President's Report to the Board of Trustees June 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

- June 2 PAX Test Ash Flat Campus
- June 3 PAX Test Mountain View Campus
- June 4 PAX Test Melbourne Campus
- June 16 & 30 NACE Testing Melbourne Campus

Ozarka College Events – Last Month's Events

• May 11, 13-15 2020 Census Training – Melbourne Campus

College Governance

• We continue to anticipate and plan for a full opening for the fall semester but also monitor, on a daily basis, state and national guidance for the work place; K-12, and higher education.

Student Services/Enrollment Information

Jason Lawrence, Vice President of Student Services:

- Perkins V submission
- CPI budget submission
- CARES Act review and dissemination

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

- Processed incomplete grade contracts
- Marked all May graduates as graduated and prepared May diplomas
- Evaluated transfer student transcripts
- Worked with Admissions on Student Housing Letters
- Processed course repeat forms
- Assisted with registering students for Summer and Fall
- Met with Kay, Kim, and Tess to work on streamlining the posting of scholarships
- Kay Adkins is continuing to work with Kelly Graham on some Financial Aid pieces she can assist with

Kim Lovelace, Director of Admissions:

- Fall housing assignments have been completed and students notified of the unit they have been assigned to; those who have been put on a waiting list have also been notified
- Have completed walk-throughs for students who have moved out of housing for the semester
- Admissions is working with Financial Aid on posting scholarships
- Admissions is posting scholarship recipient announcements to social media

• Continuing to send "Welcome to Ozarka" emails and letters to each new applicant and call them

Kay Adkins, Director of Financial Aid:

- Assisted with processing of CARES Act student grants processing (verifying eligibility and contacting students)
- Viewed weekly update NASFAA workshops/ "Off the Cuff" panel discussions on COVID 19 'state of emergency' impact to student financial aid eligibility regulations and interpretation/application of modified regs
- Case by case review of students whose spring 2020 outcomes did not meet Satisfactory Academic Progress and adjusting FA status as needed in light of ED guidance for state of emergency
- Federal Work Study contacts and initial recruiting for fall 2020 (Kelly Graham)
- Started training on other financial aid tasks being assigned (Kelly Graham)
- VA processing: Summer Aid certification, submitted reports to VA for spring 2020 semester outcomes (all F's, incompletes, etc) (Tess Weatherford)
- Two professional development webinars (Tess Weatherford)
- Began review of scholarship continuing eligibility (Tess Weatherford)
- Six professional development webinars (Pam Miller)
- Verification processing for summer I (Pam Miller)
- Reached out to new summer I enrolled students without FAFSA's on file (Pam Miller)

Amanda Engelhardt, Director of Career Pathways:

- Books have been picked up for the summer terms
- CPI has received three tuition requests from eligible students; All other student's that submitted a request will be receiving Pell
- Amanda has begun working on the budget proposal for FY21
- CPI staff have assisted in summer and fall registration
- CPI ADHE/Director has resigned Perkins:
- All Perkins staff have been working diligently on the Local Application
- All Perkins staff have had meetings and conversations with stakeholders for input
- All Perkins staff have assisted in summer and fall registration
- Kendra assisted Angela with assembling food baskets for students in need
- Kendra entered technical skills assessment data.

Tracy Cone, Director of TRIO:

- Continue degree audits for all TRIO students
- Continue registering TRIO students for Summer and Fall semesters
- Professional Development COE Conference Call/Webinar
- Conducted virtual workshop and mailed workshop materials for No-Sew Masks

Finance and Administration

Tina Wheelis, Executive Vice President of Finance and Administration:

- The 2021 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

Ash Flat

Angela Phipps, Campus Director:

- Create Bridges reopening business work session meeting May 8
- Create Bridges workforce training curriculum May 11
- Spring River Area Chamber of Commerce meeting call May 12
- Spring River Innovation Hub meeting, Zoom May 14
- Sharp County Master Gardeners flower garden planting May 20
- Spring River Innovation Hub New Executive Director meeting May 22
- Spring River Area Chamber of Commerce membership committee meeting May 22
- ATI testing for LPN May 26

Mammoth Spring

James Spurlock, Campus Director:

• No Report

Mountain View

Megan Carpenter, Campus Director:

- LPN students on campus for testing and skills labs May 5, 6, 8, 13, 18, 19, 26, 27
- Accuplacer testing May 18, 20
- Big delivery of supplies for the surg tech program classroom May 26
- Trish Miller on campus for GED testing May 27
- Kendra Collier on campus for LPN student pictures May 27
- Bookstore Representative on campus collecting rental books from students from Spring semester May 11-13

Advancement

Dr. Josh Wilson, Vice President of Advancement:

- Finalized the sale of the second parcel of land donated by the Susan Smith family, bringing total sales receipts to \$5,500
- Received a donation from James Fudge and Susan Smith for \$4,500 to complete the endowment for a memorial scholarship in their grandparents' names: James Lawrence and Jewel Sanders Harber
- Preparing for quarterly Foundation board meeting June 2, typically the annual board retreat, but due to state and federal guidance it is to be held via video conference
- Developed 2020-2021 foundation budget to be presented for approval at next board meeting
- Planning fall event schedule with contingencies due to COVID crisis
- Received \$750 from Sharp County Community Foundation for Ash Flat Technical Center
- Received commitment from First Community Bank for \$15,000 toward Ash Flat Technical Center

• Finished Nancy Orr Memorial Courtyard, complete with memorial plaque

Public Relations and Marketing

Kendra Collier, Director of Public Relations and Marketing:

- Submitted press releases and created social media for cancelled events, COVID-19 updates, etc.
- Provided weekly content for Instagram and Facebook that followed our social media plan with program ads
- Created registration ads, and created flyers to post for targeted programs
- Created a full-page graduation ad for print in local paper and to be posted online
- Edited admissions recruitment video and program videos for Culinary and Automotive Diesel
- Began developing the nursing program video
- Attended ACC Marketing Zoom meetings
- Took various photos including Mountain View nursing class photo, Nancy Orr Courtyard
- Produced 2020 graduation program
- Completed and disseminated 2nd quarter newsletter, a revival of the *Ozarka Connection* periodical
- Placed multiple orders for fall promotional items and campus printing jobs (e.g., catalog)

Adult Education

Trish Miller, Director of Adult Education:

- Trish Miller attended a SNAP E&T Performance meeting for Directors via ZOOM May 12
- Kendall Morrison participated in an online Lead Teacher Series May 14, 19, 21, 26, & 28
- Julia Chance attended a Career Options Workshop via ZOOM May 19

Information Systems/ Planning and IR

Scott Pinkston, Chief Information Officer:

• Purchased IT equipment such as new network switches, servers and storage through the CARES Act

Travel/College Representation

Dr. Richard Dawe, President:

- Campus Director Meeting Mammoth Spring May 11
- Meeting with Dr. Wyatt regarding running power from our transformer Mountain View – May 26

Kim Lovelace, Director of Admissions:

• No Travel

Tracy Cone, Director of TRIO:

• No Travel

Dr. Josh Wilson, Vice President for Advancement:

- Photo op., Nancy Orr Memorial Ash Flat May 20
- Nursing Video Content Mountain View May 27

Angela Phipps, Ash Flat Campus Director:

• No Travel

James Spurlock, Mammoth Spring Campus Director:

• No Travel

Trish Miller, Director of Adult Education:

• No Travel

Tentative Discussion Items for Next Board of Trustees Meeting:

• TBD

Tentative Action Items for Next Board of Trustees Meeting:

• Monthly Financials

Kudos:

• Congratulations to Dr. Candace Killian on completion of her doctoral program.

Dr. Dawe's Comments:

- Things are feeling more normal for us at Ozarka as all employees are back to our normal summer routing of four day, 40 hour weeks. We continue to look at best practices going forward to include additional distancing requirements, etc.
- Several people have applied for the trustee position if it is vacated by Ben at the end of his term.

Approved built to that the formation of the formating the formation of the formation of the formation	Ozarka College Unrestricted Current Funds July 1, 2019 through May 31, 2020						
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Services Θ4,300 Θ4,300 Θ4,300 Θ4,300 Θ4,300 S2,045 C C3,045 L An Proceeds 13,500 19,500 19,500 19,500 19,500 12,655 12,645	Program & Course Related Fees			4,893	695,969	78,426	89.87%
ax Proceeds 473,100 473,100 473,100 473,100 56,801 70,608 70,741 71,741,500	Testing Services	84,830	84,830	482	61,785	23,045	72.8
Income 19,505 19,505 19,505 19,505 19,505 12,555 12,555 12,555 12,555 12,555 12,555,565 12,525,565 12,525,565 12,525,565 12,525,565 12,525,565 12,525,565 12,525,565 12,525,565 12,525,565 12,525,565 12,525,565 12,525,565 12,525,565 12,525,565 12,525,565 12,525,565 12,524,565 12,525,565 12,525,565 12,524,565 12,524,565 12,524,565 12,524,565 12,524,565 12,524,565 12,524,565 12,524,565 12,524,565 12,524,565	Sales Tax Proceeds	473,100	473,100	56,811	399,012	74,088	84.34%
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I Revenue 3,065,210 3,065,210 2,1446 2,27,342 2,21,268 2,30,500 2,11,14,51 2,21,268 2,21,368 2,21,268 2,21,268	Other Income	83,410	83,410	14,764	64,956	18,454	277.8
rcc 2000 Funding 1,255,850 1,255,850 1,255,850 1,155,850 1,155,851 1,165,84 89,996 90,000 90,	General Revenue	3,095,210	3,095,210	231,448	2,873,942	221,268	92.6
r from Construction/Renovation Reserve B 300,000 B 300,000 B 300,000 B 300,000 B S00,000	Workforce 2000 Funding	1,255,850	1,255,850	105,987	1,165,854	89,996	92.8
y hacome - Culmary Caté 3,760 3,760 3,760 2,488 1,273 1,273 y hacome - Culmary Caté $47,200$ $47,200$ $47,200$ $47,200$ $7,441$ 1,273 y hacome - Student Housing $8,455,660$ $8,375,660$ $44,91,430$ $8,375,660$ $7,441$ $7,741,410$ ses: $8,491,430$ $8,875,660$ $8,875,660$ $8,875,660$ $4,491,430$ $8,875,660$ $4,134,410$ $8,875,660$ $4,134,410$ $8,875,660$ $4,134,410$ $8,875,660$ $4,134,610$ $8,75,720$ $8,75,370$ <td< td=""><td>Transfer from Constructiom/Renovation Reserve</td><td></td><td></td><td></td><td></td><td>300,000</td><td>0.0</td></td<>	Transfer from Constructiom/Renovation Reserve					300,000	0.0
y Income - Student Housing $47,200$ $47,200$ $47,200$ $47,200$ $47,200$ $7,414$ $7,414$ $7,441$ $7,441$ $7,441$ $7,7,416$ $7,7,416$ $7,7,416$ $7,7,416$ $7,7,416$ $7,7,416$ $7,7,416$ $7,7,416$ $7,7,416$ $7,7,416$ $7,7,416$ $7,7,416$ $7,7,416$ $7,7,416$ $7,7,416$ $7,7,72$ $9,7,727$ $9,7,727$ $9,7,727$ $9,7,727$ $9,7,727$ $9,7,727$ $9,7,727$ $9,7,727$ $9,7,826$ $9,7,727$ $9,7,826$ $9,7,727$ $9,7,826$ $9,7,727$ $9,7,826$ $9,7,727$ $9,7,826$ $9,7,827$ $9,827,926$ $9,7,727$ $9,7,826$ $9,7,727$ $9,7,826$ $9,7,827$ $9,827,926$ $9,7,727$ $9,7,827$ $9,827,926$ $9,7,727$ $9,7,827$ $9,7,827$ $9,7,827$ $9,7,827$ $9,827,926$ $9,7,727$ $9,7,827$ $9,7,827$ $9,827,926$ $9,7,727$ $9,827,926$ $9,7,727$ $9,7,927$ $9,7,926$ $9,7,14,926$ $7,14,926$ $7,14,926$ $7,14,926$ $7,14$	Auxiliary Income - Culinary Café	3,760	3,760		2,488	1,273	66.1
Incestricted Revenues $8,375,585$ $8,875,585$ $4,47,416$ $7,741,419$ $7,741,419$ $7,741,416$ $1,13,4166$ $1,13,4166$ $1,13,416$ $1,14,416$ $1,14,162$ $1,14,162$ $1,14,162$ $1,14,162$ $1,14,162$ $1,14,162$ $1,24,166$ $1,24,166$ $1,24,166$ $1,24,166$ $1,24,166$ $1,24,166$ $1,24,166$ $1,24,166$ $1,24,166$ $1,24,166$ $1,24,166$ $1,24,166$ $1,24,166$ $1,24,166$	Auxiliary Income - Student Housing	47,200	47,200	746	39,759	7,441	84.2
ses: <td>Total Unrestricted Revenues</td> <td>8,425,585</td> <td>8,875,585</td> <td>447,818</td> <td>7,741,419</td> <td>1,134,166</td> <td>87.2</td>	Total Unrestricted Revenues	8,425,585	8,875,585	447,818	7,741,419	1,134,166	87.2
Salaries $4,491,430$ $4,491,430$ $4,491,430$ $3,45,397$ $3,316,061$ $6,75,370$ $6,75,320$ $2,44,054$ $2,33,366$ $2,34,360$ $2,3$	Expenses:						
elp Salaries 113,575 113,575 113,575 113,575 17,722 72,722 17,722 17,722 17,722 17,722 17,722 17,722 17,722 17,722 17,722 17,722 17,722 17,722 17,723 17,723 17,723 17,723 17,306,674 17,306,674 17,306,674 17,306,674 17,306,674 17,306,674 17,306,674 17,306,674 17,306,674 17,306,674 17,306,674 17,306,674 17,306,674 17,306,674 12,306,676 12,306,676 12,306,676 12,306,676 12,306,676 12,306,676 12,306,676 12,306,676 12,306,676 12,306,676 12,3	Regular Salaries	4,491,430	4,491,430	345,397	3,816,061	675,370	84.96%
	Extra Help Salaries	113,575	113,575	2,683	72,722	40,853	64.0
8 & Services (1,156,065 A,B,C 1,634,221 (1419,226 (1419,226 (1419,226 (1419,226 (1419,226 (1419,226 (1419,226 (1419,226 (1419,226 (1419,226 (1419,226 (1419,231 (1410,	Fringe Benefits	1,714,370	1,714,370	120,845	1,380,674	333,696	80.5
B1 B1 B1 B2	Supplies & Services	1,156,065 A,E		53,241	1,419,226	214,995	86.8
448,600 A 432,600 A 432,600 T34,000 A 125,563 125,564 125,564 125,564 125,564 125,564 125,564 125,564 125,564 125,564 125,564 125,564 124,702 124,702 124,702 124,702 124,7205 124,7205 124,7205 124,7205 124,72,056 124,72,056 124,72,056 124	Travel			(558)	44,054	35,435	55.4
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0 0 0 0 8,875,685 714,407 7,463,526 1,412,059 Analysis 1 1,412,059 1 Net Income or (Loss) 277,893 1 1	Bond Payments	375,900	375,900	87,137	383,440	(7,540)	102.0
8,875,685 714,407 7,463,526 1,412,059 Net Income or (Loss) 277,893 1,412,059 1,412,059	Contingency		0			0	
Net Income or (Loss)	Total Unrestricted Expenditures	8,425,585	8,875,585	714,407	7,463,526	1,412,059	84.0
				Net Income or (Loss)			
B = Transfer from Construction/Renovation Reserve for Welding Lab Renovation (300,000)	A = Midyear Review Adjustments (38,370)						
	B = Transfer from Construction/Renovation Reserve for V	Velding Lab Renovation	1 (300,000)				

Monthly Financial Reports:

Restricted Funds						
July 1, 2019 through May 31, 2020						
				Actual	Actual	Budgeted
	Approved	Adjustments to	Revised	Month to Date	Year to Date	Balance to Collect or
	2019 - 2020 Budget	2019 - 2020 Budget	2019 - 2020 Budget	Revenue/Expense	Revenue/Expense	 Balance to Expense
Student Aid Revenues						
AR Challenge Awards	178,500		178,500		172,125	6,375
AR Future Grant	35,000		35,000		78,346	(43,346)
AR Workforce Challenge	6,000		6,000		9,600	(3,600)
CARES - Aid to Students	•	398,539	398,539	398,539	398,538	~
Federal Work Study	50,000		50,000	16,504	50,000	•
Federal Tuition Assistance	A	2,000	2,000		1,440	560
Go Grant	5,000		5,000		1,250	3,750
National Guard Grant	A	5,000	5,000		5,961	(961)
PELL Grant	3,000,000		3,000,000	3,098	3,035,667	(35,667)
SEOG Awards	30,000		30,000		30,000	1
Student Loans - Federal	1,100,000		1,100,000		1,100,069	(69)
Student Loans - Private	4	100,000	100,000		175,537	(75,537)
Miscellaneous Scholarships	A	55,000	55,000		52,800	2,200
Student Aid Revenues	4,404,500	560,539	4,965,039	418,141	5,111,333	(146,294)
Federal Grant Revenues						
Career Pathwavs Initiative	178.170		178.170		146.764	31.406
Carl Perkins	117,420		117,420		61,584	55,836
Correctional		30,744	30,744		9,113	21,631
Direct & Equitable Grant	28,700		28,700	4,451	21,740	6,960
Delta Upsoar Grant	199,335		199,335	34,974	54,806	144,529
TRIO Grant	306,440		306,440	18,212	238,897	67,543
Federal Grant Revenues	830,065	30,744	860,809	57,638	532,904	327,905
State Grant Revenues						
Adult Basic Education Grant	129.660		129.660		98.819	30.841
Education & Training Grant	24,810		24,810	1,638	16,355	8,455
General Adult Education Grant	64,380		64,380		41,542	22,838
Special Projects Grant	27,930		27,930	3,825	21,659	6,271
Career Tech Grant	4	221,410	221,410		93,490	127,920
Aeronautics Grant	A	115,785	115,785		115,786	(1)
State Grant Expenditures	246,780	337,195	583,975	5,463	387,653	196,322
Total Restricted Revenues	5,481,345	928,478	6,409,823	481,241	6,031,890	377,933

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Approved Adjustmenta (c) Adjustmenta (c)<		Actual	Budgeted	
2019. 2010 Excistent 2013. 20	Revised	Year to Date Da	Balance to Collect or	
Train solution Train solution <th td="" train<=""><td></td><td>Revenue Expense Bu</td><td>Balance to Expense</td></th>	<td></td> <td>Revenue Expense Bu</td> <td>Balance to Expense</td>		Revenue Expense Bu	Balance to Expense
35,000 55,000	178,500	172,125	6,375	
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A 398,500 A 398,500 </td <td>6,000</td> <td>9,800</td> <td>(3,600)</td>	6,000	9,800	(3,600)	
$g_0/000$ <		200,526	-	
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30,000 30,000	3,000,000	3,036,667	(28,687)	
1,100,000 $1,100,000$	30,000	20,000		
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A 55,000		125,527	(125,537)	
4,464,500 600,535 4,866,000		83,366	1,786	
spendflarrea 171,170 171,100		6412,285	(242,244)	
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	64,360 3,727	40,513	14,007	
27,500 Special Projects 27,500	27,930	21,659	6,271	
A 221,410 221,410 9,477		114,524	106,886	
A 115,765 115,765 115,765		115,786	(1)	
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Total Developed Expenditures 5,481,245 5,481,245 6,399,823 480,10		\$155,851,8	141,004	

Uniesurcied Current runds - riscal Comparison July 1 2019 through May 31 2020		2019 - 2020 Fiscal Year		00	2018 - 2019 Fiscal Year	
and the family Base in a set is find						
		2019 - 2020 Actual	Percentage of		2018 - 2019 Actual	Percentage of
	Revised	Year to Date	Budget Realized	Revised	Year to Date	Budget Realized
	2019 - 2020 Budget	Revenue/Expense	as of 05/31/20	2018 - 2019 Budget	Revenue/Expense	as of 05/31/20
Revenues:						
Tuition & Related Fees	2,738,325	2,430,775	88.77%	2,738,490	2,397,067	87.53%
Program & Course Related Fees	774,395	695,969	89.87%	584,935	457,709	78.25%
Testing Services	84,830	61,785	72.83%	84,480	70,630	83.61%
Sales Tax Proceeds	473,100	399,012	84.34%	460,800	379,374	82.33%
Interest Income	19,505	6,880	35.27%	5,775	17,705	306.58%
Other Income	83,410	64,956	77.88%	65,475	63,721	97.32%
General Revenue	3,095,210	2,873,942	92.85%	3,126,475	2,989,834	95.63%
Workforce 2000 Funding	1,255,850	1,165,854	92.83%	1,255,855	1,133,125	90.23%
Auxiliary Income - Culinary Café	3,760	2,488	0.00%		3,235	0.00%
Auxiliary Income - Student Housing	47,200	39,759	0.00%		27,191	0.00%
Total Unrestricted Revenues	8,875,585	7,741,419	87.22%	8,322,285	7,539,591	80.60%
Expenses:						
Regular Salaries	4,491,430	3,816,061	84.96%	4,427,595	3,762,790	84.98%
Extra Help Salaries	113,575	72,722	64.03%	120,700	66,900	55.43%
Fringe Benefits	1,714,370	1,380,674	80.54%	1,676,940	1,375,387	82.02%
Supplies & Services	1,634,221	1,419,226	86.84%	1,120,305	869,998	77.66%
Travel	79,489	44,054	55.42%	101,750	89,562	88.02%
Utilities	432,600	307,037	70.97%	455,100	340,692	74.86%
Capital Outlay	34,000	40,314	118.57%	8,750	40,072	457.97%
Bond Payments	375,900	383,440	102.01%	374,830	376,850	100.54%
Contingency	0	0	0.00%	36,315		0.00%
Total Unrestricted Expenditures	8,875,585	7,463,526	84.09%	8,322,285	6,922,251	83.18%
Net Income or (Loss)		277,893			617,340	

Monday Intestaty Monday Totactaly Monday M	Adv Turestar June 200 Turestar June 200 Turestar June 200 2 1 </th <th>Jue 200 Jue 200 <t< th=""><th></th><th></th><th></th><th>Calendar: Scheduler</th><th>uler</th><th></th><th></th></t<></th>	Jue 200 Jue 200 <t< th=""><th></th><th></th><th></th><th>Calendar: Scheduler</th><th>uler</th><th></th><th></th></t<>				Calendar: Scheduler	uler		
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College Monthly Calendar: