

**President's Report  
to the Board of Trustees  
May 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**

- May 21            Cattleman's Meeting – Ash Flat Campus

**Ozarka College Events – Last Month's Events**

- April 8            American Red Cross Blood Drive – Melbourne Campus

**College Governance**

- Primarily on-line education continues until further notice or guidance from the state.
- We have cancelled Commencement and Nurse Capping and Pinning is delayed but realize further changes may be necessary.
- We Have transitioned to our summer schedule of Monday through Thursday.
- Limited technical training has continued with extension additional cleaning and precautions.

**Student Services/Enrollment Information**

*Jason Lawrence, Vice President of Student Services:*

- Registration is open and trending to catch up with last years' enrollment. Thanks to the staff and faculty for adapting to the new format.
- Continuing to manage:
  - SS staff rotation
  - Perkins V expenditures and application process

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

- We have resumed placement testing by individual appointment, sanitizing between students
- Kelly has been contacting former graduates regarding diplomas
- Working with the Admissions and Financial Aid Departments for a weekly social media video
- Participated in two webinars regarding remote testing
- Participated in two Financial Aid Webinars regarding Title IV during the pandemic
- Working on the HLC Criterion 1 Draft
- Processing incomplete grade contracts as they filter in and following up on last semester's incompletes

*Kim Lovelace, Director of Admissions:*

- Emails have been sent to current housing students to determine who will be returning to housing this fall

- Admissions is creating general information videos and posting to social media each week on Wednesdays
- Working with PR to announce scholarship recipients for print and social media
- “Welcome to Ozarka” emails and letters are sent to each new applicant; each applicant is also called to see if they have questions or need help completing the enrollment process
- Continue to send emails weekly to all applicants who have requested information on housing for Fall 2020 that includes a link for survey in which they indicate roommate compatibility preferences
- Conducted a virtual campus tour for a prospective Culinary student using Google Hangouts
- 90-day reviews have been completed on Kim Lovelace and Erica Roark

*Kay Adkins, Director of Financial Aid:*

- Completed 8-week NASFAA Credential course and exams for Needs Assessment Analysis and Professional Judgment
- Processed last student loan disbursements for spring
- Default Prevention Committee quarterly update from Borrower Connect (4/1)
- Continued e-mail and phone correspondence with students
- Began processing of the 20-21 FAFSAs
- Borrower Connect online training session (Whole Department) – April 1
- NASFA COVID-19 update Webinars (Whole Department) – April 2 and April 17
- Student Loan Eligibility Comp form/EFC calculation virtual training (Whole Department) – April 16
- Began training to process the fall 2020 Federal Work Study recruitment/paperwork (Kelly Graham)
- Posted “FWS Prospect” activities to students indicating interest on their FAFSAs (Kelly Graham)
- Contacted spring WorkStudy students and sent new applications for those intending to return to their position in the fall (Kelly Graham)
- Sent e-mail reminders to all VA students about drop date and summer/fall registration (Tess Weatherford)
- Watched VA Recertification webinar (Tess Weatherford) – April 15
- Completed VA SCO training requirements (webinars and online trainings submitted) (Tess Weatherford)
- Made VA summer I enrollment spreadsheet (currently have 7 students for summer I) (Tess Weatherford)
- ADHE AR Future scholarship awards posted and placed eligible students with mentors and provided all necessary documentation/paperwork (Tess Weatherford)
- NASFAA “Off the Cuff” weekly webinars discussing COVID19 CARES Act (Pam Miller)
- Reviewing summer I students for summer Pell eligibility and posting awards (Pam Miller)
- 2 Go2Knowledge Webinars (Pam Miller)
- Printing summer I loan requests (Pam Miller)

*Amanda Engelhardt, Director of Career Pathways:*

- Career Pathways will be receiving \$10,000 to help supply students with loaner laptops from ADHE. Twenty students have already showed interest.
- Books are being prepared for Summer I & II
- Gas cards have been given to a few students who are still working and having to come to campus
- Five students have submitted tuition assistance requests for Summer
- Amanda has been working on the FY20 budget proposal
- Tiffney and Lindsey have been registering students
- Kendra has completed Go2Knowledge modules
- Kendra has also been communication with her advisees and registering students

*Tracy Cone, Director of TRIO:*

- Continue completing online midterm evaluations and mailing midterm packet
- Completing degree audits for all TRIO students
- Registering TRIO students for Summer and Fall semesters
- Professional Development – COE Conference Call/Webinar
- Emailed virtual campus tours to TRIO students
- Emailed virtual museum tours to TRIO students.

### **Finance and Administration**

*Tina Wheelis, Executive Vice President of Finance and Administration:*

- The 2021 Operating Budget has been completed. The Administrative Council has reviewed the proposed budget it has been presented to the Board of Trustees Finance Committee.
- The field work for the 2019 has been completed and an exit conference schedule for next month.
- The Welding Lab renovation is ahead of schedule. The contractor is anticipating that their work will be completed by the middle of June.
- Progress is still being made on the Ash Flat Tech Center and we anticipate the renovations to be completed by the end of June.

### **Ash Flat**

*Angela Phipps, Campus Director:*

- Create Bridges call – April 1
- Spring River Innovation Hub meeting, zoom – April 9
- Spring River Area Chamber of Commerce, zoom – April 14
- Concurrent Planning meeting, Microsoft Team – April 15
- Create Bridges discussion with Julianne Dunn – April 20
- Innovation Hub/Community Foundation call – April 27, 28, 29
- Create Bridges meeting, zoom – April 28

### **Mammoth Spring**

*James Spurlock, Campus Director:*

- No Report

## **Mountain View**

*Megan Carpenter, Campus Director:*

- No Report

## **Advancement**

*Dr. Josh Wilson, Vice President of Advancement:*

- Communicated regularly with Foundation Board members to discuss impact of the COVID 19 crisis and future events planning
- Finalized sale of second tract of land; originally a land donation from the Smith family
- Smith family has agreed to fund the remaining balance toward endowing a scholarship in their grandparents' names
- Communicated with Gala sponsors by phone or email to discuss the implications of postponing the event and possible alternate options for fall
- Preparing for the June 2 Foundation Board meeting; including the dedication of a courtyard at the Ash Flat campus memorializing Mrs. Nancy Orr
- Coordinating with College and community stakeholders in preparation for grant application development for key College projects

## **Public Relations and Marketing**

*Kendra Collier, Director of Public Relations and Marketing:*

- Provided weekly content for Instagram and Facebook
- Began drafting a quarterly Connection newsletter
- Constructed charts for marketing dates with admissions
- Created new social media ads for specific programs, and general
- Developed plans for new radio contracts
- Created registration ads and created flyer posts for specific programs
- Stayed on top of social media with continued postings about COVID-19 and how it is affecting Ozarka campuses and local communities

## **Adult Education**

*Trish Miller, Director of Adult Education:*

- Julia Chance had a phone conference with Brenda Howard, State SNAP Program Manager – April 1
- Trish had a phone conference with our Program Manager, Wendy Kittler – April 2
- Trish Miller and Debbie Yancey participated in a LACES webinar – April 6
- Trish Miller and Debbie Yancey participated in a budget meeting – April 20
- Trish Miller attended an Administrators meeting via ZOOM – April 22 & 23

## **Information Systems/ Planning and IR**

*Scott Pinkston, Chief Information Officer:*

- Completed SWOT analysis and presented to AC
- 2020-2025 Strategic Plan draft
- Spring IPEDS were completed – April 22

## **Travel/College Representation**

*Dr. Richard Dawe, President:*

- No Travel

*Kim Lovelace, Director of Admissions:*

- No Travel

*Tracy Cone, Director of TRIO:*

- No Travel

*Dr. Josh Wilson, Vice President for Advancement:*

- No Travel

*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:**

- COVID-19 virus actions/update

## **Tentative Action Items for Next Board of Trustees Meeting:**

- Year to date and monthly budget approval
- Annual budget approval
- Strategic Plan Priorities approval
- President's annual review and Contract

## **Kudos:**

- Zeda for kick starting the SS/Admissions video series. Kay and Erica for stepping out of their comfort zone and appearing in the SS videos. Very good work!

## **Dr. Dawe's Comments:**

- This has continued to be a challenging and somewhat uncertain time for higher education and Ozarka. That said, I would like to again commend the entire team for taking on the many challenges and continuing to excel!
- We will continue to be primarily distance learning as is typical for summer semesters; with the exception of Aviation.

## Monthly Financial Reports:

	Approved 2019 - 2020 Budget	Revised 2019 - 2020 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
<b>Ozarka College</b>						
<b>Unrestricted Current Funds</b>						
<b>July 1, 2019 through April 30, 2020</b>						
<b>Revenues:</b>						
Tuition & Related Fees	2,738,325	2,738,325	52,959	2,392,402	345,923	87.37%
Program & Course Related Fees	624,395	774,395	28,595	691,077	83,318	89.24%
Testing Services	84,830	84,830	143	61,303	23,527	72.27%
Sales Tax Proceeds	473,100	473,100	26,245	342,201	130,899	72.33%
Interest Income	19,505	19,505		6,350	13,155	32.56%
Other Income	83,410	83,410	4,384	49,871	33,539	59.79%
General Revenue	3,095,210	3,095,210	295,902	2,642,493	452,717	85.37%
Workforce 2000 Funding	1,255,850	1,255,850	105,987	1,059,867	195,983	84.99%
Transfer from Construction/Renovation Reserve		B			300,000	0.00%
Auxiliary Income - Culinary Café	3,760	3,760		2,488	1,273	66.16%
Auxiliary Income - Student Housing	47,200	47,200	1,789	39,013	8,187	82.65%
<b>Total Unrestricted Revenues</b>	<b>8,425,585</b>	<b>8,875,585</b>	<b>516,004</b>	<b>7,287,066</b>	<b>1,588,519</b>	<b>82.10%</b>
<b>Expenses:</b>						
Regular Salaries	4,491,430	4,491,430	342,221	3,470,663	1,020,767	77.27%
Extra Help Salaries	113,575	113,575	3,939	70,039	43,536	61.67%
Fringe Benefits	1,714,370	1,714,370	134,466	1,259,829	454,541	73.49%
Supplies & Services	1,156,065	1,634,221	208,326	1,235,385	398,836	75.59%
Travel	91,645	79,489	(2,828)	44,647	34,842	56.17%
Utilities	448,600	432,600	34,580	361,903	70,698	83.66%
Capital Outlay	34,000	34,000	22,021	24,264	9,736	71.36%
Bond Payments	375,900	375,900		296,303	79,597	78.82%
Contingency		0			0	0
<b>Total Unrestricted Expenditures</b>	<b>8,425,585</b>	<b>8,875,585</b>	<b>742,724</b>	<b>6,763,032</b>	<b>2,112,553</b>	<b>76.20%</b>
			<b>Net Income or (Loss)</b>	<b>524,034</b>		
A = Midyear Review Adjustments (38,370)						
B = Transfer from Construction/Renovation Reserve for Welding Lab Renovation (300,000)						
C = Adjustment for Aviation Enrollment Increase/Practicum Fees (150,000)						

Ozarka College Restricted Funds July 1, 2019 through April 30, 2020		Approved 2019 - 2020 Budget	Adjustments to 2019 - 2020 Budget	Revised 2019 - 2020 Budget	Actual Month to Date Revenue/Expense	Actual Year to Date Revenue/Expense	Budgeted Balance to Collect or Balance to Expense
<b>Revenues:</b>							
<b>Student Aid Revenues</b>							
AR Challenge Awards	178,500			178,500		172,125	6,375
AR Future Grant	35,000			35,000	29,662	78,346	(43,346)
AR Workforce Challenge	6,000			6,000	(800)	9,600	(3,600)
Federal Work Study	50,000			50,000	6,660	33,496	16,504
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		3,032,569	(32,569)
SEOG Awards	30,000			30,000		30,000	-
Student Loans - Federal	1,100,000			1,100,000	227,859	1,100,069	(69)
Student Loans - Private		A	100,000	100,000		175,537	(75,537)
Miscellaneous Scholarships		A	55,000	55,000	26,500	52,800	2,200
<b>Student Aid Revenues</b>	<b>4,404,500</b>		<b>162,000</b>	<b>4,566,500</b>	<b>289,881</b>	<b>4,693,194</b>	<b>(126,694)</b>
<b>Federal Grant Revenues</b>							
Career Pathways Initiative	178,170			178,170		137,547	40,623
Carl Perkins	117,420			117,420		40,984	76,436
Correctional		B	30,744	30,744	2,972	9,113	21,631
Direct & Equitable Grant	28,700			28,700		17,289	11,411
Delta Upsoar Grant	199,335			199,335		19,632	179,503
TRIO Grant	306,440			306,440	25,385	220,685	85,755
<b>Federal Grant Revenues</b>	<b>830,065</b>		<b>30,744</b>	<b>860,809</b>	<b>26,357</b>	<b>445,449</b>	<b>415,360</b>
<b>State Grant Revenues</b>							
Adult Basic Education Grant	129,660			129,660	9,963	98,819	30,841
Education & Training Grant	24,810			24,810		14,717	10,093
General Adult Education Grant	64,380			64,380	5,109	41,542	22,838
Special Projects Grant	27,930			27,930		17,834	10,096
Career Tech Grant		A	221,410	221,410	40,500	93,490	127,920
Aeronautics Grant		A	115,785	115,785		115,786	(1)
<b>State Grant Expenditures</b>	<b>246,780</b>		<b>337,195</b>	<b>583,975</b>	<b>55,572</b>	<b>382,190</b>	<b>201,785</b>
<b>Total Restricted Revenues</b>	<b>5,481,345</b>		<b>529,939</b>	<b>6,011,284</b>	<b>373,810</b>	<b>5,520,832</b>	<b>490,452</b>

Ozarka College Restricted Funds July 1, 2019 through April 30, 2020		Approved 2019 - 2020 Budget	Adjustments to 2019 - 2020 Budget	Revised 2019 - 2020 Budget	Actual Month to Date Revenue/Expense	Actual Year to Date Revenue/Expense	Budgeted Balance to Collect or Balance to Expense
<b>Expenditures:</b>							
<b>Student Aid Expenditures</b>							
AR Challenge Awards	178,500		178,500		172,125	6,375	
AR Future Grant	35,000		35,000	29,662	78,346	(43,346)	
AR Workforce Challenge	6,000		6,000	800	9,600	(3,600)	
Federal Work Study	50,000		50,000	10,500	43,996	6,004	
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		3,032,569	(32,569)	
SEOG Awards	30,000		30,000		30,000	-	
Student Loans - Federal	1,100,000		1,100,000	3,316	1,100,069	(69)	
Student Loans - Private		A 100,000	100,000		175,537	(175,537)	
Miscellaneous Scholarships		A 55,000	55,000	500	53,300	1,700	
<b>Student Aid Expenditures</b>	<b>4,404,500</b>	<b>162,000</b>	<b>4,466,500</b>	<b>44,778</b>	<b>4,704,194</b>	<b>(237,694)</b>	
<b>Federal Grant Expenditures</b>							
Career Pathways Initiative	178,170		178,170	6,602	153,367	24,803	
Carl Perkins	117,420		117,420	17,830	79,440	37,980	
Correctional		B 30,744	30,744	152	9,265	21,479	
Direct & Equitable Grant	28,700		28,700	2,222	21,740	6,960	
Delta Upsoar Grant	199,335		199,335	8,725	63,896	135,439	
TRIO Grant	306,440		306,440	18,602	238,897	67,543	
<b>Federal Grant Expenditures</b>	<b>830,065</b>	<b>30,744</b>	<b>860,809</b>	<b>54,134</b>	<b>566,604</b>	<b>294,205</b>	
<b>State Grant Expenditures</b>							
Adult Basic Education Grant	129,660		129,660	9,920	108,855	20,805	
Education & Training Grant	24,810		24,810	1,025	17,380	7,430	
General Adult Education Grant	64,380		64,380	4,244	45,786	18,594	
Special Projects	27,930		27,930	135	21,659	6,271	
Career Tech Grant		A 221,410	221,410	8,041	101,482	119,928	
Aeronautics Grant		A 115,785	115,785		115,786	(1)	
<b>State Grant Expenditures</b>	<b>246,780</b>	<b>337,195</b>	<b>583,975</b>	<b>23,365</b>	<b>410,949</b>	<b>173,026</b>	
<b>Total Restricted Expenditures</b>	<b>5,481,345</b>	<b>529,939</b>	<b>5,911,284</b>	<b>122,278</b>	<b>5,681,746</b>	<b>229,538</b>	

Ozarka College Unrestricted Current Funds - Fiscal Comparison July 1, 2019 through April 30, 2020	2019 - 2020 Fiscal Year				2018 - 2019 Fiscal Year			
	Revised	2019 - 2020 Actual Year to Date	Percentage of Budget Realized as of 04/30/20		Revised	2018 - 2019 Actual Year to Date	Percentage of Budget Realized as of 04/30/20	
	2019 - 2020 Budget	Revenue/Expense			2018 - 2019 Budget	Revenue/Expense		
<b>Revenues:</b>								
Tuition & Related Fees	2,738,325	2,392,402	87.37%		2,738,490	2,345,696	85.66%	
Program & Course Related Fees	774,395	691,077	89.24%		584,935	452,473	77.35%	
Testing Services	84,830	61,303	72.27%		84,480	69,000	81.68%	
Sales Tax Proceeds	473,100	342,201	72.33%		460,800	339,190	73.61%	
Interest Income	19,505	6,350	32.56%		5,775	9,837	170.34%	
Other Income	83,410	49,871	59.79%		65,475	63,273	96.64%	
General Revenue	3,095,210	2,642,493	85.37%		3,126,475	2,775,011	88.76%	
Workforce 2000 Funding	1,255,850	1,059,867	84.39%		1,255,855	1,030,114	82.02%	
Auxiliary Income - Culinary Café	3,760	2,488	0.00%			3,010	0.00%	
Auxiliary Income - Student Housing	47,200	39,013	0.00%			26,831	0.00%	
<b>Total Unrestricted Revenues</b>	<b>8,875,585</b>	<b>7,287,066</b>	<b>82.10%</b>		<b>8,322,285</b>	<b>7,114,435</b>	<b>85.49%</b>	
<b>Expenses:</b>								
Regular Salaries	4,491,430	3,470,663	77.27%		4,427,595	3,428,205	77.43%	
Extra Help Salaries	113,575	70,039	61.67%		120,700	61,590	51.03%	
Fringe Benefits	1,714,370	1,259,829	73.49%		1,676,940	1,249,843	74.53%	
Supplies & Services	1,634,221	1,235,385	75.59%		1,120,305	778,676	69.51%	
Travel	79,489	44,647	56.17%		101,750	81,219	79.82%	
Utilities	432,600	361,903	83.66%		455,100	311,528	68.45%	
Capital Outlay	34,000	24,264	71.36%		8,750	40,072	457.97%	
Bond Payments	375,900	296,303	78.82%		374,830	287,133	76.60%	
Contingency	0	0	0.00%		36,315		0.00%	
<b>Total Unrestricted Expenditures</b>	<b>8,875,585</b>	<b>6,763,032</b>	<b>76.20%</b>		<b>8,322,285</b>	<b>6,238,266</b>	<b>74.96%</b>	
<b>Net Income or (Loss)</b>		<b>524,034</b>				<b>876,169</b>		

# College Monthly Calendar:

## Calendar: Scheduler

May 2020						
Day View	Room Finder	New Event	Monday	Tuesday	Wednesday	Thursday
31						
30			25	26	27	28
29			24	25	26	27
28			23	24	25	26
27			22	23	24	25
26			21	22	23	24
25			20	21	22	23
24			19	20	21	22
23			18	19	20	21
22			17	18	19	20
21			16	17	18	19
20			15	16	17	18
19			14	15	16	17
18			13	14	15	16
17			12	13	14	15
16			11	12	13	14
15			10	11	12	13
14			9	10	11	12
13			8	9	10	11
12			7	8	9	10
11			6	7	8	9
10			5	6	7	8
9			4	5	6	7
8			3	4	5	6
7			2	3	4	5
6			1	2	3	4
5						
4						
3						
2						
1						
31						

### Event Codes:

- (k) - Catering
- (C) - Class - Off Schedule
- (f) - Foundation
- (h) - Hidden
- (m) - Meeting
- (p) - Public
- (s) - Student Activities