

**President's Report
to the Board of Trustee
June 1, 2019**

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

- June 6, 13, 20, 27 CASA Advocate Training – Ash Flat Campus
- June 6 Create Bridges BRE Roundtable – Ash Flat Campus
- June 26 NAESC Workshop – Melbourne Campus
- June 27 Defensive Driving Course – Mountain View Campus

Ozarka College Events – Last Month's Events

- May 2 Chronic Pain Classes – Melbourne Campus
- May 2 Capping and Pinning – Melbourne Campus
- May 3 Pioneer Day Singing – Melbourne Campus
- May 7 Health Fair – Ash Flat Campus
- May 8 ECD Advisory Meeting – Ash Flat Campus
- May 9 Chronic Pain Classes – Melbourne Campus
- May 9 Ozarka College Commencement – Melbourne Campus
- May 10 WRAAA Inservice – Ash Flat Campus
- May 15 SMART Workshop – Melbourne Campus
- May 16 GED Graduation – Melbourne Campus
- May 17 WRAAA Inservice – Melbourne Campus
- May 21 APAC Meeting – Ash Flat Campus

College Governance

- We are in the final stages of the VPAA search with several qualified candidates. As of June 1, Dr. Chris Lorch will be serving as interim Vice President of Academic Affairs.

Academics

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

- Nursing Luncheon, Melbourne – May 1
- Nursing Capping and Pinning Ceremony, Melbourne – May 2
- Commencement, Melbourne – May 9
- David Carpenter resigned as Division Chair Applied Science & Technology
- Fay Mitchell resigned as Administrative Assistant to the Provost

Library

Dan Lindsey, Library Director

- Received iPads from the Arkansas Democrat-Gazette to access their new digital edition
- Held a Friends of the Paul Weaver Library meeting to discuss plans for fundraisers and next year's Tour D'Art

- Brought the Print Media Archive (Ozarka article scrapbook) up-to-date, with most of the past year's articles digitally scanned
- Compiled a list of outdated reference materials for deletion

Student Services/Enrollment Information

Dr. Josh Wilson, Vice President of Student Services:

- Led graduation committee through coordination of the commencement ceremony held May 9
- Continue executing new prospect management processes which support more targeted outreach and communication through increased utilization of mail, email, phone, social media, and radio outlets, which:
 - Enhances recruitment of GED completers
 - Focuses on re-engaging idle applicants
- Facilitated outreach efforts to improve semester-to-semester persistence, specifically working through the list of students who have not yet re-enrolled for their next semester. Students are targeted using a variety of contact methods, for example:
 - Financial Aid priority deadline reminder; suspension notice with reinstatement options
 - Outreach to students nearing program/certificate completion
 - Reminder for early registration for preferred class schedules
 - Notice of Financial Aid suspension and re-instatement options
- Oversaw budget development processes for student support grant programs for coming fiscal cycles (e.g., TRIO, Career Pathways, and Perkins)
- Submitted the Perkins 2018-19 Annual Update, which included more than \$7,000 toward direct technical skills assessment reimbursements (e.g., CNA and Early Childhood certification) and greater than \$80,000 in Equipment Acquisition and Upgrades for Ozarka CTE programs, a notable offset in budget expenditures for the past year

Zeda Wilkerson, Registrar, Records, and Testing:

- May 2019 Diplomas have been prepared
- The Department of Defense MOU Compliance Survey has been submitted and we received a confirmation of its receipt
- Built the Technical Certificate of General Studies Audit
- Worked with Division Chairs to revise placement chart revisions based on new ADHE placement score minimums for concurrent students
- Revised AAS Health Professions and Agriculture degree audits
- Working with Active Duty Tuition Assistance recipients enrolled for summer and Fall to ensure smooth enrollment/invoicing
- Processed 359 transcripts requests

Laura Lawrence, Director of Financial Aid:

- Submitted ADHE scholarships continuing eligibility roster
- Financial Aid staff assisted with OZC and GED graduation
- Submitted EApp to request aid for the AS Surgical Technology degree
- Presented Financial Aid update at the Annual Student Services meeting

Rylie Bevill, Associate Director of Admissions:

- Traveled to 5 high schools for awards ceremonies
 - Highland, Melbourne, Calico Rock, Timbo, and Rural Special
- Coordinated with Ambassadors for help during commencement
- Summer and Fall registration push (e.g., Social Media, Email, and Mailers)

Career Services

Kendra Smith, Career Services (Perkins Grant)

- Contacted students on Spring to Fall retention list
- Entered Technical Skills Assessment data into Sonis for CPR and CNA certifications attained in the spring
- Resume prep assistance for two students seeking employment after graduation
- Met with Career Pathways staff to review Perkins documentation, conduct advising training, and discuss transition to Perkins activities in July

Career Pathways

Amanda Engelhardt, Director of Career Pathways:

- Tuition assistance has been awarded to 3 Career Pathways students for Summer I
- Career Pathways partnered with the Student Success department to provide a professional development event May 16 for all student services staff at Hourglass Escape Room's in Searcy
- Gas cards were distributed to 29 students
- Thus far, 20 students have picked up books for the summer terms

TRIO Student Support Services

Tracy Cone, Director of TRIO:

- Assisted with graduation planning activities including folding graduation programs and assistance with reception
- Attended Student Services Annual Update Meeting – May 21
- Continued registration for TRIO participants
- Summer project planning (e.g., eligibility verification, participant status update, fall recruitment activities)

Veteran Services

Tess Weatherford, Associate Director of Financial Aid/Veteran Services:

- Sent summer registration reminders to all VA students
- Seven VA students registered for the summer I term
- Attended IZARD County Single Parent Scholarship fundraiser meeting – May 22

Finance

Tina Wheelis, Vice President of Finance:

- The 2020 Annual Operating Plan has been submitted to the Department of Finance and Administration

- Several reports were prepared and submitted to the Arkansas Department of Higher Education and the Department of Finance and Administration during the month

Planning and Institutional Research

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

- Met with Faculty and Division Chairs to complete Semester Assessment
- Completed Employee Satisfaction Survey
- Completed Strategic Planning Process and SWOT Analysis with Board of Trustees
- Completed Board of Trustees Accreditation update

Administration

Jason Lawrence, Vice President of Administration:

- Listed in scheduled events
- Maintenance continues the Technical Center remodel in the back of the Administration Building

Grounds

Shane Kinion, Grounds – Landscape Supervisor:

- Preventative maintenance – All Campuses

Maintenance/Facilities

Marty McFarlin, Director of Maintenance:

- Preventative maintenance

Safety

- No issues reported

Ash Flat

Angela Phipps, Campus Director:

- Ash Flat Community Health Fair
- Early Childhood Development advisory meeting
- WRAAA In- Service
- CNA testing for Highland High School
- APAC meeting

Mammoth Spring

James Spurlock, Campus Director:

- Proctored Online Course Final Exams – May 6-9
- Herbs in the Kitchen Continuing Education Class

Mountain View

Megan Carpenter, Campus Director:

- Mountain View High School Awards Program – May 10
- Stone County Community Resource Council Meeting, Mountain View – May 13

Advancement

Suellen Davidson, Director of Advancement:

- Assisted with Pioneer Days activities (5-K, parade)
- Foundation Board meeting May 7
- Closed out spring events and started the prep work for fall events

Public Relations and Marketing

Kendra Collier, Director of Public Relations and Marketing:

- Submitted 20 press releases in May regarding continuing education classes, new programs, student pilots, summer events, etc.
- Created social media posts regarding above listed press releases, new classes, registration, community involvement, special events, summer events, etc.
- Designed and printed flyers for continuing education
- Designed and printed new program brochures for different departments
- Uploaded and edited all pictures for each event this month
- Updated program brochures
- Printed out brochures for Mountain View, Ash Flat, and Mammoth Spring campuses
- Arranged giveaways for panelists, special events
- Printed new booklets for HLC
- Edited FAFSA postcards for Admissions and printed
- Updated program for GED graduation and printed
- Updated program for Commencement and printed
- Helped update aviation summer camp flyers and printed
- Transcribed Justin Scheel interview
- Updated and printed certificates for Automotive graduates
- Attended graduation, took pictures, and posted album
- Attended GED graduation, took pictures, and posted album
- Started collaboration with Workhorse for Aviation commercial
- Created Agriculture Facebook/Instagram ad
- Created IST Facebook/Instagram ad

Travel/College Representation

Dr. Richard Dawe, President:

- ALC Meeting, Little Rock – May 14
- ADA Meeting, Little Rock – May 15
- Board of Trustees Retreat, Point Lookout, Missouri – May 17-18
- ACC Retreat, Little Rock – May 20-21

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

- Attended Board of Trustees Retreat in Point Lookout, Missouri – May 17-18

Dr. Josh Wilson, Vice President of Student Services:

- Attended Board of Trustees Retreat in Point Lookout, Missouri – May 18

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

- Attended Board of Trustees Retreat in Point Lookout, Missouri – May 18

Tina Wheelis, Vice President of Finance:

- Attended Board of Trustees Retreat in Point Lookout, Missouri – May 18
- DeeDe attended the AR Higher Ed Insurance Consortium Board Meeting, Little Rock, AR – May 22-23

Suellen Davidson, Director of Advancement:

- Attended Board of Trustees Retreat in Point Lookout, Missouri – May 18

Laura Lawrence, Director of Financial Aid:

- Financial Aid staff attended annual professional development for the Student Services staff in Searcy

Kendra Smith, Career Services (Perkins Grant):

- Attended NACTEI (National Association of Career and Technical Education Information) Conference in Kansas City, MO

Amanda Engelhardt, Director of Career Pathways:

- Amanda and Lindsey attended the NACTEI conference in Kansas City, MO

James Spurlock, Mammoth Spring Campus Director:

- Thayer/Mammoth Spring Rotary Club Meeting, Mammoth Spring - May 1,15,22,29
- Mammoth Spring High School Accuplacer Test Session, Mammoth Spring – May 2
- Couch High School Accuplacer Test Session, Couch, MO – May 6
- Mammoth Spring High School Senior Scholarship Awards, Mammoth Spring – May 6
- Koshkonong High School Accuplacer Test Session, Koshkonong, MO – May 7
- Mammoth Spring Chamber of Commerce Meeting, Mammoth Spring – May 9
- Couch High School Scholarship Awards, Couch, MO – May 13

Angela Phipps, Ash Flat Campus Director:

- Highland Award Ceremony, Highland – May 3
- Highland Accuplacer testing, Highland – May 13
- SRACC board meeting, Highland – May 14
- Highland Accuplacer testing, Highland – May 15
- St. Bernard’s Blue Ribbon Cutting, Highland – May 16
- Social Media training, Cherokee Village – May 16
- Professional Women’s Meeting, Cherokee Village – May 20
- SRACC meeting, Highland – May 22

Trish Miller, Director of Adult Education:

- WIOA State Partner’s meeting, Hot Springs – May 14-15

Tentative Discussion Items for Next Board of Trustees Meeting:

- High School enrollment and program update

Tentative Action Items for Next Board of Trustees Meeting:

- Monthly and Year-to-date financials

Kudos:

- Aviation Director, John Catlett, for coordinating an aviation summer camp that was over capacity and well-received across the state
- Work-study Lakesha Crider for her diligent work on the Print Media Archive and reference book list

In Our Thoughts:

- Karen Owens – recent knee surgery

Dr. Dawe's Comments:

- We say farewell in June to our provost, Dr. Keith McClanahan as he moves on to a position at Northeast Arkansas College in Blytheville. Keith has done a good job for us the past four years and he will be missed.

Monthly Financial Reports:

Ozarka College		2018 - 2019 Fiscal Year				2017 - 2018 Fiscal Year			
Unrestricted Current Funds - Fiscal Comparison		2018 - 2019 Fiscal Year				2017 - 2018 Fiscal Year			
July 1, 2018 through May 31, 2019		2018 - 2019 Fiscal Year				2017 - 2018 Fiscal Year			
		Revised	2018 - 2019 Actual Year to Date Revenue/Expense	Percentage of Budget Realized as of 005/31/19	Revised	2017 - 2018 Budget	2017 - 2018 Actual Year to Date Revenue/Expense	Percentage of Budget Realized as of 05/31/18	
1	Ozarka College								
2	Unrestricted Current Funds - Fiscal Comparison								
3	July 1, 2018 through May 31, 2019								
4									
5									
6									
7									
8									
9	Revenues:								
10	Tuition & Related Fees	2,738,490	2,397,067	87.53%	2,782,340	2,347,739	84.38%		
11	Program & Course Related Fees	584,935	457,709	78.25%	435,465	321,875	73.92%		
12	Testing Services	84,480	70,630	83.61%	72,850	53,676	73.68%		
13	Sales Tax Proceeds	460,800	379,374	82.33%	468,600	374,044	79.82%		
14	Interest Income	5,775	17,705	306.59%	4,685	8,991	191.91%		
15	Other Income	65,475	63,721	97.32%	67,270	67,012	99.62%		
16	General Revenue	3,126,475	2,989,834	95.63%	3,126,500	2,877,192	92.03%		
17	Workforce 2000 Funding	1,255,855	1,133,125	90.23%	1,271,850	1,151,199	90.51%		
19	Auxiliary Income - Culinary Café	0	3,235	0.00%	9,900		0.00%		
20	Auxiliary Income - Student Housing	0	27,191	0.00%			0.00%		
25	Total Unrestricted Revenues	8,322,285	7,539,592	90.60%	8,239,460	7,201,728	87.41%		
26									
27	Expenses:								
28	Regular Salaries	4,427,595	3,762,790	84.98%	4,432,180	3,671,152	82.83%		
29	Extra Help Salaries	120,700	66,900	55.43%	108,800	72,959	67.06%		
30	Fringe Benefits	1,676,940	1,375,387	82.02%	1,688,420	1,349,977	79.96%		
31	Supplies & Services	1,105,075	869,998	78.73%	1,068,945	911,135	85.24%		
32	Travel	96,920	89,562	92.41%	83,015	60,853	73.30%		
33	Utilities	465,100	340,692	73.25%	444,460	318,582	71.68%		
34	Capital Outlay	8,750	40,072	457.96%	39,960	107,845	269.88%		
35	Bond Payments	374,830	376,850	100.54%	373,680	371,860	99.51%		
37	Contingency	46,375		0.00%			0.00%		
38	Total Unrestricted Expenditures	8,322,285	6,922,252	83.18%	8,239,460	6,864,363	83.31%		
39									
40	Net Income or (Loss)		617,341			337,365			
41									
94									
95									

