

**President's Report
to the Board of Trustee
February 1, 2018**

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

- February 2 New Employee Orientation
- February 8 ‘ReNew You: Health for Every Body’ – Melbourne Campus
- February 9 ‘Get Real-Here’s the Deal’ – Melbourne Campus
- February 9 HLC Steering Committee Meeting – Melbourne Campus
- February 13 Town Hall Meeting – Ash Flat Campus
- February 16 WRAAA In-Service – Melbourne Campus
- February 21 Senior High Quiz Bowl – Melbourne Campus
- February 21 Single Parent Scholarship Meeting – Ash Flat Campus
- February 22 Arkansas Arts Center Children’s Theater – Melbourne Campus
- February 22 Simple Steps to Online Safety – Melbourne Campus
- February 23 CNA Testing – Ash Flat Campus
- February 26 PAX Prep Workshop – Ash Flat Campus
- February 27 PAX Prep Workshop – Melbourne Campus
- February 28 PAX Prep Workshop – Mammoth Campus

Ozarka College Events – Last Month’s Events

- January 5 ARNEC Orientation
- January 9 In-Service – Spring 2018
- January 11 New Student Orientation – All Campuses
- January 16 Classes Begin
- January 17 Single Parent Scholarship Meeting – Ash Flat Campus
- January 23 Pesticide Applicator Training – Melbourne Campus
- January 24 American Red Cross Blood Drive – Ash Flat Campus
- January 29 UALR Representative – Melbourne Campus
- December 1 “Holidays in Who-ville” – Melbourne Campus
- December 1 Classes End – All Campuses
- December 2 Holiday Event – Ash Flat Campus
- December 4-7 Final Exams – All Campuses
- December 4 Children’s Shelter Event – Ash Flat Campus
- December 6 Junior High Quiz Bowl – Melbourne Campus
- December 7 Spelling Bee – Melbourne Campus
- December 7 Tri-County Cattlemen’s Meeting – Ash Flat Campus
- December 8 WRAAA HCA In-Service – Ash Flat Campus
- December 8 ARNEC Clinical Orientation – Melbourne Campus
- December 9 ACT Testing – Melbourne Campus
- December 12 Kindred Care In-Service – Mammoth Spring Campus

- December 12 Reception for Mary Ellen Hawkins – Melbourne Campus
- December 15 In-Service and Christmas Party – Melbourne Campus
- December 18-31 Christmas Break (Offices Closed) – All Campuses

College Governance

- We continue to advance concepts for a residence hall on the Melbourne campus.
- Bids have been submitted and received for the multi-engine aircraft for Aviation. (Beech Barron 55).

Academics

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

- Participated in Faculty and Staff In-Service – January 9
- Attended the Adjunct Orientation – Melbourne campus – January 23

Student Services/Enrollment Information

Dr. Josh Wilson, Vice President of Student Services:

- Coordinated New Student Orientation across all four locations for spring semester.
- Expanded the advanced tutoring model, combining TRIO Student Support Services and Perkins Career Services resources with the College to deliver a more comprehensive tutoring program across our four campus locations. The new model also provides supplemental online tutoring resources for students to access from anywhere with an internet connection, 24/7, thanks to support from both TRIO and Perkins programs.
- Coordinated disability services for returning and new students with documented disabilities.
- Concluded strategic prospect management and targeted outreach for Spring term in support of fall enrollment/recruitment efforts. Some details outlined in the Admissions report.
- Coordinated recruitment/outreach efforts with Marketing director through a sponsorship of the IZARD County Invitation Tourney; enlisted staff volunteers to assist with activities including distributing promo items and launching t-shirts with the cannon.

Zeda Wilkerson, Registrar, Records, and Testing:

- December diplomas have been printed and will be distributed over the next few weeks.
- Working on early planning for Spring Fling, plan to submit grant request in March.
- Beginning of term Accuplacer testing and transcript requests have slowed down; and Kelly has been assisting with degree verifications, and scanning archived records as time allows.
- Criterion 1 Committee met Jan. 23rd.

Laura Lawrence, Director of Financial Aid:

- Assisted Student Services with New Student Orientation on all campuses.
- Taught Freshman Seminar class on the Mountain View and Ash Flat campuses.

- Participated in committee meeting for HLC Criterion I.
- Hosted IZARD County Single Parent Scholarship Meeting.
- Partnered with UA Extension officials to coordinate upcoming on-campus events for area HS seniors as they prepare for a life after high school.

Rylie Bevill, Associate Director of Admissions:

- Administered ACCUPLACER (college placement) testing for area high school students (Calico Rock, Timbo, and Shirley).
- Spring New Student Orientation. Coordinated food for all campuses—presented in Melbourne. Assisted students afterward.
- Worked IZARD County Invitational Tournament; Used t-shirt cannon, gave away pom poms and seat cushions each night of the tournament.
- Began coordinating program faculty participation in “Program Preview” portion of upcoming UA Extension partnered program for high school seniors.

Student Success Center

Student Success Center/Career Planning Services, Megan Scott and Kendra Smith:

- Continued assistance in registration of students.
- Attended multiple training opportunities:
 - Semester In-Service
 - Financial Aid update
 - Freshman Seminar
 - Net Tutor
- Contacting and documenting Satisfactory Academic Progress Appeals.
- Facilitating Freshmen Seminar Career Planning Session.
- Perkins Compliance visit January 19.
- Reaching out to early alert students to inform career services is here to help.
- Perkins Reserve Fund Awarded-\$8,070 for a navigation system upgrade for Aviation.

Career Pathways

Amanda Engelhardt, Director of Career Pathways:

- Textbooks, scrubs, patches and a skill pack were provided for 23 RN students and 12 LPN students after a Career Pathways program orientation.
- Child care assistance is being provided for six students.
- A total of 510 textbooks (including nursing books) were provided for students through the Career Pathways book loan program for the spring.
- Two students have received tuition assistance for the spring semester.
- Between the three staff, over 350 contacts have been made since the first of December.
- A total of 61 gas cards were distributed to students.
- Eighteen students have obtained the Career Readiness Certificate since December.

TRIO Student Support Services

Tracy Cone, Director of TRIO:

- Awareness Campaign: Mail out to all Trio Students Highlighting (a) FREE Tutoring Services; (b) online workshops to improve student success; (c) transfer and cultural event Information; and (d) TRIO Class information.
- Freshman Seminar Sessions at Melbourne, Ash Flat, and Mountain View on *How to be a successful student: time and stress management, study skills, and Ozarka College resources.*
- Tutoring Schedule Compiled with seven peer tutors hired for the Spring 18 semester for coverage on all campuses.
- Transfer Services Scheduled:
 - Ozarka will host UALR, UCA, and ASTATE Representatives; scheduled across campuses for spring semester.
 - ASTATE and UCA Transfer Trips scheduled for February and April, respectively.
 - Transfer Fair held at Ozarka College scheduled - March 5.
- Student Cultural Enrichment Opportunities Scheduled in February, March, and April (e.g., *James and the Giant Peach, Wicked, and The Lion King*).
- Staff completed professional development webinar, *Doubling Your Daily Productivity*.

Veteran Services

Tess Weatherford, Coordinator:

- New Student Orientation- Mountain View campus- January 11.
- Represented financial aid in the freshman seminar class on the Mountain Views campus.
- HLC Criterion 1 sub-committee meeting- January 23.
- Distributed Spring 2018 VA newsletter to all VA students.
- Certified all Spring 2018 VA students.

Finance

Tina Wheelis, Vice President of Finance:

- The finance staff prepared and distributed the following tax documents during the month: W-2s, 1099s, 1095s and 1098-Ts.
- The midyear review process has been completed. Each department reviewed their departmental budgets for past utilization and needs for the remainder of the year.

Planning and Institutional Research

Dr. Deltha Sharp, Associate Vice President of Planning and Institutional Research:

- Presented Assessment Information to Full-Time and Adjunct Faculty
- Introduced Blue and You Grant
 - Purchased fitness center cardio equipment and flooring
 - Scheduled Nutrition and wellness workshop
 - Organized walking program and membership drive
- Attended all HLC team meetings

Administration

Jason Lawrence, Vice President of Administration:

- Listed in scheduled events

Grounds

Shane Kinion, Grounds – Landscape Supervisor:

- Preventative maintenance – All Campuses

Maintenance/Facilities

Marty McFarlin, Director of Maintenance:

- Systematic light replacement
- Preventative maintenance

Safety

- Enhanced Concealed Carry classes are now being offered throughout the state

Ash Flat

Kim Whitten, Campus Director:

- January 11 - New Student Orientation
- January 17 - Ozark Foothills Single Parent Scholarship meeting
- January 17 - Arkansas Rehabilitative Services meeting
- January 18 - Adjunct Faculty Orientation
- January 24 - American Red Cross Blood Drive
- January 30 - Highland HS student tours
- January 30 - NADC Creative Curriculum workshop

Mammoth Spring

James Spurlock, Campus Director:

- January 10,11,17,24 - Financial Aid Representative on Campus
- January 11 - New Student Orientation
- January 11 - TRiO Representative on Campus
- January 24 - Student Services Representative on Campus

Mountain View

Lindsay Galloway, Campus Director:

- January 8 - SCCRC Meeting at Dorcas House
- January 9 - Stone County Trail Coalition Meeting on MV Campus Signup
- January 11 - New Student Orientation
- January 11 - Student meeting with VPSS
- January 17 - Stone County Youth Leadership *Volunteerism and Community Service*
- January 17 - Lakeview Alarm Company tested alarm system
- January 19 - Diversity & Cultural Events Committee Meeting
- January 26 - Retention Committee Meeting in Melbourne
- January 30 - Foundation Board Meeting in Mountain View

Advancement

Suellen Davidson, Director of Advancement:

- Prepare for February Quarterly Foundation Board Meeting
- Prepare and mail tax statements to all 2017 donors
- Send corporate letters of invitation for 2018 Spring Gala
- Prepare for Ladies' Luncheon, created tickets and flyers for distribution
- Re-award foundation scholarships for spring 2018
- Designed monthly giving form

Public Relations and Marketing

Manda Jackson, Director of Public Relations and Marketing:

- Submitted eight press releases in December and 17 in January regarding donations, Blue&You grant, adult education, aviation and IST achievements, Hawkins retirement, new library hours, new scholarship, continuing education classes, EMT program admissions, President and Provost lists, registration, ESL, scholarship application deadline, etc.
- Created social media posts regarding above listed press releases, holiday events, Student Leadership Academy, LPN capping and pinning, PTK induction ceremony, Pearl Harbor, bookstore information, years of service awards, winter break, new signage at Mtn. View, new student orientation, MLK day, inclement weather, like and share promotion, etc.
- Designed and printed flyers for continuing education classes, adult education, and ESL workshop
- Worked with Dr. Deltha Sharp to design and order incentive/promo items for Blue&You grant
- Worked with Dr. Casey Orr to plan ag marketing
- Worked with Admissions to budget for IZARD County Invitational basketball tournament sponsorship, then created program ad, made talking points for radio broadcast, etc.
- Photos taken:
 - Holiday event in Melbourne on 12/1
 - RN badge photos on 12/8 and 1/23
 - Mary Ellen Hawkins retirement on 12/12
 - Fitness Center on 1/9
 - LPN badge photos on 1/24
 - Culinary on 1/24 and 1/30
 - IST on 1/25
- Met with Dr. Josh Wilson and Rylie regarding upcoming PR and Marketing initiatives for admissions/spring registration on 12/4
- Met with Coach Stacy Gore and Dr. Deltha Sharp numerous times regarding Blue&You grant. Collaborated to create a marketing plan on 12/8.
- Diversity and Cultural events meeting on 1/19
- HLC - Criterion 1 planning meeting on 1/23
- Met sales rep from Jonesboro TV stations and listened to sales pitch on 1/25
- Assisted Ag students in one of Dr. Orr's classes on 1/29. They are working on an Ag specific t-shirt design/proposal.

Travel/College Representation

Dr. Richard Dawe, President:

- Ps/Cs meeting in Little Rock, December 6
- Annual Trustees Conference (UAPTC), December 15
- Aviation related interview with a reporter from High Profile with the Dem Gazette in the morning and later attending the 2018 budget hearings for Institutions of Higher Education January 11
- Arkansas Higher Education Coordinating Board meeting (ADHE), January 26

Manda Jackson, Director of PR & Marketing:

- Holiday event and parade, December 2, Ash Flat
- New Student Orientation, January 11, Ash Flat
- HSB Area Chamber of Commerce board meeting, January 17, Horseshoe Bend
- HSB Area Chamber of Commerce general session meeting, January 18, Horseshoe Bend
- Izard County Invitational basketball tournament, January 24, Brockwell
- Izard County Invitational basketball tournament, January 27, Brockwell

Suellen Davidson, Director of Advancement:

- Suellen Davidson
 - Meeting with Foundation Board Chair, January 26, Highland
 - Mountain View Signage, January 25, Mountain View
- Suellen Davidson and Angela Phipps
 - Ladies' Luncheon Planning Meeting, January 30, Mountain View

James Spurlock, Mammoth Spring Campus Director:

- In-Service Training, Melbourne, AR - January 8
- KKountry 95 Radio Interview, Mammoth Spring, AR - January 9
- KSAR Radio Interview, Mammoth Spring, AR - January 12
- Thayer/Mammoth Spring Rotary Club Meeting, Mammoth Spring AR - January 24,31
- Retention Committee Meeting, Melbourne, AR - January 26

Kim Whitten, Ash Flat Campus Director:

- Spring River Innovation Hub board meeting, Cherokee Village – January 3
- HLC Criterion 5 team meeting, Melbourne – January 19
- Quad Cities Rotary Club, Highland – January 22, 29
- Spring River Ambulance Board meeting, Ash Flat – January 23
- Spring River Area Chamber of Commerce Banquet, Cherokee Village – Jan. 23
- Innovation Hub Board of Directors board meeting, Cherokee Village – Jan. 25
- Retention Committee meeting, Melbourne – January 26

Tentative Discussion Items for Next Board of Trustees Meeting:

- Possible Board Planning Retreat for summer 2018
- Residence Hall update

Tentative Action Items for Next Board of Trustees Meeting:

- Monthly and Year to Date Financials

Kudos:

- Great job to David Carpenter and Candace Killian with their quick transitions in their new positions.
- Our Students Services team did an outstanding job promoting Ozarka at the recent IZARD County Invitational Tournament: special thanks to Rylie and Manda!

Dr. Dawe's Comments:

- Excellent work continues College-wide to attract and retain our wonderful students. There is so much effort behind the scenes on a daily basis to ensure their success!

	Approved	Adjustments to	Revised	Actual	Actual	Budgeted	Percentage
	2017 - 2018 Budget	2017 - 2018 Budget	2017 - 2018 Budget	Month to Date	Year to Date	Balance to Collect or	Realized
				Revenue/Expense	Revenue/Expense	Balance to Expense	To Date
54	Expenditures:						
55	Student Aid Expenditures						
56	AR Challenge Awards		250,000	2,000	112,375	137,625	44.95%
57	AR Future Grant		75,000			75,000	0.00%
58	Federal Tuition Assistance	B 1,440	1,440		1,440	-	100.00%
59	Go Grant		50,000		11,500	38,500	23.00%
60	Federal Work Study		50,000	26	20,596	29,404	41.19%
61	PELL Grant		3,250,000	(9,049)	1,558,050	1,691,950	19.98%
62	SEOG Awards		30,000		15,000	15,000	0.00%
63	Student Loans		1,750,000		649,460	1,100,540	37.11%
66	Miscellaneous Scholarships		23,000		22,750	250	0.00%
67	Student Aid Expenditures	24,440	5,479,440	(7,023)	2,391,171	3,088,269	43.64%
68							
69	Federal Grant Expenditures						
70	Career Pathways Initiative		257,200	27,183	154,556	102,644	60.09%
71	Carl Perkins		114,200	6,137	52,975	61,225	46.39%
72	Direct & Equitable Grant		26,100	2,019	12,960	13,140	49.66%
73	TRIO Grant		287,000	18,864	161,830	125,170	56.39%
74	Federal Grant Expenditures	-	684,500	54,203	382,321	302,179	23.64%
75							
76	State Grant Expenditures						
78	Special Projects	A 42,821	42,821		16,011		37.39%
79	Adult Basic Education Grant		129,700	10,027	70,398	59,302	54.28%
80	Arkansas Works Career Facilitator Program		24,000		498	23,502	2.08%
81	Blue & You	A 463	463	43,861	44,291		9566.18%
82	General Adult Education Grant		58,500	3,631	34,909	23,591	59.67%
83	State Grant Expenditures	43,284	255,484	57,519	166,107	106,395	65.02%
84							
85	Total Restricted Expenditures	67,724	6,419,424	104,699	2,939,600	3,496,843	45.79%
86							
87							

	2017 - 2018 Fiscal Year			2016 - 2017 Fiscal Year			
	Revised	2017 - 2018 Actual	Percentage of	Revised	2016 - 2017 Actual	Percentage of	
	2017 - 2018 Budget	Revenue/Expense	Budget Realized	2016 - 2017 Budget	Revenue/Expense	Budget Realized	
			as of 01/31/18			as of 01/31/17	
9	Revenues:						
10	Tuition & Related Fees	2,782,340	1,309,447	47.06%	2,546,350	1,381,154	54.24%
11	Program & Course Related Fees	435,465	175,321	40.26%	360,000	209,139	58.09%
12	Testing Services	72,850	26,839	36.84%	71,050	25,982	36.57%
13	Sales Tax Proceeds	468,600	233,307	49.79%	447,600	271,083	60.56%
14	Interest Income	4,685	2,435	51.97%	4,300	2,415	56.16%
15	Other Income	67,270	54,678	81.28%	38,500	77,985	202.56%
16	General Revenue	3,126,500	1,991,334	63.69%	3,126,500	1,895,241	60.62%
17	Workforce 2000 Funding	1,271,850	732,581	57.60%	1,271,850	741,907	58.33%
18	Carryover Funds - Previous Years	0	0	0.00%	0	0	0.00%
19	Auxiliary Income - Culinary Café	9,900	0	0.00%	24,300	7,002	28.81%
20	Auxiliary Income - Bookstore	0	0	0.00%	165,550	260,348	157.26%
21	Auxiliary Income - Preschool	0	250	0.00%	204,200	58,356	28.58%
25	Total Unrestricted Revenues	8,239,460	4,526,192	54.93%	8,260,200	4,930,612	59.69%
26							
27	Expenses:						
28	Regular Salaries	4,432,180	2,246,997	50.70%	4,314,850	2,228,224	51.64%
29	Extra Help Salaries	108,800	41,038	37.72%	156,000	65,563	42.03%
30	Fringe Benefits	1,688,420	832,178	49.29%	1,782,650	861,927	48.90%
31	Supplies & Services	1,068,945	619,302	57.94%	1,110,200	581,368	52.37%
32	Travel	83,015	42,105	50.72%	63,500	37,105	58.43%
33	Utilities	444,460	215,060	48.39%	457,700	207,912	45.43%
34	Capital Outlay	39,960	21,031	52.63%	22,800	1,620	7.11%
35	Bond Payments	373,680	284,072	76.02%	372,500	280,962	75.43%
37	Contingency	0	0	0.00%	0	0	0.00%
38	Total Unrestricted Expenditures	8,239,460	4,301,783	52.21%	8,260,200	4,264,681	51.63%
39							
40	Net Income or (Loss)		224,410			665,931	
41							
42							

College Monthly Calendar (Please see next page)

Calendar: Scheduler

[Month View](#)
[Day View](#)
[Room Finder](#)
[New Event](#)

February 2018							
← Previous Month	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Next Month >
					1	2	
						(p) 8:30 AM New Employee Orientation	3
4		5 (m) 9:00 AM University of Central Arkansas (m) 10:00 AM Graduation Committee Meeting	6 (m) 9:00 AM University of Central Arkansas (f) 9:30 AM Foundation Board Meeting	7 (m) 9:00 AM University of Central Arkansas	8 (p) 12:00 PM ReNew You: Health for Every Body (p) 12:00 PM ReNew You: Health for Every Body	9 (p) 8:00 AM Get Real- Here's the Deal-Calico Rock HS (p) 8:00 AM Get Real- Here's the Deal-Calico Rock HS (p) 8:00 AM Get Real- Here's the Deal-Calico Rock HS (m) 9:00 AM Curriculum Committee Meeting (m) 10:00 AM HLC Steering Committee Meeting (m) 11:00 AM Faculty Council Committee Meeting	10 (p) 7:00 AM ACT Testing
11 (p) 2:00 PM Sweatheart Pageant	12		13 (p) 4:00 PM Town Hall Meeting (p) 6:30 PM Tri County Cattlemen's Association Meeting (p) 6:30 PM Tri County Cattlemen's Association Meeting	14	15 (p) 12:00 PM ReNew You: Health for Every Body (p) 12:00 PM ReNew You: Health for Every Body (m) 1:00 PM Friends of the Paul Weaver Library Meeting	16 (p) 9:00 AM HLC Criterion Two Team Meeting (m) 10:00 AM Diversity/Cultural Events Committee Meeting (p) 12:00 PM WRAAA In-Service (p) 12:00 PM WRAAA In-Service	17

18	19	20	21 (p) 8:00 AM Senior High Quiz Bowl (p) 8:00 AM Senior High Quiz Bowl (m) 12:00 PM Sharp/Fulton Single Parent Scholarship Meeting	22 (p) 11:30 AM Arkansas Arts Center Children's Theater on Tour Presenting Humpty Dumpty (p) 12:00 PM ReNew You: Health for Every Body (p) 12:00 PM ReNew You: Health for Every Body (p) 2:00 PM Simple Steps to Online Safety Last Day to Withdraw with a "W" - 8 Week Classes (CNA)	23 (p) 8:00 AM Get Real- Here's the Deal - Melbourne HS (p) 8:00 AM Get Real- Here's the Deal - Melbourne HS (p) 8:00 AM Get Real- Here's the Deal - Melbourne HS (p) 8:00 AM CNA State Testing (p) 8:00 AM CNA State Testing (m) 8:30 AM Division Chairs Committee Meeting (m) 10:00 AM Retention Committee Meeting (m) 11:00 AM Developmental Education Redesign Team Committee Meeting (m) 12:00 PM Distance Education Committee Meeting	24
25	26 (p) 2:00 PM PAX Prep Workshop	27 (p) 10:00 AM PAX Prep Workshop	28 (p) 3:00 PM PAX Prep Workshop			

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