

**President's Report
to the Board of Trustees
December 1, 2020**

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 1 LPN Capping and Pinning (virtual)
- December 3 RN Capping and Pinning (virtual)
- December 3 ARNEC Classes End
- December 4 Classes End
- December 11 Final Grades Due
- December 18 Last Day for Faculty

Ozarka College – Last Month's Events

- November 2 Spring Registration Open
- November 4 Nursing Student Testing
- November 10 American Red Cross Blood Drive
- November 11 Veteran's Day (Offices Closed)
- November 12 LPN Testing
- November 13/14/20 RN NCLEX Review
- November 20 Nursing Livescan Fingerprinting
- November 27 Last Day to Withdraw with a "W"
- November 30 Nursing Student Testing

College Governance

- Work began with the bond attorney and underwriter in preparation of the Refunding of the Series 2013 & 2015 bond issues

Student Services/Enrollment Information

Jason Lawrence, Vice President of Student Services:

- Continue monitoring/contact tracing Covid cases
- Admissions/Marketing coordination meeting
- Perkins Desk Audit - Good review
- TRIO staff submitted Annual Report
- Completed "Military Friendly" submission

Zeda Wilkerson, Senior Dir. of Enrollment Services, Registrar, Records, and Testing:

- Participated in November VA Webinar
- Participated in Criterion I meeting and made edits
- Evaluating transcripts on incoming transfer students
- Updated transcript paper and placed order
- Participated in ArkAcrao Executive Committee meeting

- Reviewed and updated degree audits in advance of registration opening
- Kelly Graham has been assisting with Financial Aid
- Preparing for a December Admissions mail-out
- We received the Department of Health immunization survey. It is being compiled and will be submitted by December 11

Kim Lovelace, Director of Admissions:

- Kim Lovelace and James Spurlock visited Salem High School to talk to Juniors and Seniors
- Partnered with Financial Aid to go Financial Aid Nights to set up an Ozarka table at Timbo HS
- Admissions met with Marketing to talk about new brochures and promotional materials
- Gave Accuplacer exam to Salem High School students
- Helped concurrent students at Salem High School complete concurrent enrollment forms and registered them for classes
- Erica Roark attended a drive-through workshop for seniors at Blytheville High School
- Met with prospective students on campus and gave tours; registered students for Spring classes by phone, email and in person

Kay Adkins, Director of Financial Aid:

- Completed return of Title IV Funds for total withdraws before 60%
- Financial Aid Nights in November
 - Salem HS Financial Aid information meeting (about 21 seniors attended, most with their parents) - November 2
 - Rural Special HS (4 seniors attended) and Timbo HS (1 attended) - November 5
- Reviewed roster of students owing fall balances due to offer last call for student loan for those eligible
- Reviewing FA policies and procedures for compliance; updating as needed
- Starting to review continuing eligibility for Spring semester scholarships
- Awarded/paid FSEOG
- Prepared student loan exit counseling folders, and held group loan exit counseling sessions with graduating RN's and Mammoth Spring graduating LPN's
- Tess's VA Activities
 - Veterans Day:
 - Display in SSC Café
 - Distributed yellow ribbons across campus
 - Sent emails to VA students
 - Working with Zeda on MV VA student's recertification
 - Spring registration reminders to VA students
- Professional Development:
 - Pam: Go2Knowledge Webinars
 - FERPA Training & Compliance for frontline staff
 - COVID-19 & Mental Health - In-person & Remote Services to Students in Distress

- Friday 5 Live: Helping Students Finish the Semester Successfully
- Tess:
- Completed 85/15 VA Webinar
 - Completed online portion of FSA Fundamentals Training

Amanda Engelhardt, Director of Career Pathways:

- Recruited several LPN and RN students that will begin January 2021 for Career Pathways; upon completion of Career Pathways requirements, they will be eligible for books, supplies, scrubs and transportation assistance, as well as an NCLEX testing voucher
- CPI mailed recruitment letters to all LPN and RN students that have not applied
- Amanda applied for reserve funds
- Requests for tuition, childcare, course related supplies, transportation and loaner laptops are being accepted and processed

Kendra Smith, Perkins Program Director:

- Collaborated with Amber Rush and Brinda Berry to submit approved Perkins reimbursement request for October
- Tiffney visited Mountain View on Tuesdays and Kendra visited Mammoth Spring on alternating Thursdays
- Collaborated with Brad Hollaway to find eligible student applicants for accounting job with Town & Country business office in Hardy
- Conducted Workforce Preparation workshop for ARNEC class
- Completed successful virtual Perkins Compliance Review with Brinda Berry from ADHE

Finance and Administration

Tina Wheelis, Executive Vice President of Finance and Administration:

- A virtual benefits fair and open enrollment was held during the month of November
- Work began with the bond attorney and underwriter in preparation of the Refunding of the Series 2013 & 2015 bond issues

Ash Flat

James Spurlock, Assistant VP of Campus Operations:

- Create Bridges Meeting with Hazelle Whited - November 10
- Toy Drive - Student Government Association - November 16-December 7
- Canned Food Drive - LPN Department - November 16-December 7
- All other non-reoccurring on-campus events/classes were postponed/canceled/conducted virtually.

Mammoth Spring

James Spurlock, Assistant VP of Campus Operations Campus Director:

- Toy Drive - Student Government Association - November 16-December 7
- All other non-reoccurring on-campus events/classes were postponed/canceled/conducted virtually.

Mountain View

Dr. Robert Huckleberry, Campus Director of Mountain View:

- Night maintenance custodian started November 2 - Mark Henderson doing great!
- Accuplacer testing (12)
- Registration
- Rural Special School Financial Aid Night
- Timbo Valley School Financial Aid Night
- Division Chair Meeting
- Proctored UA test

Advancement

Dr. Josh Wilson, Vice President of Advancement:

- Submitted WORC grant modification for contractual services at the Carpenter Technical Center.
- New signage was installed at the Technical Center to honor the Carpenter family
- Attended WORC grant orientation webinar
- Began fielding End of Year appeal contributions
- Screened applicants and assisted in the hiring process for two new WORC grant supported positions: Technical Center Director and Precision Machining Faculty

Suellen Davidson, Director of Development:

- Quarterly Foundation Board meeting - November 3
- Preparing for Holiday Events
 - Mountain View - December 5
 - Melbourne - December 11
 - Ash Flat - December 12
- Preparing for Christmas card dissemination to constituents in early December

Dr. Candace Killian, Director of Planning and Special Projects:

- Updating Strategic Plan 2021-25
- WORC Partners contact information updated
- Title III Strengthening Institutions Program grant research
- Constituent record updates
- Created budget spreadsheets for the Advancement department
- Attended WORC grant orientation webinar - November 9

Katie Norris, Director of Public Relations & Marketing:

- Submitted press releases regarding Veterans Day, Thanksgiving, Christmas, Spring Registration, aviation solo flights, updated radio message for Spring Registration
- Scheduled program video shorts ads, completed scheduled drone footage
- Purchased individual school sponsorships and yearbook ads with high schools in service area
- Purchased SRACC Guide

- Coordinated Christmas promo items and completed event ads as well as submitted multiple ads for Stone County High School sports package
- Coordinated Culinary faculty feature with Melbourne Times
- Completed file conversion and transfer for HLC committee members
- Completed Brochure Drafts for Welding, Surg Tech, Automotive and Diesel Technology, Concurrent, Gen Ad, Agriculture
- Ran first Fleet on Twitter promoting Thanksgiving Food Drive
- Photography: Completed new Techer Education, Welding, English, Science cohort photos, gathered candid photos for new weekly Action posts, and captured Biology Field Day
- Submitted Business Spotlight Ad for AreaWide, Villager Journal, The News, and South Missourian News
- Submitted updated ads to Avenues; Submitted ads to Next Doors Magazine

Adult Education

Trish Miller, Director of Adult Education:

- No report

Information Systems/ Planning and IR

Scott Pinkston, VP and Chief Information Officer:

- No report

Travel/College Representation

Dr. Richard Dawe, President:

- AAHS Board Meeting - Little Rock - November 5

Kim Lovelace, Director of Admissions:

- Salem High School visit - Salem - November 5
- HS Articulation workshop - Blytheville - November 5
- Financial Aid Night - Timbo High School - November 5
- Accuplacer placement exam - Salem High School - November 16
- Concurrent registration - Salem High School - November 20

Dr. Josh Wilson, Vice President for Advancement:

- Drone footage (Katie) - Mountain View - November 4
- Footage for student engagement (Katie) - Biology Field Day - November 23

James Spurlock, Assistant Vice President of Campus Operations:

- Thayer Chamber of Commerce Meeting - Thayer, MO - November 3
- Salem High School Recruiting Visit - Salem, AR - November 5
- Viola High School Concurrent Registration Session - Viola, AR - November 10
- Couch High School Concurrent Registration Session - Couch, MO - November 11
- Mammoth Spring High School Concurrent Registration Session - Mammoth Spring, AR - November 13
- Thayer/Mammoth Spring Rotary Radio Auction - Thayer, MO - November 30

Trish Miller, Director of Adult Education:

- No Travel

Tentative Discussion Items for Next Board of Trustees Meeting:

- Higher Learning Commission (HLC) team visit preparation.
- Emerson and AF Tech center update

Tentative Action Items for Next Board of Trustees Meeting:

- Monthly Financials and year-to-date
- Bond Resolution and Bond Purchase Agreement
- Precision Machining Technology Curriculum Approval

Kudos:

- Great job my maintenance setting up lighting and displays at all campuses for the Christmas drive through events.

Dr. Dawe's Comments:

- We have hired a Director for the Tech Center and a Precision Machining faculty member. Close coordination with Emerson continues and we are on track for the construction required for welding at the Tech Center.
- I want to again thank everyone for condolences and support following the loss of my mother.

Monthly Financial Reports:

	Approved 2020 - 2021 Budget	Revised 2020 - 2021 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
Ozarka College						
Unrestricted Current Funds						
July 1, 2020 through November 30, 2020						
Revenues:						
Tuition & Related Fees	2,737,470	2,737,470	35,030	1,164,309	1,573,161	42.53%
Program & Course Related Fees	913,410	913,410	5,510	360,158	553,252	39.43%
Testing Services	86,575	86,575	190	29,039	57,536	33.54%
Sales Tax Proceeds	477,600	477,600		89,644	387,956	18.77%
Interest Income	18,840	18,840	1	1,937	16,903	10.28%
Other Income	64,495	64,495	15,989	92,968	(28,473)	144.15%
General Revenue	2,591,465	2,591,465	225,961	1,342,901	1,248,564	51.82%
Workforce 2000 Funding	1,271,850	1,271,850	105,987	529,934	741,916	41.67%
Transfer from Constructiom/Renovation Reserve	146,880	146,880			146,880	0.00%
Auxiliary Income - Culinary Caf�	2,715	2,715	672	3,128	(413)	115.20%
Auxiliary Income - Student Housing	52,800	52,800	1,328	25,580	27,220	48.45%
Total Unrestricted Revenues	8,364,100	8,364,100	390,667	3,639,598	4,724,502	43.51%
Expenses:						
Regular Salaries	4,291,580	4,291,580	448,260	1,734,033	2,557,547	40.41%
Extra Help Salaries	121,800	121,800	4,886	23,716	98,084	19.47%
Fringe Benefits	1,595,060	1,595,060	140,632	604,801	990,259	37.92%
Supplies & Services	1,395,690	1,395,690	58,202	560,666	835,024	40.17%
Travel	64,905	64,905	1,180	4,047	60,858	6.24%
Utilities	415,920	415,920	20,670	205,770	210,150	49.47%
Capital Outlay	76,950	76,950			76,950	0.00%
Bond Payments	402,195	402,195	288,097	291,397	110,798	72.45%
Contingency	0	0			0	0
Total Unrestricted Expenditures	8,364,100	8,364,100	961,928	3,424,431	4,939,669	40.94%
			Net Income or (Loss)	215,167		

Ozarka College Restricted Funds July 1, 2020 through November 30, 2020	Approved 2020 - 2021 Budget	Adjustments to 2020 - 2021 Budget	Revised 2020 - 2021 Budget	Actual Month to Date Revenue/Expense	Actual Year to Date Revenue/Expense	Budgeted Balance to Collect or Balance to Expense
Student Aid Revenues						
AR Challenge Awards	172,200		172,200		78,500	93,700
AR Future Grant	78,300		78,300		119,402	(41,102)
AR Workforce Challenge	9,600		9,600	1,500	16,000	(6,400)
Federal Work Study	60,000		60,000	7,628	13,490	46,510
Federal Tuition Assistance			-			-
Go Grant	5,000		5,000		250	4,750
National Guard Grant	6,000		6,000			6,000
PELL Grant	3,260,000		3,260,000	(5,428)	1,533,680	1,726,320
SEOG Awards	40,000		40,000	20,000	20,000	20,000
Student Loans - Federal	1,165,000		1,165,000	510	420,956	744,044
Student Loans - Private	176,000		176,000		68,750	107,250
Miscellaneous Scholarships		B	50,000		24,750	25,250
Student Aid Revenues	4,972,100	50,000	5,022,100	24,210	2,295,778	2,726,322
Federal Grant Revenues						
Career Pathways Initiative	178,000		178,000	26,422	45,309	132,691
CARES - Institutional Funding	105,437		105,437	3,589	76,852	28,585
Carl Perkins	116,000		116,000		32,149	83,851
Correctional			-			-
Direct & Equitable Grant	28,700		28,700		5,002	23,698
Delta Upsoar Grant	250,000		250,000		17,483	232,517
TRIO Grant	320,300		320,300	17,679	107,836	212,464
WORC Grant		B	750,000			750,000
Federal Grant Revenues	998,437	750,000	1,748,437	47,691	284,631	1,463,806
State Grant Revenues						
Adult Basic Education Grant	129,700		129,700	10,424	41,240	88,460
Education & Training Grant	24,800		24,800	1,992	8,268	16,532
General Adult Education Grant	64,400		64,400	4,677	17,297	47,103
Special Projects Grant			-			-
Career Tech Grant			-	21,792	21,792	(21,792)
Aeronautics Grant			-			-
State Grant Expenditures	218,900	-	218,900	38,884	88,596	130,304
Total Restricted Revenues	6,189,437	800,000	6,989,437	110,785	2,669,005	4,320,432

Ozarka College Restricted Funds July 1, 2020 through November 30, 2020		Approved 2020 - 2021 Budget	Adjustments to 2020 - 2021 Budget	Revised 2020 - 2021 Budget	Actual Month to Date Revenue/Expense	Actual Year to Date Revenue/Expense	Budgeted Balance to Collect or Balance to Expense
Student Aid Expenditures							
AR Challenge Awards	172,200			172,200	1,500	78,500	93,700
AR Future Grant	78,300			78,300		119,402	(41,102)
AR Workforce Challenge	9,600			9,600		16,000	(6,400)
Federal Work Study	60,000			60,000	6,998	20,488	39,513
Federal Tuition Assistance							
Go Grant	5,000			5,000		250	4,750
National Guard Grant	6,000			6,000			6,000
PELL Grant	3,260,000			3,260,000	(5,428)	1,533,680	1,726,320
SEOG Awards	40,000			40,000	20,000	20,000	20,000
Student Loans - Federal	1,165,000			1,165,000	2,372	422,818	742,182
Student Loans - Private	176,000			176,000		68,750	107,250
Miscellaneous Scholarships		50,000		50,000		24,750	25,250
Student Aid Expenditures	4,972,100	50,000	5,022,100	25,442	2,304,637	2,717,463	
Federal Grant Expenditures							
Career Pathways Initiative	178,000			178,000	13,677	95,887	82,113
CARES - Institutional Funding	105,437			105,437	3,762	80,814	24,623
Carl Perkins	116,000			116,000	8,893	48,274	67,726
Correctional							
Direct & Equitable Grant	28,700			28,700	3,178	10,728	17,972
Delta Upsoar Grant	250,000			250,000	7,433	30,758	219,242
TRIO Grant	320,300			320,300	24,276	132,112	188,188
WORC Grant		750,000		750,000	4,440	8,902	741,098
Federal Grant Expenditures	998,437	750,000	1,748,437	65,659	407,276	1,341,161	
State Grant Expenditures							
Adult Basic Education Grant	129,700			129,700	12,867	55,184	74,516
Education & Training Grant	24,800			24,800	1,733	10,001	14,799
General Adult Education Grant	64,400			64,400	7,789	26,808	37,592
Special Projects							
Career Tech Grant					16,335	16,335	(16,335)
Aeronautics Grant							
State Grant Expenditures	218,900	-	218,900	38,724	108,329	110,571	
Total Restricted Expenditures	6,189,437	800,000	6,989,437	129,825	2,820,242	4,169,195	

Ozarka College		2020 - 2021 Fiscal Year		2019 - 2020 Fiscal Year		
Unrestricted Current Funds - Fiscal Comparison						
July 1, 2020 through November 30, 2020						
	Revised	2020 - 2021 Actual Year to Date	Percentage of Budget Realized as of 11/30/20	Revised	2019 - 2020 Actual Year to Date	Percentage of Budget Realized as of 11/30/19
	2020 - 2021 Budget	Revenue/Expense		2019 - 2020 Budget	Revenue/Expense	
Revenues:						
Tuition & Related Fees	2,737,470	1,164,309	42.53%	2,738,325	1,288,272	47.05%
Program & Course Related Fees	913,410	360,158	39.43%	774,395	358,436	46.29%
Testing Services	86,575	29,039	33.54%	84,830	28,898	34.07%
Sales Tax Proceeds	477,600	89,644	18.77%	473,100	149,842	31.67%
Interest Income	18,840	1,937	10.28%	19,505	2,905	14.89%
Other Income	64,495	92,968	144.15%	83,410	39,925	47.87%
General Revenue	2,591,465	1,342,901	51.82%	3,095,210	1,332,096	43.04%
Workforce 2000 Funding	1,271,850	529,934	41.67%	1,255,850	529,934	42.20%
Transfer from Construction/Renovation Fund	146,880	0	0.00%	300,000	0	0.00%
Auxiliary Income - Culinary Caf�	2,715	3,128	0.00%	3,760	1,678	0.00%
Auxiliary Income - Student Housing	52,800	25,580	0.00%	47,200	23,592	0.00%
Total Unrestricted Revenues	8,364,100	3,639,598	43.51%	8,875,585	3,755,578	42.31%
Expenses:						
Regular Salaries	4,291,580	1,734,033	40.41%	4,491,430	1,647,232	36.68%
Extra Help Salaries	121,800	23,716	19.47%	113,575	41,230	36.30%
Fringe Benefits	1,595,060	604,801	37.92%	1,714,370	593,806	34.64%
Supplies & Services	1,395,690	560,666	40.17%	1,634,221	491,147	30.05%
Travel	64,905	4,047	6.24%	79,489	30,752	38.69%
Utilities	415,920	205,770	49.47%	432,600	231,768	53.58%
Capital Outlay	76,950	0	0.00%	34,000	2,243	6.60%
Bond Payments	402,195	291,397	72.45%	375,900	289,560	77.03%
Contingency	0	0	0.00%	0	0	0.00%
Total Unrestricted Expenditures	8,364,100	3,424,431	40.94%	8,875,585	3,327,738	37.49%
Net Income or (Loss)		215,167			427,840	

College Monthly Calendar:

December 2020							
« Previous Month	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
			1 (m) 8:45 AM TRIO Tutor Coordinator Interviews (s) 12:00 PM LPN Lecture (s) 12:00 PM LPN Lecture (m) 12:45 PM Precision Machining Faculty Interviews (p) 6:00 PM LPN Capping and Pinning	2	3 (m) 1:30 PM PCC Meeting (p) 6:00 PM RN Capping and Pinning ARNEC Classes End	4 Classes End	5
6	7	8	9	10	11 Final Grades Due	12	
13	14 (p) 8:00 AM Lean Six Sigma Training	15 (p) 8:00 AM Lean Six Sigma Training (p) 4:00 PM North Arkansas Dance Theatre	16	17 (p) 10:00 AM Arkansas Rehab Services	18 Last Day for Faculty	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

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