19
- Retention Committee Meeting - March 26
- Remote Fire Console deactivated in MVSC due to high maintenance and trouble alarms. Master Control Panel will run all checks and monitoring operations
- Continued research for welding program options (lease/buy/build)

Advancement

Dr. Josh Wilson, Vice President of Advancement:

- Received WORC grant equipment approval request for Precision Machining at CTC
- Submitted first WORC grant quarterly narrative and expense reports to DOL and DRA
- Presented and received approval from Foundation Board to shift to a flat rate “fee for service” model instead of a partial salary support model. The move aligns more directly with state auditing requirements and affords stronger cost accounting practices

- Confirmed recent \$10,000 gift to be setup as scholarship endowment in memory of late son
- Prepared for HLC hybrid visit with support to Criterion 1 and 5 committees
- Completed strategic planning activities; including the mid-year 2020-21 progress assessment

Suellen Davidson, Director of Development:

- Held the Quarterly Foundation Board meeting via video conference - February 2
- Re-awarded foundation scholarships for Spring 2021
- Drafted Spring Constituent Engagement letter
- Coordinated monthly piece with Next Door publication featuring Garry and Carol Anne Lawrence nursing scholarships for Sharp County
- Setup scholarship endowment for G. Kankey's late son, Victor
- Worked with family of Deborah Person to initiate a memorial scholarship fund and began fielding contributions
- Prepared letter campaign for Doug Southard matching donation scholarship

Katie Norris, Director of Public Relations & Marketing:

- Generated multi-media regarding scholarships, Pell/loan disbursements, new hires, fitness center, and recent military friendly ranking
- Updated radio ads under current contract to include new programs and upcoming open registration
- Coordinated New Hire feature with Stone County Leader and Women in Welding feature with Melbourne times
- Photography: Completed new Welding, Aviation, Science, Bakeshop, Café, Automotive, Nursing, Agriculture cohort photos, gathered candid photos for new weekly Action posts, and captured Purina Guest Speaker for Agriculture
- Submitted ads and photos for feature in Next Door's publication
- Completed Ticket Design and Print for Culinary Event
- Created Word Cloud of College Programs, transferred to Vector graphic
- Completed Ozarka Artwork Aesthetics Inventory Plan
- Invested in new Sponsorships – Melbourne Bearkat Banners (Football & Basketball), ICC Regional Basketball Hospitality, Thayer Prom-Lock In

Adult Education

Trish Miller, Director of Adult Education:

- Trish Miller attended a WAGE Leadership meeting - February 16
- Julia Chance participated in WAGE training - February 16 & 18
- Trish Miller attended the Budget Meeting for Directors - February 17
- Trish Miller participated in a "Creating an Effective Adult Education Workforce Preparation and Development Training Program" webinar and also the Quarterly Report Meeting for Directors - February 18
- Trish Miller and Julia Chance participated in a LACES for SNAP webinar - February 23
- Kendall Morrison participated in Part 3 of the Financial Wellness Series through AALRC - February 24

Information Systems/ Planning and IR

Scott Pinkston, VP and Chief Information Officer:

- Turned in Spring submission to ADHE
- Worked on IPEDS (Integrated Postsecondary Education Data System) reporting due February 10
- Moved Marcus and Kay into their new offices in the Tech Center

Travel/College Representation

Dr. Richard Dawe, President:

- Legislative Growth Pool Hearing - February 8
- Arkansas Division of Aeronautics meeting - February 17

Kim Lovelace, Director of Admissions:

- Koshkonong High School campus visit - Koshkonong, MO; Erica Roark and James Spurlock

Dr. Josh Wilson, Vice President for Advancement:

- Mountain View - Class Final Demonstration; K. Norris – February 22

James Spurlock, Assistant Vice President of Campus Operations:

- Thayer Chamber of Commerce - Thayer, MO - February 2
- Thayer/Mammoth Spring Rotary Club Meeting - Mammoth Spring, AR - February 3,10,17,24
- Ready for Learning Committee Meeting MSHS - Mammoth Spring, AR - February 3
- Koshkonong High School Career Day - Koshkonong, MO - February 24
- Mammoth Spring Chamber of Commerce - Mammoth Spring, AR - February 25

Trish Miller, Director of Adult Education:

- No travel

Tentative Discussion Items for Next Board of Trustees Meeting:

- Higher Learning Commission (HLC) visit debrief
- COVID vaccinations
- Emerson and Ash Flat Tech Center update

Tentative Action Items for Next Board of Trustees Meeting:

- Reappointment of full-time administration, faculty and classified staff for the 2021-2022 academic year
- Approve provisional positions for the 2021-2022 academic year
- End-of-Month and Year-to-Date Financial Reports
- Revisions to Board Policy 5.22: Residency requirements

Kudos:

- To Julia Chance who passed her State Social Work Board Licensure Exam

Dr. Dawe's Comments:

- Thanks to all employees for their dedication and direct involvement that resulted in an extremely favorable impression of our College by the HLC visiting team. Dr. Lorch and committee chairs went above and beyond to ensure we have an exceptional visit/review.

Monthly Financial Reports:

Ozarka College Unrestricted Current Funds July 1, 2020 through February 28, 2021	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
Revenues:						
Tuition & Related Fees	2,737,470	2,737,470	822,274	2,037,939	699,531	74.45%
Program & Course Related Fees	913,410	913,410	210,061	578,491	334,919	63.33%
Testing Services	86,575	86,575	27,601	57,500	29,075	66.42%
Sales Tax Proceeds	477,600	477,600	13,217	233,602	243,998	48.91%
Interest Income	18,840	18,840		3,342	15,498	17.74%
Other Income	64,495	64,495	1,819	95,270	(30,775)	147.72%
General Revenue	2,591,465	2,591,465	213,015	2,123,786	467,679	81.95%
Workforce 2000 Funding	1,271,850	1,271,850	105,987	847,894	423,956	66.67%
Transfer from Construction/Renovation Reserve	146,880	146,880			146,880	0.00%
Auxiliary Income - Culinary Café	2,715	2,715	425	3,584	(869)	132.01%
Auxiliary Income - Student Housing	52,800	52,800	6,443	35,736	17,064	67.68%
Total Unrestricted Revenues	8,364,100	8,364,100	1,400,843	6,017,143	2,346,957	71.94%
Expenses:						
Regular Salaries	4,291,580	4,291,580	351,804	2,704,683	1,586,897	63.02%
Extra Help Salaries	121,800	121,800	4,825	36,049	85,751	29.60%
Fringe Benefits	1,595,060	1,595,060	121,597	951,453	643,607	59.65%
Supplies & Services	1,395,690	1,395,690	53,290	791,503	604,187	56.71%
Travel	64,905	64,905	1,081	6,993	57,912	10.77%
Utilities	415,920	415,920	27,051	283,790	132,130	68.23%
Capital Outlay	76,950	76,950			76,950	0.00%
Bond Payments	402,195	402,195		293,562	108,633	72.99%
Contingency	0	0			0	0
Total Unrestricted Expenditures	8,364,100	8,364,100	559,648	5,068,032	3,296,068	60.59%
			Net Income or (Loss)	949,111		

Ozarka College Restricted Funds July 1, 2020 through February 28, 2021									
	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	Budgeted Balance to Collect or Balance to Expense			
Student Aid Revenues									
AR Challenge Awards	172,200		172,200		78,500	93,700			
AR Future Grant	78,300		78,300		128,182	(49,882)			
AR Workforce Challenge	9,600		9,600		17,600	(8,000)			
Federal Work Study	60,000		60,000	4,788	28,608	31,393			
Go Grant	5,000		5,000		250	4,750			
National Guard Grant	6,000		6,000			6,000			
PELL Grant	3,260,000		3,260,000	1,251,197	2,784,877	475,123			
SEOG Awards	40,000		40,000		20,000	20,000			
Student Loans - Federal	1,165,000		1,165,000	149,928	572,746	592,254			
Student Loans - Private	176,000		176,000	33,500	102,250	73,750			
Miscellaneous Scholarships		B	50,000	3,801	28,551	21,449			
Student Aid Revenues	4,972,100	50,000	5,022,100	1,443,214	3,761,563	1,260,537			
Federal Grant Revenues									
Career Pathways Initiative	178,000		178,000		106,050	71,950			
CARES - Institutional Funding	105,437		105,437	25,275	102,128	3,309			
CARES - Strengthening Institutions	38,594		38,594			38,594			
Carl Perkins	116,000		116,000		59,994	56,006			
Direct & Equitable Grant	28,700		28,700	5,730	13,280	15,420			
Delta Upsoar Grant	250,000		250,000		36,557	213,443			
TRIO Grant	320,300		320,300	22,606	173,139	147,161			
WORC Grant		B	750,000			750,000			
Federal Grant Revenues	1,037,031	750,000	1,787,031	53,612	491,149	1,295,882			
State Grant Revenues									
Adult Basic Education Grant	129,700		129,700	10,139	64,246	65,454			
Education & Training Grant	24,800		24,800	4,005	12,272	12,528			
Future Fit Grant		B	68,800	68,781	68,781	19			
General Adult Education Grant	64,400		64,400	4,855	27,807	36,593			
Career Tech Grant			-	65,539	87,331	(87,331)			
State Grant Expenditures	218,900	68,800	287,700	153,318	260,437	27,263			
Total Restricted Revenues	6,228,031	868,800	7,096,831	1,650,144	4,513,149	2,583,682			

Ozarka College Restricted Funds July 1, 2020 through February 28, 2021		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	Budgeted Balance to Collect or Balance to Expense
Student Aid Expenditures							
AR Challenge Awards	172,200			172,200		78,500	93,700
AR Future Grant	78,300			78,300		128,182	(49,882)
AR Workforce Challenge	9,600			9,600		17,600	(8,000)
Federal Work Study	60,000			60,000	7,549	36,156	23,844
Go Grant	5,000			5,000		250	4,750
National Guard Grant	6,000			6,000			6,000
PELL Grant	3,260,000			3,260,000	1,251,197	2,784,877	475,123
SEOG Awards	40,000			40,000		20,000	20,000
Student Loans - Federal	1,165,000			1,165,000	149,928	572,746	592,254
Student Loans - Private	176,000			176,000	33,500	102,250	73,750
Miscellaneous Scholarships		50,000		50,000		50,201	(201)
Student Aid Expenditures	4,972,100	50,000		5,022,100	1,442,174	3,790,762	1,231,338
Federal Grant Expenditures							
Career Pathways Initiative	178,000			178,000	15,463	146,330	31,670
CARES - Institutional Funding	105,437			105,437	2,033	104,161	1,276
CARES - Strengthening Institutions	38,594			38,594		38,594	-
Carl Perkins	116,000			116,000	6,745	75,214	40,786
Direct & Equitable Grant	28,700			28,700	2,548	18,376	10,324
Delta Upsoar Grant	250,000			250,000	3,742	48,580	201,420
TRIO Grant	320,300			320,300	23,635	196,775	123,525
WORC Grant		750,000		750,000	11,032	33,816	716,184
Federal Grant Expenditures	1,037,031	750,000		1,787,031	65,198	661,845	1,125,186
State Grant Expenditures							
Adult Basic Education Grant	129,700			129,700	11,933	87,394	42,306
Education & Training Grant	24,800			24,800	1,443	15,211	9,589
Future Fit Grant		68,800		68,800		68,781	19
General Adult Education Grant	64,400			64,400	5,727	43,353	21,047
Career Tech Grant				-		82,793	(82,793)
State Grant Expenditures	218,900	68,800		287,700	19,102	297,532	(9,832)
Total Restricted Expenditures	6,228,031	868,800		7,096,831	1,526,474	4,750,139	2,346,692

Ozarka College		2020 - 2021 Fiscal Year		2019 - 2020 Fiscal Year		
Unrestricted Current Funds - Fiscal Comparison						
July 1, 2020 through February 28, 2021						
	Revised 2020 - 2021 Budget	2020 - 2021 Actual Year to Date Revenue/Expense	Percentage of Budget Realized as of 02/28/21	Revised 2019 - 2020 Budget	2019 - 2020 Actual Year to Date Revenue/Expense	Percentage of Budget Realized as of 02/28/20
Revenues:						
Tuition & Related Fees	2,737,470	2,037,939	74.45%	2,738,325	2,284,954	83.44%
Program & Course Related Fees	913,410	578,491	63.33%	774,395	646,358	83.47%
Testing Services	86,575	57,500	66.42%	84,830	60,455	71.27%
Sales Tax Proceeds	477,600	233,602	48.91%	473,100	280,365	59.26%
Interest Income	18,840	3,342	17.74%	19,505	4,830	24.76%
Other Income	64,495	95,270	147.72%	83,410	44,346	53.17%
General Revenue	2,591,465	2,123,786	81.95%	3,095,210	2,150,165	69.47%
Workforce 2000 Funding	1,271,850	847,894	66.67%	1,255,850	847,894	67.52%
Transfer from Construction/Renovation Fund	146,880	0	0.00%	300,000		0.00%
Auxiliary Income - Culinary Caf�	2,715	3,584	0.00%	3,760	1,961	0.00%
Auxiliary Income - Student Housing	52,800	35,736	0.00%	47,200	34,549	0.00%
Total Unrestricted Revenues	8,364,100	6,017,143	71.94%	8,875,685	6,355,877	71.61%
Expenses:						
Regular Salaries	4,291,580	2,704,683	63.02%	4,491,430	2,771,320	61.70%
Extra Help Salaries	121,800	36,049	29.60%	113,575	59,845	52.69%
Fringe Benefits	1,595,060	951,453	59.65%	1,714,370	998,853	58.26%
Supplies & Services	1,395,690	791,503	56.71%	1,634,221	768,863	47.05%
Travel	64,905	6,993	10.77%	79,489	46,887	58.99%
Utilities	415,920	283,790	68.23%	432,600	302,114	69.84%
Capital Outlay	76,950	0	0.00%	34,000	2,243	6.60%
Bond Payments	402,195	293,562	72.99%	375,900	299,850	79.77%
Contingency	0	0	0.00%			0.00%
Total Unrestricted Expenditures	8,364,100	5,068,032	60.59%	8,875,685	5,249,975	59.15%
Net Income or (Loss)		949,111			1,105,902	

College Monthly Calendar:

March 2021							Next Month »
« Previous Month	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 (m) 5:00 PM HLC/Board Meeting	2	3	4	5	6	
7	8 Mid-term Advisory Grades Due	9 (p) 8:45 AM Cave City HS Visit (c) 5:00 PM Intro to Education Class	10 (m) 9:00 AM SSS Professional Development Training	11 (m) 9:00 AM SSS Professional Development Training	12 (m) 9:00 AM SSS Professional Development Training	13	
14	15	16 (m) 1:00 PM PCC and PAC Meeting	17	18 (s) 8:30 AM LPN Student Testing	19	20	
21	22	23 (p) 4:30 PM Board of Trustees Regular Meeting (p) 4:30 PM Board of Trustees Regular Meeting	24	25	26	27	
28	29 Summer/Fall Registration Opens	30	31				

Event Codes:

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