

**President's Report
to the Board of Trustees
August 1st, 2016**

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 2 New Student Orientation, Mammoth Spring campus
- August 2 New Student Orientation, Ash Flat campus
- August 2 Foundation Board Meeting, Melbourne campus
- August 3 New Student Orientation, Mountain View campus
- August 3 New Student Orientation, Melbourne campus
- August 8 Reporting day for faculty
- August 8-12 In-service Week
- August 11 New Student Orientation make-up day, Melbourne campus
- August 15 First day of classes
- August 25 Welcome Back Event, Melbourne campus
- August 26 "A Sonny Night in August" A Tribute to Son Lamb, John E. Miller building

Ozarka College Events

- July 4 Independence Day Holiday, all Ozarka College campus closed
- July 5 Summer II classes began
- July 7 Open Registration Day at Ash Flat campus
- July 11 Mountain View Chamber of Commerce meeting
- July 19 Open Registration Day at Melbourne campus - evenings
- July 20 Fulton/Sharp County Single Parent Scholarship Meeting, Ash Flat campus
- July 28 ARNEC Classes end
- July 30 ICARE Pickin' for Paws, John E. Miller building

Instruction

Dr. Keith McClanahan, Provost and Executive Vice President of Learning:

- Hired Janice Crider as the Ozarka Cafe manager.
- Have been holding early registration at our four sites during June and July, with the latest being at Melbourne on July 19 during the evening hours. This was the first time to hold early registration in this manner and they were well attended at all locations for first time events.
- Dr. McClanahan attended the Arkansas Department of Higher Education (ADHE) Coordinating Board meeting in Little Rock on July 29.

Adult Education

Dr. Wayne Wilson, Director of Adult Education

- Held a WAGE Advisory meeting was on the Melbourne campus on July 26.

Student Services/Enrollment Information

Josh Wilson, Associate Vice President of Student Services:

- Completed the Academic All-Star Award selection process and notified/congratulated Mr. Zach Thielman as the recipient who will by tradition join Ozarka College at the annual ACC conference.
- Completed and submitted the 2017 Best for Vets survey, a detailed questionnaire about Ozark College policies and practices for supporting veterans, their spouses, and dependents. Will be notified if selected as an institution in October.
- Coordination of strategic prospect management and targeted outreach continues in support of fall enrollment/recruitment efforts. Some details outlined in the Admissions report.
- Facilitating multiple personnel hiring/transition processes, specifically for Associate Director of Admissions/Recruiter, Financial Aid Specialist, part-time Assessment Center Coordinator, part-time Administrative Assistant for Enrollment Services, and Veterans Support Specialist positions.

Zeda Wilkerson, Registrar, Office of Admissions and Records:

- Summer I graduates have been marked and diplomas prepared.
- Certifying Fall VA students.
- Attended Registrar workshop in Conway July 20-21.
- Processed Summer II census day drops.
- Completing transcript evaluations.
- Assisted with Registration Day events.

Laura Lawrence, Director of Financial Aid:

- Assisted with registration days at the Ash Flat campus and the Melbourne campus.
- Awarded ADHE scholarships, Pell, and student loans for the Fall 2016 semester.
- Complete contract with USA Funds Borrower Advantage to assist default management.
- Attended quarterly meeting with USA Funds.

Amber Whitaker, Director of Admissions:

- Registration Days have continued and concluded this month. This event helped getting students on campus to get registered and I can see it only getting better next year.
- Josh and Amber have been working on prospect outreach in many different areas. Amber is helping get some major outreach completed before she leaves.
- Post cards to Ambassadors regarding training, College Now Scholarship recipients have been outreach with letters and e-mails. Applicants not enrolled outreach with e-mails and letters, Fall Session reminders have been sent out by letter and New Student Orientation reminders by postcards. All are being worked on and completed before August 1.
- New Student Orientation is planned for all four campuses between the Campus Directors and Amber. Agendas are printed and new staff t-shirts have been sent out; Packets are

being made by Amanda, Ashley and Sheila and all information has been updated for the General Information Slide show.

Distance Learning

Candace Killian, Director of Distance Learning:

- Attended an ACC Workforce Summit in Little Rock on July 27.
- Create a new section for Online New Student Orientation.

Student Success Center

Student Success Center/Career Planning Services, Kendra Smith and Kay Adkins:

Kendra Smith:

- Provided program of study charts reflecting articulation agreements between Ozarka and Izard County Consolidated High School and Highland High School to be posted on ADHE Perkins website on July 5.
- Registration and career planning with students during Open Registration Day in Ash Flat on July 7.
- Contacted Arkansas Challenge Scholarship eligible students regarding enrollment/hours on July 18.
- Mailed Satisfactory Academic Progress Appeal Agreement forms and policy to nine students approved for appeal on July 20.
- Logged 78 student contacts for registration, career planning, and assorted questions about admissions, financial aid, etc., July 1-25.
- Fall Career Sphere student newsletter.

Kay Adkins:

- Perkins Coordinator webinars on July 6 and July 12.
- Logged 70 student contacts (new advisees, registration, summer II schedule adjustments due to course cancellations, financial aid appeal approval counseling, etc.), July 1-27.
- Prepared Career Services informational material for NSO Orientation packets and for the online make-up orientation.

Career Pathways

Kim Lovelace, Director of Career Pathways:

- Provided WorkKeys testing at Ash Flat, Melbourne and Mountain View for incoming LPN students.
- Met with ASU-Mountain Home Career Pathways Director, Jackie Edmonds, regarding 2017 DWS MOA outlining new policies.
- Career Pathways staff helped with preregistration July 19.

TRIO Student Support Services

Ashley Sherrell, Academic Advising Coordinator:

- Continued updating and reviewing policies and procedures.
- Welcome Back Event preparation August 25, 2016.
- Tutor Training August 19, 2016.
- Student Access Training August 4-5, 2016 preparation.
- Follow ups S2FR Spring to Fall Registration Initiative.
- TRIO assisted with Registration Days on the Ash Flat and Melbourne campuses.

Finance

Tina Wheelis, Vice President of Finance:

- Departmental budgets have been entered into the accounting system and are available for viewing by administration and staff. Expenditures and source documents for each transaction can be viewed and printed by department heads.
- The fiscal year has been closed and financial statements for FY2016 are being prepared.

Planning and Institutional Research

Deltha Shell, Associate Vice President of Planning and Institutional Research:

- Submitted Blue and You Grant on July 15.
- Completed Strategic Planning Updates for Academics.
- Reviewed Assessment Plan with the Associate Vice President of Academic.
- Research and update on possible Upward Bound Grant Proposal.
- Research and update on America's Promise grant opportunity.

Ash Flat

Kim Whitten, Campus Director:

- Attend Arkansas Rehab Services on July.
- Participated in Registration Day at Ash Flat on July 7.
- ADHE elementary math workshop July 11-21.
- WorkKeys assessment on July 11.
- Attended an Ozark Foothills Single Parent Scholarship meeting on July 20.
- Took part in a creative writing continuing education course on July 25-27.
- Survival Flight paramedic training on July 26-27.

Mammoth Spring

James Spurlock, Campus Director:

- Financial Aid Representative on Campus on July 14.

Mountain View

Lindsay Galloway, Campus Director:

- Stone County Abuse Prevention Board Meeting on July 6.
- Arkansas Craft School Bi-monthly meeting on July 8.
- Mountain View Trail Coalition Meeting on July 25.

- Foundation Board Meeting with Stone County Members, Suellen Davidson, and Manda Jackson to Discuss the Fall Concert on July 26.

Advancement

Suellen Davidson, Director of Advancement:

- Son Lamb Tribute Concert discussion with Susan Smith, Lillian Hutchins and Jerry Blankenship on July 12.
- Attended Fall Concert Planning Meeting on July 26.
- Foundation Board Meeting preparation.
- Mammoth Spring 5-K preparation.
- Golf Tournament preparation.
- Board member development discussion with new Sharp County board member.

Public Relations and Marketing

Manda Jackson, Director of Public Relations and Marketing:

- Presented to Administrative Council billboards and light pole banner updates on July 13.
- Met with Katlyn Allen, sales representative from CBS/Fox 39 Jonesboro regarding possible television advertising.
- Worked with designers for catalog, new view book, light pole banners and billboard designs.
- Scheduled fall semester ad packages with local radio stations (weather, news, high school sports, etc.).
- Updated fall registration ad scripts with radio stations.
- Designed fall registration print ads and scheduled them to run with local newspapers.
- Scheduled posts to social media for several events coming up (registration, new student orientation, welcome back event, foundation events, etc.).
- Updated design and completed flyer and ticket print jobs for The Fall Concert.
- Updated design and completed registration forms and sponsor sheet print jobs for Izard County Golf Tournament.
- Submitted 9 press releases regarding new EMT program, Mimi Newsome's retirement, continuing education instructors, monthly newsletter, Relay for Life donation, Holzhauer's appointment to the Board of Trustees, scholarship recipients, and GIF donation from Senator Linda Collins-Smith.

Human Resources – New Employees, Resignations/Retirements, Active Searches:

New Hires:

- Janice Crider, Food Preparation Coordinator/Café Manager
- Rylie Bevill, Associate Director of Admissions/ Recruiter

Searches:

- Online Adjunct Legal Environment of Business Instructor
- Night maintenance/Special Events Supervisor
- Maintenance Technician

- Financial Aid Specialist
- Part-time Administrative Assistant for Student Services
- Part-time Assessment Center Coordinator
- Part-time Fitness Center

Resignations:

- Allen Vickery, Maintenance
- Kelly Shell, Part-time Library
- Robin Pollard, Part-time Student Services
- Kim Powell, Part-time Testing Coordinator
- Madison DeLoach, Part-time Fitness Center
- Clay Jones, Part-time Night Maintenance

Travel/College Representation

Dr. Richard Dawe, President

- July 7 Registration Day, Ash Flat campus
- July 13 Meeting with Senator Linda Collins-Smith, Mammoth Spring
- July 19 Registration Day, Melbourne campus
- July 19 Meeting with new Board of Trustee, Mr. Fred Holzhauer

Dr. Keith McClanahan, Provost and Executive Vice President of Learning:

- July 29 ADHE Coordinating Board Meeting, Little Rock

Suellen Davidson, Director of Advancement:

- July 26 Meeting with Stone County Foundation Board members, Mountain View
- July 28 Meeting with Garry Lawrence and new Sharp County board member

Manda Jackson, Director of PR & Marketing:

- July 21 Horseshoe Bend Area Chamber of Commerce Board Meeting
- July 21 Horseshoe Bend Area Chamber of Commerce General Session Meeting
- July 26 Fall Concert Planning Meeting, July 26, Mountain View

Trish Miller, Adult Education:

- July 20 Attended the Northcentral WIOA Partners meeting, Batesville, AR
- July 27 Attended the Northwest WIOA Partners meeting, Harrison, AR
- July 28 Served as a panelist at the WAGE meeting in Little Rock

James Spurlock, Mammoth Spring Campus Director:

- July 4 Salem Chamber of Commerce Fireworks Display (Volunteer), Salem, AR
- July 14 Mammoth Spring Chamber of Commerce, Mammoth Spring, AR

- July 28 Salem Chamber of Commerce, Salem, AR
- July 29 Thayer/Mammoth Spring Rotary Meeting, Mammoth Spring, AR

Kim Whitten, Ash Flat Campus Director:

- July 11, 18, 25 Rotary
- July 19 Spring River Area Chamber of Commerce, Hardy
- July 20 Eaglefest meeting, Ash Flat City Hall
- July 26 Sharp County Fair judging, Ash Flat
- July 28 Highland High School meeting, Highland

Zeda Wilkerson, Registrar and Records:

- July 20-21 Attended Registrar workshop in Conway

Kudos:

Tentative Discussion Items for Next Board of Trustees Meeting:

- 2017 Summer Planning Retreat
- Ozarka Unfunded Priorities Review

Tentative Action Items for Next Board of Trustees Meeting:

- Year to Date and Monthly Financial Report
- 2016 end of Year Financial Report

Monthly Financial Report (Please see attached.)

College Monthly Calendar (Please see attached.)

Dr. Dawe's Comments:

- Our enrollment looks strong for the fall semester and we have noticed a large increase in minority enrollment.
- Financial health continues to exceed forecasts. Our conservative budgeting over the past few years has allowed us to maintain this position.

Ozarka College
Unrestricted Current Funds - Fiscal Comparison
July 1, 2016 through July 31, 2016

2016 - 2017 Fiscal Year

2015 - 2016 Fiscal Year

	Revised 2016 - 2017 Budget	2016 - 2017 Actual Year to Date Revenue/Expense	Percentage of Budget Realized as of 07/31/16	Revised 2015 - 2016 Budget	2015 - 2016 Actual Year to Date Revenue/Expense	Percentage of Budget Realized as of 07/31/16
Revenues:						
Tuition & Related Fees	2,546,350	88,626	3.48%	3,031,600	97,738	3.22%
Program & Course Related Fees	360,000	19,936	5.54%	446,000	16,870	3.78%
Testing Services	71,050	360	0.51%	70,700	375	0.53%
Sales Tax Proceeds	447,600	39,598	8.85%	414,000	0	0.00%
Interest Income	4,300	0	0.00%	5,100	0	0.00%
Other Income	38,500	15,315	39.78%	33,400	25,413	76.09%
General Revenue	3,126,500	240,649	7.70%	3,126,500	243,539	7.79%
Workforce 2000 Funding	1,271,850	105,987	8.33%	1,271,200	105,987	8.34%
Carryover Funds - Previous Years	0	0	0.00%	0	0	0.00%
Auxiliary Income - Culinary Café	24,300	0	0.00%	46,600	2,310	4.96%
Auxiliary Income - Bookstore	165,550	91,895	55.51%	664,300	28,806	4.34%
Auxiliary Income - Preschool	204,200	7,612	3.73%	234,800	10,573	4.50%
Total Unrestricted Revenues	8,260,200	609,978	7.38%	9,344,200	531,611	5.69%
Expenses:						
Regular Salaries	4,314,850	207,549	4.81%	4,540,800	213,648	4.71%
Extra Help Salaries	156,000	10,296	6.60%	179,700	13,052	7.26%
Fringe Benefits	1,762,650	93,237	5.29%	1,915,000	97,718	5.10%
Supplies & Services	1,110,200	90,612	8.16%	1,654,800	147,808	8.93%
Travel	63,500	925	1.46%	90,400	1,943	2.15%
Utilities	457,700	13,645	2.98%	473,500	14,631	3.09%
Capital Outlay	22,800	0	0.00%	86,400	0	0.00%
Bond Payments	372,500	0	0.00%	400,500	0	0.00%
Contingency	0	0	0.00%	3,100	0	0.00%
Total Unrestricted Expenditures	8,260,200	416,264	5.04%	9,344,200	488,800	5.23%
Net Income or (Loss)		193,713			42,811	

July 1, 2016 through July 31, 2016

Revenues:	Approved 2016 - 2017 Budget		Adjustments to 2016 - 2017 Budget		Revised 2016 - 2017 Budget		Actual		Actual		Budgeted Balance to Collect or Balance to Expense	Percentage Realized To Date
							Month to Date Revenue/Expense	Year to Date Revenue/Expense				
Student Aid Revenues												
AR Challenge Awards	275,000				275,000					275,000	0.00%	
AR Workforce Improvement Awards	30,000				30,000					30,000	0.00%	
Federal Work Study	50,000				50,000					50,000	0.00%	
GO Grant	55,000				55,000					55,000	0.00%	
PELL Grant	3,250,000				3,250,000		84,954	84,954		3,165,046	2.61%	
SEOG Awards	30,000				30,000					30,000	0.00%	
Student Loans	2,000,000				2,000,000		31,356	31,356		1,968,644	1.57%	
Governor's Scholarship											0.00%	
Miscellaneous Scholarships											0.00%	
Student Aid Revenues	5,690,000				5,690,000		116,310	116,310		5,573,690	2.04%	
Federal Grant Revenues												
Career Pathways Initiative	255,770				255,770					255,770	0.00%	
Carl Perkins	114,190				114,190					114,190	0.00%	
Correctional Grant	6,300				6,300					6,300	0.00%	
Direct & Equitable Grant	74,270				74,270					74,270	0.00%	
TRIO Grant	278,420				278,420					278,420	0.00%	
Federal Grant Revenues	728,950				728,950					728,950	0.00%	
State Grant Revenues												
Arkansas Works Career Facilitator Program	24,175				24,175					24,175	0.00%	
Adult Basic Education Grant	12,000				12,000					12,000	0.00%	
Distance Learning Grant	17,035				17,035					17,035	0.00%	
Managed Enrollment	7,650				7,650					7,650	0.00%	
General Adult Education Grant	267,670				267,670					267,670	0.00%	
State Grant Revenues	328,530				328,530					328,530	0.00%	
Total Restricted Revenues	6,747,480				6,747,480		116,310	116,310		6,631,170	1.72%	

Expenditures:	Approved 2016 - 2017 Budget	Adjustments to 2016 - 2017 Budget	Revised 2016 - 2017 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
Student Aid Expenditures							
AR Challenge Awards	275,000		275,000			273,436	0.00%
AR Workforce Improvement Awards	30,000		30,000			30,000	0.00%
Federal Work Study	50,000		50,000	1,564	1,564	48,436	3.13%
GO Grant	55,000		55,000			55,000	0.00%
PELL Grant	3,250,000		3,250,000	84,954	84,954	3,218,044	0.96%
SEOG Awards	30,000		30,000			30,000	0.00%
Student Loans	2,000,000		2,000,000	31,356	31,356	1,968,644	1.57%
Governor's Scholarship							#DIV/0!
Miscellaneous Scholarships							#DIV/0!
Student Aid Expenditures	5,690,000		5,690,000	117,874	117,874	5,624,160	2.07%
Federal Grant Expenditures							
Career Pathways Initiative	255,770		255,770	16,054	16,054	239,716	6.28%
Carl Perkins	114,190		114,190	5,991	5,991	108,199	5.25%
Correctional Grant	6,300		6,300			6,300	0.00%
Direct & Equitable Grant	74,270		74,270	269	269	74,001	0.36%
TRIO Grant	278,420		278,420	16,203	16,203	262,217	#REF!
Federal Grant Expenditures	728,950		728,950	38,518	38,518	690,432	2.22%
State Grant Expenditures							
Arkansas Works Career Facilitator Program	24,175		24,175			24,175	0.00%
Adult Basic Education Grant	12,000		12,000	19	19	11,981	0.16%
Distance Learning Grant	17,035		17,035			17,035	0.00%
Managed Enrollment	7,650		7,650			7,650	0.00%
General Adult Education Grant	267,670		267,670	10,269	10,269	257,401	3.84%
State Grant Expenditures	328,530		328,530	10,288	10,288	318,242	3.13%
Total Restricted Expenditures	6,747,480		6,747,480	166,680	166,680	6,632,834	2.47%

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Testing Services	71,050	360	0.51%	70,700	375	0.53%
Sales Tax Proceeds	447,600	39,598	8.85%	414,000	0	0.00%
Interest Income	4,300	0	0.00%	5,100	0	0.00%
Other Income	38,500	15,315	39.78%	33,400	25,413	76.09%
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August 2016					Next Month »	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 (p) 8:00 AM NACE Testing (p) 12:45 PM Assoc. Dir. Admiss. Interviews	2 (p) 8:00 AM NACE Testing (p) 9:30 AM Foundation Board Meeting New Student Orientation (MS 10-11:20 AM/ AF 2-3:30 PM)	3 (m) 8:00 AM Admin. Council Meeting (p) 8:30 AM NAESC Informative & Explanatory Writing 6-12 New Student Orientation (MV 10-11:30 AM/ MeI 2-3:30 PM)	4 Final Exams	5 Final Grades Due	6 (p) 7:30 AM TIPS for Great Kids
7 	8 (p) 5:30 PM Mt. View Chamber of Commerce Monthly Meeting Reporting Day for Faculty	9 ARNEC Classes Begin	10 (m) 8:00 AM Admin. Council Meeting	11 New Student Orientation - make-up (MeI 6:00-7:30 PM)	12 (p) 10:30 AM Congressman Crawford Livestock&Poultry Adv. Board Meeting (p) 10:30 AM Congressman Crawford Livestock&Poultry Adv. Board Meeting (p) 6:00 PM IZard County Beauty Pageants	13 (p) 2:00 PM IZard County Beauty Pageants
14 	15 (p) 9:00 AM Nursing Seminar (p) 2:30 PM Career Pathways Meeting for new LPNs Day and Evening Classes Begin	16 Last Day to Register for Courses	17 (m) 8:00 AM Admin. Council Meeting	18 (m) 4:30 PM Board of Trustees Meeting	19 (p) 9:00 AM TRiO Tutor Training (p) 6:00 PM ICARE	20
21 	22 (p) 8:00 AM NACE Testing	23 (p) 8:00 AM NACE Testing	24 (m) 8:00 AM Admin. Council Meeting (p) 9:00 AM Red Cross Blood Drive	25 (p) 1:00 PM Paul Vitale	26 (p) 6:00 PM A "Sonny" Night in August	27
28 	29 Census Day Last Day to Audit a Class	30 (p) 9:30 AM Red Cross	31 (m) 8:00 AM Admin. Council Meeting			

		Blood Drive		
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Event Codes:

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