

**President's Report  
to the Board of Trustees  
August 1, 2023**

*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**

- August 7 Reporting Day for Faculty
- August 7, 11, 25 NACE Test
- August 15 Fall Inservice
- August 16 New Student Orientation – Ash Flat
- August 17 New Student Orientation – Mountain View, Melbourne
- August 19 Aviation Orientation
- August 21 Fall Semester Begins
- August 21 LPN Orientation
- August 26 Son Lamb Concert Series

**Previous Events of Interest**

- July 13, 27 NACE Test
- July 15 ACT Testing
- July 27 NAESC Year 1 Novice Training
- July 31 Surgical Technology Pinning

**College Governance**

- A significant amount of energy is being applied to consideration for a building in Mountain View for Construction Trades and additional Welding space

**Academics**

*Chris Lorch, Provost:*

- Met with ADHE Coordinating Board Chair
- Met with Emerson Plant Manager
- Spoke at the Surgical Technology Pinning

**Student Services/Enrollment Information**

*Zeda Wilkerson, Vice President of Student Services:*

- Held virtual Access to Education Committee Meeting – July 10
- Attended ArkACRAO EC meeting in Jonesboro – July 12
- Held Access to Education Committee Meeting – July 26
- Staffed Ozarka booth at Cave City Watermelon Fest – July 27-29
- Completed Housing Placements for Fall 2023. Assigned Sexual Violence Awareness training modules to all residents
- Working with Marketing and Pirate Graphics on updated T-shirt design
- Working with Marketing on updated Viewbook
- Working on revising Campus Safety and Security Report

- Reviewed Financial Aid Payment Date Calendar for 2023-24, recommended minor adjustments
- Renewed SUNY Title IX training, and Vector Solutions training modules

*Dylan Herekamp, Registrar:*

- Processed drops for non-attendance for Summer II
- Evaluated Summer II transcripts
- Attended Registrar's Therapy in Conway – July 19-20
- Completed Chapter 33 VA Benefit certifications for Summer II
- Prepared list of Fall VA Beneficiaries and contacted them regarding Fall certifications
- Completed final FY22-23 Career Coach reimbursement request and submitted it to DOE

*McKenzie Jackson, Director of Admissions and Student Engagement:*

- The Admissions Department has completed numerous campus tours during the month of July
- The Admissions Department has been setup and will continue to setup at service area county fairs
- The Admissions Department is making a push to increase Fall enrollment by sending emails and making phone calls
- The Admissions Department is currently working with Marketing on ordering promotional items for the fall and revamping the Ozark College Viewbook

*Tania Wallace, Director of Financial Aid:*

- Monitored, received, processed, and requested further documentation needed to complete FAFSA Verifications, Student Loans, ADHE Grants and Scholarships, SAP Appeals, Special Consideration Applications, Work Study Applications, etc.
- Reviewed Summer II loan requests and process qualified student loan requests.
- Sent notifications to students who were on the SAP Warning and SAP Suspension list for Summer I 2022-2023
- Participated in five additional FAFSA Simplification webinars offered by FSA and NASFAA
- Beginning to review Fall 2023-2024 loan requests and reach out to students to provide all the missing documentation that is required

*Amanda Engelhardt, Director of Career Pathways:*

- FY24 Budget Proposal has been submitted
- Amanda met with Kevin and Monieca via Zoom for a review of our Annual Plan. All goals and strategies were approved as well as the overall budget
- We will continue with the Education Pays program this year
- FY23 Closeout report has been submitted. All FY23 goals were surpassed
- Mercedes Staggs was highlighted in the quarterly report as the first female CPI student to complete the Aviation program. Mercedes is also a veteran student

*Kendra Smith, Perkins Program Director:*

- Assisted Machining graduate with resume/cover letter preparation
- Collected and entered technical skills certification results for Surg Tech and Culinary (Tiffney)
- Updated certification information on CareerLink (Tiffney)

*Sharon Wilson, Director of TRIO:*

- Orientation/Training for Sheila Williams, new Administrative Specialist III
- Prepared and Submitted 2023-2024 budget to Department of Education
- Packed Entrance Packets for new TRIO participants
- Updated TRIO forms and brochures for Fall 2023 semester

### **Finance and Administration**

*Tina Wheelis, Executive Vice President of Finance and Administration:*

- Departmental budgets for the fiscal year 2024 have been entered and are available for viewing

### **Ash Flat**

*James Spurlock, Assistant VP of Campus Operations:*

- SNAP E&T – July 6, 13, 20, 27
- WIOA Representative on Campus – July 11, 18, 25
- Sharp County Hometown Health Coalition – July 18
- Fulton/Sharp County Extension Office 4H Kids College – July 25-27
- Proctored Final Exams – July 31

### **Mountain View**

*Kim Lovelace, Campus Director of Mountain View:*

- SNAP E&T on campus – July 5, 19
- Access to Education Committee virtual meeting – July 10
- Foundation Fall Concert planning meeting – July 12
- Touch-base meeting with Mrs. Long, MVHS – July 20
- Arkansas Craft School board meeting – July 20
- Access to Education Committee meeting at Melbourne – July 26
- Search committee meeting and interview at Melbourne – July 27
- Surgical Technology program Capping and Pinning ceremony – July 31

### **Advancement, Marketing, & Legislative Affairs**

*Dr. Josh Wilson, Vice President of Advancement:*

#### **Advancement & Legislative Affairs Activities**

- Tracking scholarship recipients' enrollment and processing acceptance forms
- Held kickoff event committee meetings for all Fall events, including A Sonny Night in August concert, Fall Concert, Golf, and Casino night
- Held kickoff event committee meetings for all fall events
- Connected with area state representatives and senators to discuss College activities and setup visits in the coming months to update on College priorities

- Preparing for FY2024 including negotiating marketing contracts for multiple media outlets
- Preparing for the upcoming quarterly Foundation Board meeting, to be held August 10
- Grant Administration: SEDAP grant quarterly reporting completed. WORC grant quarterly reporting, final inventory audit, preparation for end of grant visit and close out
- Summer constituent outreach and donor stewardship, including scheduled visits, letters, calls to communicate the current and upcoming activities of the College

### **Public Relations & Marketing Activities**

- Coordinated social media ads across multiple platforms for all College activities this month and preparation for the upcoming semester with registration
- Submitted PR's regarding all recent activities (e.g., Sonny Night in August, Aviation Camp Success, Titus Retirement, Killian New Hire, Mitleff New Hire, Williams New Hire)
- Photography – Captured Aviation Camp events including activities, group, individuals; captured new hires, aviation alumni and Nursing individuals
- Completed multimedia for college design projects including event photography, updating all technical program videos, designing and coordinating dissemination of registration ads, developing media for upcoming Son Lamb Concert Series installment, and new College viewbook and t-shirt designs
- Coordinated promotional items and shirts for Aviation camp, coordinated potential student requests, coordinated aviation camp requests, coordinated menu for aviation camp, and coordinated ACC conference reminders, promotional items for Admissions department, employee gift, Salem golf tournament hole sponsorship prize, annual sign for Mountain View athletics
- Purchased Fulton County Fair sponsorship, fall visitors guide ad, back to school bus safety ad, k-95 annual billing, NCMPR membership
- Developed annual billing budgets for all area print media outlets to streamline billing and media ad buys

### **Adult Education**

*Trish Miller, Director of Adult Education:*

- No report

### **Information Systems and Institutional Research**

*Scott Pinkston, VP and Chief Information Officer:*

- Continue with IT preparations for the Fall semester
- Working on online financial aid verification tools for the Financial Aid office

### **Staff Council**

*Dylan Herekamp, Staff Council President:*

- Started our Silent Auction – July 17
- Received approval to extend Jeans Day fundraiser through remainder of Summer
  - We have raised more than \$50 thus far
- Developing meeting schedule for the Fall semester

## **Travel/College Representation**

*Dr. Richard Dawe, President:*

- ADA Commission – Little Rock, AR – July 18
- Surgical Tech graduate pinning welcome comments – Mountain View, AR – July 31

*Chris Lorch, Provost:*

- ADHE Coordinating Board Meeting – Bentonville, AR – July 28

*Tina Wheelis, Executive Vice President of Finance and Administration:*

- No travel

*Dr. Josh Wilson, Vice President of Advancement:*

- Fall Concert Planning Meeting (A. Killian, K. Norris, J. Wilson) – Mountain View, AR – July 12
- WORC Grant/College Constituent Outreach – Ash Flat, AR – July 13
- Casino Night Planning Meeting (A. Killian, J. Wilson) – Cherokee Village, AR – July 13
- A Sonny Night in August Planning – Ash Flat, AR – July 26
- Surgical Technology Pinning Ceremony (K. Norris) – Mountain View, AR – July 31

*James Spurlock, Assistant Vice President of Campus Operations:*

- Quad City Rotary Club – Highland, AR – July 10, 31
- SRACC Ribbon Cutting-Big Springs Outfitters – Highland, AR – July 13
- Hiring Committee Meeting – Melbourne, AR – July 17
- SRACC Board Meeting – Hardy, AR – July 18

*Trish Miller, Director of Adult Education:*

- Teacher's Summit – Little Rock, AR – July 26-28

## **Kudos**

- Well done to maintenance for preparing the additional parking area for student housing

## **Tentative Discussion Items for Next Board of Trustees Meeting:**

- Summer Board retreat planning
- Current and future student housing needs

## **Tentative Action Items for Next Board of Trustees Meeting:**

- End-of-Month and Year-to-Date Financial Reports
- 2023 End-of-Year Financial Report
- 2022 Annual Audit Report
- Board Policy Revisions
- Tech building in Mountain View Approval

**Dr. Dawe's Comments:**

- We will present a recommendation to the Board for approving the purchase of a building in Mountain View for Construction Trades and additional Welding space. Each Board member will be presented with details prior to the Board meeting.

**Monthly Financial Reports:**

	Approved 2023 - 2024 Budget	Revised 2023 - 2024 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
<b>Revenues:</b>						
Tuition & Related Fees	2,298,695	2,298,695	83,302	83,302	2,215,393	3.62%
Program & Course Related Fees	939,220	939,220	13,383	13,383	925,838	1.42%
Testing Services	192,605	192,605	174	174	192,431	0.09%
Sales Tax Proceeds	655,800	655,800			655,800	0.00%
Interest Income	11,170	11,170	4,918	4,918	6,253	44.02%
Other Income	81,650	81,650			81,650	0.00%
General Revenue	3,411,990	3,411,990	294,063	294,063	3,117,927	8.62%
Workforce 2000 Funding	1,271,840	1,271,840	105,987	105,987	1,165,853	8.33%
Tech Center Revenue	210,130	210,130			210,130	0.00%
Auxiliary Income - Culinary Café	5,000	5,000			5,000	0.00%
Auxiliary Income - Student Housing	60,000	60,000	1,334	1,334	58,666	2.22%
OCF Gift for Ash Flat Tech Center	10,000	10,000			10,000	0.00%
OCF Gift for Mt View Tech Center	20,000	20,000			20,000	0.00%
<b>Total Unrestricted Revenues</b>	<b>9,168,100</b>	<b>9,168,100</b>	<b>503,160</b>	<b>503,160</b>	<b>8,664,940</b>	<b>5.49%</b>
<b>Expenses:</b>						
Regular Salaries	4,827,590	4,827,590	249,849	249,849	4,577,741	5.18%
Extra Help Salaries	78,800	78,800	4,685	4,685	74,115	5.95%
Fringe Benefits	1,645,340	1,645,340	98,352	98,352	1,546,988	5.98%
Supplies & Services	1,635,140	1,635,140	167,965	167,965	1,467,175	10.27%
Travel	77,390	77,390	1,503	1,503	75,887	1.94%
Utilities	493,140	493,140	8,145	8,145	484,995	1.65%
Capital Outlay	27,000	27,000	17,867	17,867	9,133	66.17%
Bond Payments	352,800	352,800			352,800	0.00%
Loan Payments	30,900	30,900	2,572	2,572	28,328	0
<b>Total Unrestricted Expenditures</b>	<b>9,168,100</b>	<b>9,168,100</b>	<b>550,938</b>	<b>550,938</b>	<b>8,617,162</b>	<b>6.01%</b>
			<b>Net Income or (Loss)</b>	<b>(47,779)</b>		

Ozarka College Restricted Funds July 1, 2023 through July 31, 2023		Approved 2023 - 2024 Budget	Adjustments to 2023 - 2024 Budget	Revised 2023 - 2024 Budget	Actual Month to Date Revenue/Expense	Actual Year to Date Revenue/Expense	Budgeted Balance to Collect or Balance to Expense
<b>Student Aid Revenues</b>							
AR Challenge Awards	150,000			150,000			150,000
AR Concurrent Challenge	60,000			60,000			60,000
AR Workforce Challenge	25,000			25,000			25,000
AR Future Grant	1,000,000			1,000,000			1,000,000
Federal Work Study	44,800			44,800			44,800
PELL Grant	2,750,000			2,750,000	85,275	85,275	2,664,725
FSEOG Awards	40,000			40,000			40,000
Student Loans - Federal	1,000,000			1,000,000	6,888	6,888	993,112
Student Loans - Private	25,000			25,000			25,000
Miscellaneous Scholarships		A	50,000	50,000			50,000
<b>Student Aid Revenues</b>	<b>5,094,800</b>		<b>50,000</b>	<b>5,144,800</b>	<b>92,163</b>	<b>92,163</b>	<b>5,052,637</b>
<b>Federal Grant Revenues</b>							
Career Pathways Initiative	270,000			270,000			270,000
Carl Perkins	116,400			116,400			116,400
Direct & Equitable Grant	45,800			45,800			45,800
SEDAP Grant	130,000			130,000			130,000
SSARP Grant	169,000			169,000	50,769	50,769	118,231
TRIO Grant	331,500			331,500			331,500
WORC Grant	50,000			50,000			50,000
<b>Federal Grant Revenues</b>	<b>1,112,700</b>		<b>-</b>	<b>1,112,700</b>	<b>50,769</b>	<b>50,769</b>	<b>1,061,931</b>
<b>State Grant Revenues</b>							
Adult Basic Education Grant	129,700			129,700			129,700
Career Coach	142,000			142,000			142,000
Education & Training Grant	23,000			23,000			23,000
Future Fit Grant		A	80,000	80,000			80,000
General Adult Education Grant	85,600			85,600			85,600
Career Tech Grant	210,000			210,000			210,000
<b>State Grant Revenues</b>	<b>590,300</b>		<b>80,000</b>	<b>670,300</b>			<b>670,300</b>
<b>State Grant Expenditures</b>							
<b>Total Restricted Revenues</b>	<b>6,797,800</b>		<b>130,000</b>	<b>6,927,800</b>	<b>142,932</b>	<b>142,932</b>	<b>6,784,868</b>

Ozarka College		Restricted Funds		July 1, 2023 through July 31, 2023		Approved		Adjustments to		Revised		Actual		Actual		Budgeted	
				2023 - 2024 Budget		2023 - 2024 Budget		2023 - 2024 Budget		2023 - 2024 Budget		Month to Date		Year to Date		Balance to Collect or	
												Revenue/Expense		Revenue/Expense		Balance to Collect or	
<b>Student Aid Expenditures</b>																	
AR Challenge Awards		150,000				150,000											150,000
Arkansas Concurrent Challenge		60,000				60,000											60,000
AR Workforce Challenge		25,000				25,000											25,000
AR Future Grant		1,000,000				1,000,000											1,000,000
Federal Work Study		44,800				44,800											44,800
PELL Grant		2,750,000				2,750,000											2,664,725
FSEOG Awards		40,000				40,000											40,000
Student Loans - Federal		1,000,000				1,000,000											993,112
Student Loans - Private		25,000				25,000											25,000
Miscellaneous Scholarships				A		50,000											50,000
<b>Student Aid Expenditures</b>		<b>5,094,800</b>				<b>5,144,800</b>											<b>5,052,637</b>
<b>Federal Grant Expenditures</b>																	
Career Pathways Initiative		270,000				270,000											251,528
Carl Perkins		116,400				116,400											109,349
Direct & Equitable Grant		45,800				45,800											45,794
SEDAP Grant		130,000				130,000											130,000
SSARP Grant		169,000				169,000											118,231
TRIO Grant		331,500				331,500											314,157
WORC Grant		50,000				50,000											3,349
<b>Federal Grant Expenditures</b>		<b>1,112,700</b>				<b>1,112,700</b>											<b>972,408</b>
<b>State Grant Expenditures</b>																	
Adult Basic Education Grant		129,700				129,700											121,903
Career Coach		142,000				142,000											138,304
Education & Training Grant		23,000				23,000											21,336
Future Fit Grant				A		80,000											79,992
General Adult Education Grant		85,600				85,600											79,637
Career Tech Grant		210,000				210,000											208,657
<b>State Grant Expenditures</b>		<b>590,300</b>				<b>670,300</b>											<b>649,829</b>
<b>Total Restricted Expenditures</b>		<b>6,797,800</b>				<b>6,927,800</b>											<b>6,674,874</b>
A = Grant Awarded after budget was prepared																	
B = Grant Awarded after start of fiscal year																	
C = Grant Award adjusted after budget was prepared																	

Ozarka College		2023 - 2024 Fiscal Year		2022 - 2023 Fiscal Year		
Unrestricted Current Funds - Fiscal Comparison						
July 1, 2023 through July 31, 2023						
	2023 - 2024 Budget	Year to Date Revenue/Expense	Percentage of Budget Realized as of 07/31/23	2022 - 2023 Budget	Year to Date Revenue/Expense	Percentage of Budget Realized as of 07/31/22
<b>Revenues:</b>						
Tuition & Related Fees	2,298,695	83,302	3.62%	2,431,790	96,463	3.97%
Program & Course Related Fees	939,220	13,383	1.42%	866,085	15,021	1.73%
Testing Services	192,605	174	0.09%	88,695	227	0.26%
Sales Tax Proceeds	655,800	0	0.00%	614,580		0.00%
Interest Income	11,170	4,918	44.02%	4,395		0.00%
Other Income	81,650	0	0.00%	90,970		0.00%
General Revenue	3,411,990	294,063	8.62%	3,336,265	276,076	8.28%
Workforce 2000 Funding	1,271,840	105,987	8.33%	1,271,840	105,987	8.33%
Tech Center Revenue	210,130	0	0.00%	124,300		0.00%
Auxiliary Income - Culinary Café	5,000	0	0.00%	5,940		0.00%
Auxiliary Income - Student Housing	60,000	1,334	2.22%	52,800	450	0.85%
OCF Gift for Ash Flat Tech Center	10,000	0	0.00%	16,350		0.00%
OCF Gift for Mtn View Tech Center	20,000	0	0.00%	25,000		0.00%
<b>Total Unrestricted Revenues</b>	<b>9,168,100</b>	<b>503,160</b>	<b>5.49%</b>	<b>8,929,010</b>	<b>494,224</b>	<b>5.54%</b>
<b>Expenses:</b>						
Regular Salaries	4,827,590	249,849	5.18%	4,669,780	240,653	5.15%
Extra Help Salaries	78,800	4,685	5.95%	105,200	5,695	5.41%
Fringe Benefits	1,645,340	98,352	5.98%	1,648,630	93,813	5.69%
Supplies & Services	1,635,140	167,965	10.27%	1,538,980	152,675	9.32%
Travel	77,390	1,503	1.94%	76,990	1,017	1.32%
Utilities	493,140	8,145	1.65%	471,280	107,472	22.80%
Capital Outlay	27,000	17,867	66.17%	31,250		0.00%
Bond Payments	352,800	0	0.00%	356,000		0.00%
Loan Payments	30,900	2,572	0.00%	30,900	0	0.00%
<b>Total Unrestricted Expenditures</b>	<b>9,168,100</b>	<b>550,938</b>	<b>6.01%</b>	<b>8,929,010</b>	<b>601,325</b>	<b>6.73%</b>
<b>Net Income or (Loss)</b>		<b>(47,779)</b>			<b>(107,101)</b>	

## College Monthly Calendar:

« Previous Month	August 2023							Next Month »
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	1 (m) 10:00 AM AR Rehab Counseling	2 (m) 4:00 PM Advanced Use of Force Semester Final Exams	3	4 Final Grades Due	5			
6	7 (s) 9:00 AM NACE Test Reporting Day for Faculty End Four Day Work Week	8	9 (m) 9:00 AM Area Working Group	10 (s) 9:00 AM NACE Test	11	12		
13	14	15 (m) 8:30 AM Inservice (f) 11:00 AM Inservice Lunch Sponsored by FNBC (f) 11:00 AM Inservice Lunch Sponsored by FNBC (f) 11:00 AM Inservice Lunch Sponsored by FNBC ARNEC Classes Begin	16 New Student Orientation (AF 2-3:30PM)	17 New Student Orientation (MV 10-11:30AM / MEL 2-3:30PM)	18	19 (s) 9:00 AM Aviation Orientation (s) 9:00 AM Aviation Orientation		
20	21 (s) 9:00 AM LPN Orientation Classes Begin	22	23	24	25 (s) 9:00 AM NACE Test	26 (p) 7:00 PM Son Lamb Concert Series		
27	28	29	30	31 (p) 8:00 AM Arkansas Commissioner of State Lands Annual Tax Delinquent Property Auction				

**Event Codes:**

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