

**President's Report
to the Board of Trustee
December 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

- December 4 Melbourne Fire Department Christmas Party – Melbourne Campus
- December 6 Izard County Spelling Bee – Melbourne Campus
- December 6 Tri County Cattlemen's Association Meeting – Ash Flat Campus
- December 8 ACT Testing – Melbourne Campus
- December 10&11 Cooperative Extension ServSafe Workshop – Mountain View Campus
- December 13 Board of Trustees Meeting – Melbourne Campus

Ozarka College Events – Last Month's Events

- November 1 Single Parent Scholarship Reception – Ash Flat Campus
- November 5 Pollinator Workshop – Ash Flat
- November 6 Agriculture and Welding Program Review – Melbourne Campus
- November 9 White River Area on Aging Medicare Part D Workshop – Ash Flat Campus

- November 12 American Voices – Melbourne Campus
- November 13 Retired Teachers Meeting – Melbourne Campus
- November 16 White River Area on Aging Medicare Part D Enrollment Fair – Mountain View Campus

- November 27 Capping and Pinning Ceremony – Melbourne Campus
- November 29 Sharp County Extension: How to Talk to your Doctor – Ash Flat Campus

College Governance

- Recent reorganization includes:
 - VP of Administration will now also be responsible for Business Outreach
 - Campus Directors will report directly to the provost to further integrate academics to campus needs
 - VP of Student Services will report directly to the president
 - PR & Marketing will report to Executive Assistant to the president

Academics

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

- Agriculture Preview Day, Melbourne – November 6
- ARNEC Governing Board Meeting via Blackboard Collaborate – November 7
- Veteran's Day Program, Melbourne – November 12
- Faculty In-Service, Melbourne – November 19 & 20
- Nursing Luncheon, Melbourne – November 26, 2018

- Phi Theta Kappa Induction Ceremony, Melbourne – November 26
- Nursing Capping and Pinning Ceremony, Melbourne – November 27

Student Services/Enrollment Information

Dr. Josh Wilson, Vice President of Student Services:

- Facilitating multi-modal spring enrollment initiatives to onboard new and retain existing students.
- Participated in an ACC sponsored Holistic Student Support workshop in LR, a new grant program designed to streamline support services through best practices and cross-training of departments.
- Coordinated bringing Dr. Neal Raisman, a titan in customer service and enrollment management consulting in higher education for November in-service training.
- Helped Dr. Orr coordinate Agri Preview Day on Nov 6, a hallmark event bringing more than 300 local HS students with interest in Agri, Welding, and ASU 2+2 transfer opportunities.
- Submitted Military Friendly Colleges survey for 2019-20 on Nov 30.

Zeda Wilkerson, Registrar, Records, and Testing:

- Student Government held a canned food drive, the Melbourne campus gathered 90 lbs. of food. Totals from other locations will be available soon.
- Transported two students, Wendell Edwards and Camren Redding, to the ACC Student Leadership Workshop in Little Rock Nov. 8-9.
- Attended AIRO meeting November 13th in Little Rock.
- Received news that the Arkansas Collegiate Drug Education Committee lost its grant funding. This will limit our Spring Fling activities.

Laura Lawrence, Director of Financial Aid:

- Submitted the E-App for Title IV on the following new programs: AAS Agriculture, AS Information Science Technology, AAS Welding Technology, and technical certificates associated with each.
- Conducted Financial Aid High School presentations at Alton, Koshkonong, Salem, and Rural Special.
- Assisted with Agriculture Preview Day on the Melbourne campus.
- Assisted in the Melbourne High School concession stand for basketball games against Highland.

Tess Weatherford, Associate Director of Financial Aid/Veteran Services

- Attended SWAFSA Financial Aid conference, November 7-9, Little Rock AR.
- Helped coordinate Veterans American Voices event, November 11, Melbourne campus.
- Financial Aid night, November 13, Salem High School.
- Nursing Capping and Pinning, November 26, Melbourne campus.
- Financial Aid night, November 29, Rural Special High School.
- Helped work Ozarka College Holiday event, November 30, Melbourne campus.

Rylie Bevill, Director of Admissions:

- Spring enrollment push
 - Letters/postcards/mailers, Social Media, and Radio Ads coordinated.
- Housing
 - Checking current tenant status
 - Reviewing housing application list
- Agri Preview Day
 - Used Ambassadors for additional help
 - Presented on admissions and scholarship info
- High School Visits
 - Viola, Calico Rock, Rural Special, ICC, Thayer, Highland, Mtn. View, Melbourne, and Salem

Career Pathways

Amanda Engelhardt, Director of Career Pathways:

- Recruited 18/48 of the January 2019 RN students for Career Pathways; upon completion of Career Pathways requirements, they will be eligible for books, supplies, scrubs and transportation assistance.
- Mailed recruitment letters to all January 2019 LPN students.
- Provided transportation assistance (\$50 prepaid gas card) for 56 students.
- One student has been recruited for the Work Based Learning program to begin in the spring. A contract has been discussed with Justin Hoskinds (Physical Therapist) to train the student and offer employment at the end of the program at a local physical therapy clinic.
- Career Pathways will be sending Christmas post cards to all CPI students encouraging them to register and remind them of book loan distribution dates.

Career Planning Services

Kendra Smith:

- Attended Fall Perkins Workshop with Dr. Wilson and Kelly Shell at Winthrop Rockefeller Center in Morrilton
- Co-present career planning session with Ken Barton at the Department of Community Corrections in Hardy
- Emailed all advisees and targeted outreach students regarding withdrawal deadline and spring registration
- Review Perkins compliance visit materials with Dr. Wilson and Kelly Shell
- Assisted with Veterans American Voices event on Melbourne campus
- Attended Advisor Training event featuring Dr. Neal Raisman in Melbourne
- Enrolled concurrent students at Cave City High School
- Contacted assigned students on "Fall to Spring Registration" drive list

Career Planning Services

Kelly Shell

- Attended Fall Perkins Annual Workshop with Dr. Wilson and Kendra Smith at the
- Contacted advisees/unenrolled apps for registration reminder
- Created the Google community events master calendar

- Created and shared a screencast tutorial for the master calendar
- Enrolled concurrent students at Melbourne High School with Chris Lorch
- Completed Perkins compliance review prep.
- Attended professional development for advisor training with Dr. Raisman at Melbourne
- Continued to work on planning for Aviation and Agriculture's industry workshop.

TRIO Student Support Services

Tracy Cone, Director of TRIO:

- Cultural Event: Animal Farm, Arkansas State University, November 9
- Informational Workshop: Stress Management: Ash Flat Campus, November 27
- Annual Performance Report Webinar, November 15
- Completing Midterm evaluation with students and provide appropriate recommendations
- Conducting entrance interviews for new program members
- Registering students for Springs 2019 semester

Finance

Tina Wheelis, Vice President of Finance:

- The annual benefits fair and open enrollment was held on during the week of November 12th. Vendors visited the Ash Flat, Mtn. View, and Melbourne campuses.

Planning and Institutional Research

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

- Met with steering committee meetings
- Attended all Criterion Team Meetings
- Completed Fall 2018 FactBook
- Coordinated with departments to expend Blue and You Grant Funds: Faculty Healthy Eating, Employee Health and Benefits Fair, and Community Holiday Events

Administration

Jason Lawrence, Vice President of Administration:

- See Schedule of Events

Grounds

Shane Kinion, Grounds – Landscape Supervisor:

- Routine maintenance on all campuses

Maintenance/Facilities

Marty McFarlin, Director of Maintenance:

- Preventative maintenance on all campuses

Safety

- No issues reported

Ash Flat

Angela Phipps, Campus Director:

- Single Parent Scholarship Receptions – November 1
- Pollinator workshop – November 5
- Ozarka employee benefits fair – November 13
- CE Art Class – November 16
- SGA chili cook-off/LPN bake sale – November 27
- TRIO stress management seminar – November 27
- Highland High School CNA testing – November 30

Mountain View

Megan Carpenter, Campus Director:

- Community Outreach Folk Center, Mountain View – November 7
- GED Testing, Mountain View – November 8
- Student Services Leadership Meeting, Melbourne – November 9
- HLC Criterion 5 Committee Meeting, Melbourne – November 9
- American Voices, Melbourne – November 12
- Stone County Community Resource Council Meeting at Dorcas House – November 12
- Open Enrollment Benefits Fair, Mountain View – November 13
- Youth Leadership, Mountain View – November 14
- Mountain View High School Concurrent Registration, Mountain View – November 14
- Faculty Chili Cook Off, Mountain View – November 14
- November 16 – White River Area on Aging Medicare Part D Enrollment Fair-Mountain view

Mammoth Spring

James Spurlock, Campus Director:

- Student Success Representative on Campus – November 8
- Food Drive Radio Live Remote – November 26

Library

Dan Lindsey, Library Director

- Friends of the Paul Weaver Library Book Sale: November 13-15

Advancement

Suellen Davidson, Director of Advancement:

- Foundation Board Meeting, Melbourne – November 13
- Holiday Event, Melbourne – November 30

Public Relations and Marketing

Kendra Collier, Director of Public Relations and Marketing:

- Submitted 8 press releases in November regarding continuing education classes, new programs, student pilots, etc.
- Created social media posts regarding above listed press releases, Holiday Events, Parades, Registration, Capping and Pinning

- Provided weekly content for Instagram and Facebook.
- Designed and printed flyers for continuing education
- Designed and printed flyers for Holiday Events (all campuses)
- Designed ads for Veterans Day Event
- Designed ads for Business Spotlight and Avenues
- Designed and printed new program brochures for different departments
- Attended HLC meeting and wrote sentences for program
- Uploaded and edited all pictures for each event this month
- Created brochure for Culinary and Teachers Education
- Took pictures of Culinary decorating Gingerbread houses
- Took pictures for Chocolatier visit in Culinary
- Took pictures for Ag Program Preview Day
- Meeting with Josh and Rylie about Spring semester
- Sent off all Golf Tournament photos to players
- Took pictures for the Veteran's Day Event
- Designed flyers and social media ads for Book sale on Melbourne campus
- Attended the Hunger Heroes Food Drive in Mammoth (took pictures, created social media posts, spoke on the radio)
- Designed and ordered water bottles and beanies for Holiday Event
- Created Welding Flyer for Ag Day Preview
- Edited pop up banner for Aviation
- Printed out brochures for Mountain View Campus and Ash Flat campus
- Printed new Aviation one page flyers
- Printed copies of Foundation Donation slips
- Created program for PTK event
- Created program for Capping and Pinning
- Created signage for tables for holiday event
- Helped edit photos and print FactBook

Travel/College Representation

Dr. Dawe, President:

- Ps/Cs Meeting, Little Rock – November 7
- Aviation Hall of Fame Event, Little Rock – November 8
- ADA Meeting, Little Rock – November 14

Tina Wheelis, Vice President of Finance:

- DeeDe Steed and Tina Wheelis, Classified Compensation and Pay Meeting, November 13, Little Rock
- Tina Wheelis, Arkansas Legislative Personnel Committee meeting, November 14, Little Rock

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

- Attended Arkansas Assessment Council Annual Meeting in Searcy
- Attending Arkansas Institutional Research Organization Meeting in Little Rock

Kendra Collier, Director of PR & Marketing:

- Hunger Heroes Food Drive in Mammoth 11-16-18

Student Services:

- Amanda Engelhardt, Kay Adkins, Dr. Wilson - Holistic Student Support Institute training, Little Rock – November 14-16
- Laura Lawrence and Tess Weatherford - Southwest Association of Student Financial Aid Administrators, Little Rock – November 7-9
- Dr. Wilson, Kelly Shell, and Kendra Smith – Perkins Annual Conference, Winthrop Rockefeller Center Morrilton – November 1 & 2
- Zeda Wilkerson- ACC Student Leadership Workshop, Little Rock – November 8-9
- Tracy Cone, Mandy Brooks, Bryan Jeffrey, Shelia Titus - SWASAP Annual Conference, Little Rock – November 11-13
- Bryan Jeffery and Mandy Brooks - Transfer Trip: ASU - November 16

James Spurlock, Mammoth Spring Campus Director:

- Alton High School Financial Aid Night, Alton, MO – November 1
- Thayer Chamber of Commerce Meeting, Thayer, MO – November 6
- Couch High School Dual Credit Registration Session, Couch, MO – November 6
- Mammoth Spring High School Dual Credit Registration Session, Mammoth Spring, AR – November 6
- Thayer/Mammoth Spring Rotary Club Meeting, Mammoth Spring, AR - November 7,14,28
- Thayer High School Official Recruiting Visit, Thayer, MO – November 8
- Koshkonong High School Financial Aid Night, Koshkonong, MO – November 8
- Koshkonong High School Dual Credit Registration Session, Koshkonong, MO – November 9
- Salem Chamber of Commerce Meeting, Salem, AR – November 28

Angela Phipps, Ash Flat Campus Director:

- Salem High School Accuplacer testing, Salem – November 8
- Highland High School concurrent meeting, Highland – November 8
- Innovation Hub fundraiser, Cherokee Village – November 8
- Highland High School Accuplacer testing, Highland – November 9
- American Voices – Veterans and Transition to Civilian Life, Melbourne – November 12
- Salem financial aid night, Salem – November 13
- Faculty In-Service/Retention Committee meeting, November 19
- Spring River Chamber of Commerce meeting, Hardy – November 20
- Highland Elementary flyer drop off, Cherokee Village – November 26
- Cave City High School concurrent enrollment, Cave City – November 27
- Highland Middle School Career/College Fair, Highland – November 28

Megan Carpenter, Mountain View Campus Director:

- Holistic Student Support Conference, Little Rock – November 14-16

Trish Miller, Director of Adult Education:

- Julia Chance attended the Facilitator Career Development Course, Little Rock – November 1 & 2
- Trish Miller, Kendall Morrison, and Debbie Yancey attended AACAE Conference, Hot Springs – November 8 & 9

Tentative Discussion Items for Next Board of Trustees Meeting:

- Board Topics for Summer Planning Retreat
- Athletics
- Enrollment Update
- ACC status

Tentative Action Items for Next Board of Trustees Meeting:

- Naming opportunity for Student Housing
- Monthly and Year-to-date Financial reports
- New Board Policies

Kudos:

- Great job by Suellen and volunteers from all departments for Holiday events open to the public at all campuses!

Dr. Dawe's Comments:

- Fall has been a very productive semester which can only occur by the commitment and collaboration of all faculty, staff and administration. We are so fortunate to have a Board of Trustees that support and allow us to do our jobs effectively each and every day in service to our students and communities.

1 Ozarka College													
2 Unrestricted Current Funds - Fiscal Comparison													
3 July 1, 2018 through November 30, 2018				2018 - 2019 Fiscal Year		2017 - 2018 Fiscal Year							
4		Revised	2018 - 2019 Actual	Percentage of	Revised	2017 - 2018 Budget	2017 - 2018 Actual	Percentage of					
5		2017 - 2018 Budget	Year to Date	Budget Realized	2017 - 2018 Budget	Year to Date	Revenue/Expense	Budget Realized	as of 11/30/18	2017 - 2018 Budget	Year to Date	Revenue/Expense	Budget Realized
6			Revenue/Expense	as of 11/30/18		Revenue/Expense		as of 11/30/17				Revenue/Expense	as of 11/30/17
7													
8													
9	Revenues:												
10	Tuition & Related Fees	2,738,480	1,201,820	43.89%	2,782,340	1,226,888		44.10%					
11	Program & Course Related Fees	584,935	203,471	34.79%	435,465	151,959		34.90%					
12	Testing Services	84,480	38,502	45.58%	72,850	25,088		34.44%					
13	Sales Tax Proceeds	460,800	159,157	34.54%	468,600	144,096		30.75%					
14	Interest Income	5,775	5,686	98.46%	4,685	1,807		38.57%					
15	Other Income	65,475	37,749	57.65%	67,270	49,794		74.02%					
16	General Revenue	3,126,475	1,313,800	42.02%	3,126,500	1,347,736		43.11%					
17	Workforce 2000 Funding	1,255,855	515,057	41.01%	1,271,850	523,272		41.14%					
19	Auxiliary Income - Culinary Café	0	1,643	0.00%	9,900			0.00%					
20	Auxiliary Income - Student Housing	0	11,320	0.00%				0.00%					
25	Total Unrestricted Revenues	8,322,285	3,488,206	41.91%	8,239,460	3,470,640		42.12%					
26													
27	Expenses:												
28	Regular Salaries	4,427,595	1,662,424	37.55%	4,432,180	1,634,511		36.88%					
29	Extra Help Salaries	120,700	29,590	24.52%	108,800	33,537		30.82%					
30	Fringe Benefits	1,676,940	595,783	35.53%	1,688,420	593,386		35.14%					
31	Supplies & Services	1,120,305	452,506	40.39%	1,068,945	473,973		44.34%					
32	Travel	101,750	53,982	53.05%	83,015	33,675		40.56%					
33	Utilities	455,100	183,736	40.37%	444,460	154,952		34.86%					
34	Capital Outlay	8,750	3,230	36.91%	39,960	21,031		52.63%					
35	Bond Payments	374,830	287,133	76.60%	373,680	284,072		76.02%					
37	Contingency	36,315		0.00%				0.00%					
38	Total Unrestricted Expenditures	8,322,285	3,268,384	39.27%	8,239,460	3,229,137		39.19%					
39													
40	Net Income or (Loss)		219,822			241,503							
41													
94													
95													
96													
97													
98													

College Monthly Calendar

Calendar: Scheduler

Month View	Day View	Room Finder	New Event	December 2018							Next Month >
Previous Month	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
	2 (p) 8:00 AM Runoff Election (p) 8:00 AM Runoff Election	3 (p) 8:00 AM Runoff Election (p) 8:00 AM Runoff Election	4 (p) 6:00 PM Fire Department (p) 6:00 PM Fire Department	5	6 (p) 8:00 AM Spelling Bee (p) 8:00 AM Spelling Bee (p) 8:00 AM Spelling Bee (m) 6:00 PM IST Advisory Board Meeting (p) 6:30 PM Tri County Cattlemen's Association Meeting	7 (p) 9:00 AM ARNEC Orientation Final Grades Due ARNEC Orientation	8 (p) 8:00 AM Runoff Election (p) 8:00 AM Runoff Election (p) 10:30 AM Holiday Event (p) 1:30 PM Holiday Event				
9		10 (p) 8:30 AM CNA State Testing (p) 8:30 AM CNA State Testing (p) 9:00 AM ServSafe Via Cooperative Extension	11 (p) 8:30 AM CNA State Testing (p) 8:30 AM CNA State Testing (p) 9:00 AM ServSafe Via Cooperative Extension	12	13 (m) 8:00 AM Board of Trustees Meeting	14	15				
16		17	18	19	20	21	22				
23		24	25	26	27	28	29				
30		31									

Event Codes:

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