

**President's Report
to the Board of Trustees
February 1, 2021**

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

- February 5 SSS Staff Meeting
- February 9 UPSOAR Project Coordinator Interviews
- February 18 Izard County Fire Chief's Meeting

Ozarka College – Last Month's Events

- January 4 Offices Open/Reporting Day for Faculty
- January 7 New Student Orientation (online)
- January 11 Nursing Seminar
- January 11 Classes begin
- January 12 ARNEC Classes begin
- January 22 Retention Committee Meeting
- January 25 Census Day
- January 25 Last Day to Audit a Class

College Governance

- College employees were provided the first COVID vaccine for those desiring the vaccine
- Closed on a very successful bond reissuance

Student Services/Enrollment Information

Jason Lawrence, Vice President of Student Services:

- Monitored online New Student Orientation session
- Perkins Leadership team meeting
- HLC Criterion II meeting
- Strategic Plan review
- Continue to lead Covid response
- Provided ADA accommodations for Spring 2021 students

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

- Assisted with enrolling regular and concurrent students for Spring term
- Monitored the online New Student Orientation
- Worked with Criterion I team on criterion summary
- Ran yeoman reports to find December completers who did not file intents to graduate
- Completed marking December graduates
- Prepared December diplomas and Kelly is distributing them
- Processed 11th day drops
- Completed mid-year budget review

Kim Lovelace, Director of Admissions:

- Erica conducted a campus tour with a prospective aviation student
- Completed mid-year budget review
- Coordinating Accuplacer testing for Shirley High School
- Erica has been contacting all applicants and enrolled students regarding missing checklist items
- Assisted with concurrent registration
- Reviewed Ambassador list for continuing eligibility

Kay Adkins, Director of Financial Aid:

- Assisted students with Financial Aid processing by phone, email, or in person:
 - Completing FAFSA's, verification paperwork, special considerations
 - Processed SAP appeals
 - Conducted loan counseling
- Reviewed Billing list/Enrolled list and contacted students about lacking a payment or award on their ledger
- Career Pathways Student list/Email from CP
- Researched and awarded Year-round-Pell to students who qualified due to Summer II enrollment
- Completed VA certifications - 25 VA students for Spring 2021
- Sent POE letters and College Financial Planning Sheets to all new VA students
- Verified eligibility and awarded ADHE, Institution, and Foundation scholarships, Career Pathways assistance
- Filled three Work-Study vacancies
- Covered Ash Flat and Mountain View Financial Aid office by appointment
- Professional Development/Training
 - Virtual Spring In-Service

Pam:

- Completed both Safe Colleges Trainings
- 1) Child Abuse: Mandatory Reporting – January 14
- 2) Sexual Violence Awareness for Employees – January 18
- Webinar: Getting Borrowers on the Right Track During the Pandemic- January 28

Tess:

- VA webinar - January 29

Kay:

- Department of Ed Federal Student Aid live virtual conference December 1-4, 2020
 - Federal Student Aid Updates:
 - COVID-19 CARES Act Guidance
 - FSA General Updates: Coming Attractions
 - COD Update
 - SAP Q & A
 - Top 10 Compliance Findings
 - Administering Disbursements

- Student Loan Acknowledgement Process

Amanda Engelhardt, Director of Career Pathways:

- Tuition assistance and/or course related supplies were purchased for 35 students
- New policies are in place and approved to continue to assist students with a max of \$300 per month in gas cards
- Amanda applied for and received reserve funds to purchase new desktop computers for both CPI offices
- Received reserve funds to purchase an Obesity Simulator suit for the nursing department
- Amanda participated in a Mental Health First Aid Class and received certification as a Mental Health First Aider
- Amanda and Lindsey began the Facilitating Career Development course that consists of 120-hour training course and will end in July. Both will gain nationally recognized certifications (Global Career Development Facilitator & Certified Career Services Provider)

Kendra Smith, Perkins Program Director:

- Visited with Marcus Orf to discuss job shadowing for automotive/diesel students and CTE student data
- Attended virtual In-Service training (Kendra and Tiffney)
- Participated in planning sessions with Caren Smith from NAESC for Regional Stakeholder Meeting
- Collaborated with Amber Rush to enter and submit approved reimbursement request for Perkins
- Participated in webinar on Micro-messaging hosted by NACE (Kendra and Tiffney)
- Conducted quarterly Perkins Leadership Meeting in Melbourne
- Assisted with last-minute registration during first two days of Spring classes in Mammoth Spring
- Attended HLC C2 meeting about preparations for March visit
- Attended virtual 30/30 Perkins Coordinator meeting
- Completed Safe College training on Mandatory Reporting and Sexual Harassment (Kendra and Tiffney)
- Met with Todd Smith to share information about Perkins services and gather information about machinist program to understand certifications, career services applications, and possible equipment needs
- Collected Technical Assessment Certifications data from CTE program directors and entered into Sonis (Tiffney)
- Participated in ArkAAN “Inclusive Advising Strategies” webinar (Tiffney)

Finance and Administration

Tina Wheelis, Executive Vice President of Finance and Administration:

- The finance staff prepared and distributed the following tax documents during the month: W-2s, 1099s, 1095-Cs and 1098-Ts
- The midyear review process has been completed. Each department reviewed their departmental budgets for past utilization and needs for the remainder of the year. Over \$103,000 was reallocated for unbudgeted expenditures or unfunded priority needs
- The Series 2021 Student Tuition and Fee Revenue Refunding Bonds closed on January 19, 2021 resulting in a savings in excess of \$400,000 over the life of the bonds
- The first mass Covid Vaccine Clinic for Ozarka College employees was held on the Melbourne campus on Tuesday, January 26. Approximately 40 faculty and staff members were vaccinated. Additional clinics will be held for employees who were unable to take the vaccine on this date

Ash Flat

James Spurlock, Assistant VP of Campus Operations:

- CNA Testing Session – Nursing Skills Lab - January 15
- Emerson Interview Sessions – Conference Room - January 18-22
- Introduction to Education Meeting – Lecture Hall - January 19
- All other non-reoccurring on-campus events/classes were postponed/canceled/conducted virtually

Mammoth Spring

James Spurlock, Assistant VP of Campus Operations Campus Director:

- CPR Training Session - Nursing Skills Lab – January 22
- All other non-reoccurring on-campus events/classes were postponed/canceled/conducted virtually

Mountain View

Dr. Robert Huckleberry, Campus Director of Mountain View:

- Stone County Republican Committee Meeting – January 12
- TRIO Director and tutor visit – January 19
- 86 In-Seat Students for Spring
- 9 Accuplacer Tests
- Pre-planning for Ladies’ virtual Luncheon

Advancement

Dr. Josh Wilson, Vice President of Advancement:

- Received WORC grant approval for contractual services at the Carpenter Technical Center (CTC) (e.g. renovation/construction of welding lab)
- Received \$15,000 commitment from Centennial Bank to name CTC advanced tech classroom
- Submitted WORC grant equipment approval request for Precision Machining at CTC
- Attended WORC grant technical assistance webinar
- Fielded \$4,350 in End of Year Appeal contributions, a three year high up from \$1,250 total receipts last year

- Assisted with final edits to the HLC Assurance Argument for College Mission and Community Outreach priorities
- Completed strategic planning activities; including 2016-2020 close-out report, adoption of 2021-2025 plan, and conducted the mid-year 2020-21 progress assessment

Suellen Davidson, Director of Development:

- Prepared for February 2 Quarterly Foundation Board meeting
- Prepared and mailed tax statements to all 2020 donors
- Coordinated/hosted annual Christmas events (Mtn. View, Dec 5; Melbourne, Dec 12; and Ash Flat, Dec 13)
- Prepared Board of Trustees scholarship form for Board Chair Wile's December appeal to fellow members
- Re-awarded foundation scholarships for Spring 2021
- Worked with family of Deborah Person on a memorial scholarship fund
- Preparing letter campaign for Doug Southard matching donation scholarship

Katie Norris, Director of Public Relations & Marketing:

- Submitted press releases regarding LPN state ranking, Aviation instrument rating/solo flights/pilot certificates, new hires, Spring registration, Christmas Dash, Christmas ad and New Year ad, President's list, VPAA list, and Employee of the Quarter
- Coordinated Registration Banners in Areawide, Villager Journal, The News, South Missourian News, Melbourne Times, Stone County Leader, and Pacesetter Times; Coordinated Melbourne Times Feature on Women in Welding
- Scheduled/Boosted/Sponsored program video short ads/Spring registration ads, completed CNA ad request, Fitness Center update, Campus Closure Post, Christmas/New Year Post, Student Engagement Post, SGA food drive, MLK Post, Bookstore Advertising, Financial Aid Post, Published Christmas Dash story, letters and mailout
- Completed LPN/RN Capping & Pinning, LPN/RN Badges, individual/candid/event photos; coordinated Adult Ed photos, New Hire Directory Update, Captured Emerson Training, Culinary Café photos for Social Media Stories
- Completed evidence request, file conversion and transfer for HLC committee members
- 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; Updated Radio ads for KSAR and K-95
- Completed Christmas prep including Foundation Christmas Card design, coloring books, school slips, soup labels, and promo items
- Completed Airport Drone Footage, edited time lapse videos
- Coordinated Adult Ed photos, completed Culinary Shirt Design, completed Inquiry Cards request
- Coordinated AF Slideshow Photo Update, Website Gala Photo Update, Welding Camera Quote, A-State Brochure Quote, Southern Sparks Tech Promo Quote
- Submitted Holiday Edition Newsletter
- Sponsorships – Updated Mammoth Yearbook ad, Purchased Melbourne Yearbook ad, PO for Couch Sponsorship, Completed Oregon-Howell County Koshkonong Yearbook ad

- Coordinated resizing and submission of Ash Flat Billboard, Designed Welding Billboard and Educator Billboard
- Attended Snapchat Webinar regarding Gen Z students; Created Geo Filter
- Photography: Completed new Aviation, Welding, Soil Science, Biology cohort photos; gathered candid photos for new weekly *Students and Programs in Action* posts
- Received two national awards from Educational Digital Marketing Awards for Surgical Technology and Culinary video shorts

Adult Education

Trish Miller, Director of Adult Education:

- Trish Miller attended WAGE monthly meeting – January 19
- Kendall Morrison, Debbie Yancey, and Julia Chance participated in the LACES Data Entry webinar – January 20
- Julia Chance attended the monthly SNAP Coordinator meeting – January 20
- Julia Chance participated in the Effective Communications in the ZOOM Era webinar - January 22
- Trish Miller and Kendall Morrison took part in a Workforce Preparation meeting – January 26

Information Systems/ Planning and IR

Scott Pinkston, VP and Chief Information Officer:

- Ash Flat Office set up
- Emerson event assistance
- Worked on tax updates for Finance
- Launched new website design
- Working on IPEDS reporting

Travel/College Representation

Dr. Richard Dawe, President:

- Arkansas Division of Aeronautics meeting – January 20

Kim Lovelace, Director of Admissions:

- No travel

Dr. Josh Wilson, Vice President for Advancement:

- Mountain View, Class Final Demonstration; K. Norris – December 9
- Ash Flat, Christmas Event; S. Davidson, K. Norris, Dr. Wilson – December 12
- Ash Flat, Automotive/Nursing Cohort Photos; K. Norris – January 28

James Spurlock, Assistant Vice President of Campus Operations:

- Thayer/Mammoth Spring Rotary Club Meeting – Mammoth Spring, AR - January 6,13,20,27
- Thayer/Mammoth Spring Economic Development Meeting – Thayer, MO - January 22

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

Kudos:

- Very well done to Dr. Lorch for editing and preparing the final version of our HLC submission.

Dr. Dawe's Comments:

- We are very pleased that all employees, including part time and work-study students, who desired the COVID vaccine were able to receive their first in the two-shot series.

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 January 31, 2021						
Revenues:						
Tuition & Related Fees	2,737,470	2,737,470	32,141	1,215,664	1,521,806	44.41%
Program & Course Related Fees	913,410	913,410	12,762	368,429	544,981	40.34%
Testing Services	86,575	86,575	860	29,899	56,676	34.54%
Sales Tax Proceeds	477,600	477,600	48,857	220,385	257,215	46.14%
Interest Income	18,840	18,840	18,840	2,939	15,901	15.60%
Other Income	64,495	64,495	64	93,451	(28,956)	144.90%
General Revenue	2,591,465	2,591,465	309,613	1,910,771	680,694	73.73%
Workforce 2000 Funding	1,271,850	1,271,850	105,987	741,907	529,943	58.33%
Transfer from Construction/Renovation Reserve	146,880	146,880			146,880	0.00%
Auxiliary Income - Culinary Café	2,715	2,715		3,159	(444)	116.35%
Auxiliary Income - Student Housing	52,800	52,800	2,278	29,293	23,507	55.48%
Total Unrestricted Revenues	8,364,100	8,364,100	512,562	4,615,898	3,748,202	55.19%
Expenses:						
Regular Salaries	4,291,580	4,291,580	309,538	2,352,879	1,938,701	54.83%
Extra Help Salaries	121,800	121,800	2,455	31,224	90,576	25.64%
Fringe Benefits	1,595,060	1,595,060	115,990	829,305	765,755	51.99%
Supplies & Services	1,395,690	1,395,690	120,774	738,213	657,477	52.89%
Travel	64,905	64,905	873	5,912	58,993	9.11%
Utilities	415,920	415,920	26,554	256,738	159,182	61.73%
Capital Outlay	76,950	76,950			76,950	0.00%
Bond Payments	402,195	402,195		293,562	108,633	72.99%
Contingency					0	0
Total Unrestricted Expenditures	8,364,100	8,364,100	576,185	4,507,833	3,856,267	53.90%
			Net Income or (Loss)	108,065		

Ozarka College										
Restricted Funds										
July 1, 2020 through January 31, 2021										
	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		78,500	93,700				
AR Future Grant	78,300		78,300	8,780	128,182	(49,882)				
AR Workforce Challenge	9,600		9,600		17,600	(8,000)				
Federal Work Study	60,000		60,000	1,568	28,608	31,393				
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		1,533,680	1,726,320				
SEOG Awards	40,000		40,000		20,000	20,000				
Student Loans - Federal	1,165,000		1,165,000		422,818	742,182				
Student Loans - Private	176,000		176,000		68,750	107,250				
Miscellaneous Scholarships		50,000	50,000	24,701	50,201	(201)				
Student Aid Expenditures	4,972,100	50,000	5,022,100	35,049	2,348,588	2,673,512				
Federal Grant Expenditures										
Career Pathways Initiative	178,000		178,000	24,810	130,867	47,133				
CARES - Institutional Funding	105,437		105,437	21,513	102,128	3,309				
CARES - Strengthening Institutions	38,594		38,594	38,594	38,594	-				
Carl Perkins	116,000		116,000	8,435	68,469	47,531				
Direct & Equitable Grant	28,700		28,700	2,548	15,828	12,872				
Delta Upsoar Grant	250,000		250,000	8,282	44,839	205,161				
TRIO Grant	320,300		320,300	22,476	173,139	147,161				
WORC Grant		750,000	750,000	9,402	22,784	727,216				
Federal Grant Expenditures	1,037,031	750,000	1,787,031	136,061	596,647	1,190,384				
State Grant Expenditures										
Adult Basic Education Grant	129,700		129,700	10,138	75,461	54,239				
Education & Training Grant	24,800		24,800	1,496	13,768	11,032				
Future Fit Grant		68,800	68,800	68,781	68,781	19				
General Adult Education Grant	64,400		64,400	4,344	37,626	26,774				
Career Tech Grant			-	3,501	82,793	(82,793)				
State Grant Expenditures	218,900	68,800	287,700	88,260	278,429	9,271				
Total Restricted Expenditures	6,228,031	868,800	7,096,831	259,370	3,223,664	3,873,167				
A = Grant Awarded after budget was prepared										

	2020 - 2021 Fiscal Year				2019 - 2020 Fiscal Year			
	Revised 2020 - 2021 Budget	2020 - 2021 Actual Year to Date Revenue/Expense	Percentage of Budget Realized as of 01/31/21		Revised 2019 - 2020 Budget	2019 - 2020 Actual Year to Date Revenue/Expense	Percentage of Budget Realized as of 01/31/20	
Revenues:								
Tuition & Related Fees	2,737,470	1,215,664	44.41%		2,738,325	1,414,805	51.67%	
Program & Course Related Fees	913,410	368,429	40.34%		774,395	439,127	56.71%	
Testing Services	86,575	29,899	34.54%		84,830	33,004	38.91%	
Sales Tax Proceeds	477,600	220,385	46.14%		473,100	237,338	50.17%	
Interest Income	18,840	2,939	15.60%		19,505	4,257	21.83%	
Other Income	64,495	93,451	144.90%		83,410	41,230	49.43%	
General Revenue	2,591,465	1,910,771	73.73%		3,095,210	1,961,187	63.36%	
Workforce 2000 Funding	1,271,850	741,907	58.33%		1,255,850	741,907	59.08%	
Transfer from Construction/Renovation Fund	146,880	0	0.00%		300,000		0.00%	
Auxiliary Income - Culinary Café	2,715	3,159	0.00%		3,760	1,680	0.00%	
Auxiliary Income - Student Housing	52,800	29,293	0.00%		47,200	27,519	0.00%	
Total Unrestricted Revenues	8,364,100	4,615,898	55.19%		8,875,585	4,902,054	55.23%	
Expenses:								
Regular Salaries	4,291,580	2,352,879	54.83%		4,491,430	2,422,616	53.94%	
Extra Help Salaries	121,800	31,224	25.64%		113,575	52,438	46.17%	
Fringe Benefits	1,595,060	829,305	51.99%		1,714,370	875,729	51.08%	
Supplies & Services	1,395,690	738,213	52.89%		1,634,221	644,589	39.44%	
Travel	64,905	5,912	9.11%		79,489	37,730	47.47%	
Utilities	415,920	256,738	61.73%		432,600	276,850	64.00%	
Capital Outlay	76,950	0	0.00%		34,000	2,243	6.60%	
Bond Payments	402,195	293,562	72.99%		375,900	289,560	77.03%	
Contingency	0	0	0.00%				0.00%	
Total Unrestricted Expenditures	8,364,100	4,507,833	53.90%		8,875,585	4,601,755	51.85%	
Net Income or (Loss)		108,065				300,299		

College Monthly Calendar:

« Previous Month	February 2021							Next Month »
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	1	2	3	4	5	6		
7	8	9 (m) 8:45 AM UPSOAR Project Coordinator Interviews (c) 5:00 PM Intro to Education Class	10	11	12 (m) 9:00 AM SSS Staff Meeting	13		
14	15	16	17	18 (p) 6:00 PM Izard County Fire Chief's Meeting	19	20		
21	22	23	24	25	26	27		
28								

Event Codes:

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