



# Board of Visitors

July 10, 2023

*UA Cossatot embraces diversity and is committed to improving the lives of those in our region by providing quality education, outstanding service, and relevant industry training.*

UA Cossatot Mission Statement

**Board of Visitors Meeting  
De Queen, Arkansas  
July 10, 2023**

**UA Cossatot Lockesburg Middle School Community Room**

- I. Light Meal Served: 11:30a
  
- II. Opening Prayer:  
  
Open Meeting:  
  
Introduce Guests:
  
- III. Staff Reports
  - A. Chancellor’s Report by Steve Cole .....4-5
  - B. Financial Report by Charlotte Johnson .....6-7
  - C. Academic Services Report by Ashley Aylett .....8-11
  - D. Facilities Report by Mike Kinkade.....12-13
  - E. Public Services & Workforce Development .....14-17
  - F. College Relations.....18-22
  
- IV. Action Items
  - No. 1 Approve Minutes of May 1, 2023, Board Meeting.....24-27
  - No. 2 Review College Policy 655: Curricular and Co-Curricular Assessment. ....28-29
  
- V. Adjournment:
  - Motion:
  - Second:

Board of Visitors meeting schedule:

July 10, 2023	UAC Lockesburg Middle School-Community Room
September 11, 2023	UAC Lockesburg Middle School-Community Room
November 6, 2023	UAC Lockesburg Middle School-Community Room
January 8, 2024	UAC Lockesburg Middle School-Community Room
March 4, 2024	UAC Lockesburg Middle School-Community Room
May 6, 2024	UAC Lockesburg Middle School-Community Room

VI. Information Items

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COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

July 10, 2023

SUBJECT: Chancellor's Report

DR. STEVE COLE

## Master Facilities Planning

We are fast approaching our 50<sup>th</sup> anniversary at UA Cossatot! 50 years of serving our students and community is quite an accomplishment, but it is time to work on the next 50 years, and that means to have our campuses physically ready for whatever lies ahead.

I have asked Mike Kinkade, Vice Chancellor of Facilities and Planning to assemble a task force to convene and begin the process of developing a short and long-range Master Facilities Plan that will suit our college's needs over the next 5 to 10 years. This plan will be centered around what is best for our students, staff, and community and will include input from internal stakeholders such as Advisory Boards, Staff, Individual Departments, IT Department, Campus Police, and Faculty.

There are so many things we want to accomplish on all four of our campuses in DeQueen, Nashville, Ashdown, and Lockesburg and it will all start with a Master Facilities Plan that will guide us on our way. Once we establish our new Master Facilities Plan, we will then proceed to securing the funding to accomplish the goals we have laid out.

We look forward to our next 50 years!

Respectfully submitted,



Dr. Steve Cole, Chancellor

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

July 10, 2023

SUBJECT: Financial Report

CHARLOTTE JOHNSON

Financials will be presented the  
day of the meeting.

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

July 10, 2023

SUBJECT: Academic Services Report

DR. ASHLEY AYLETT



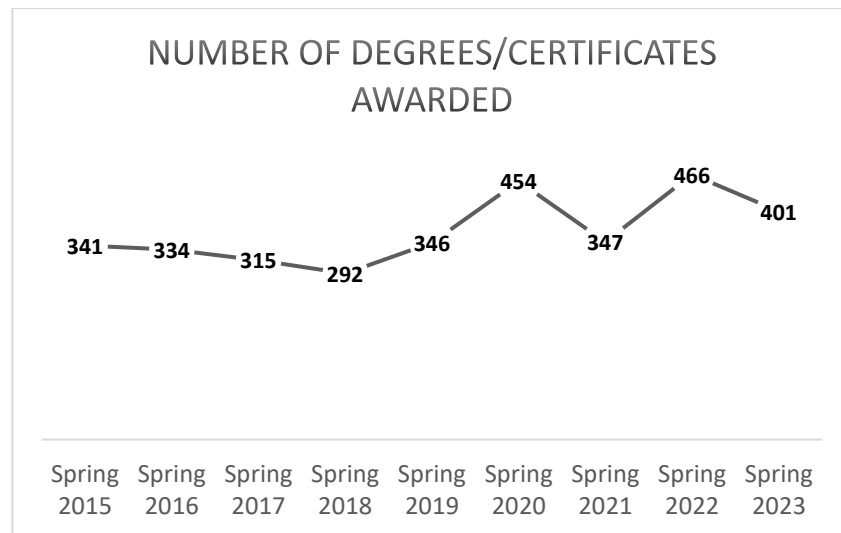
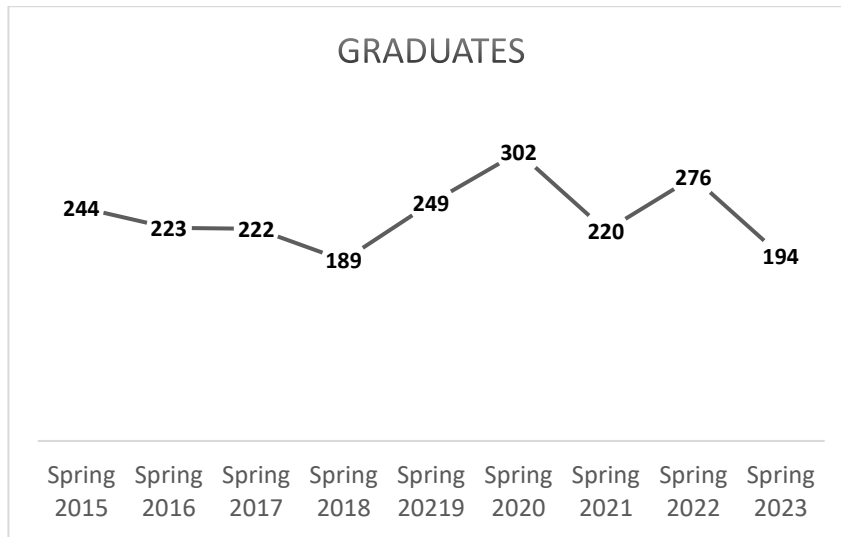
## Academic Services Report—July 2022

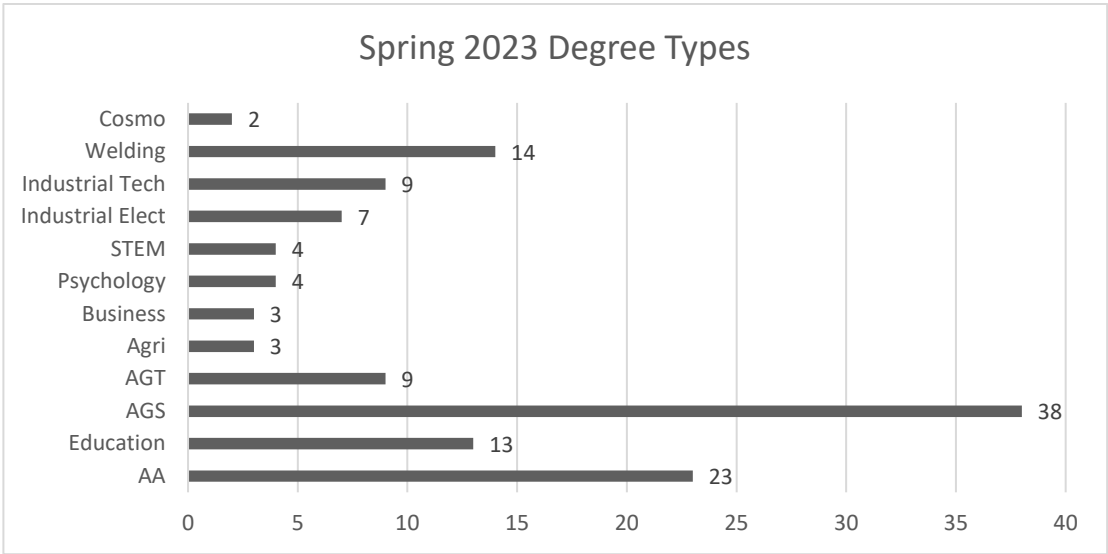
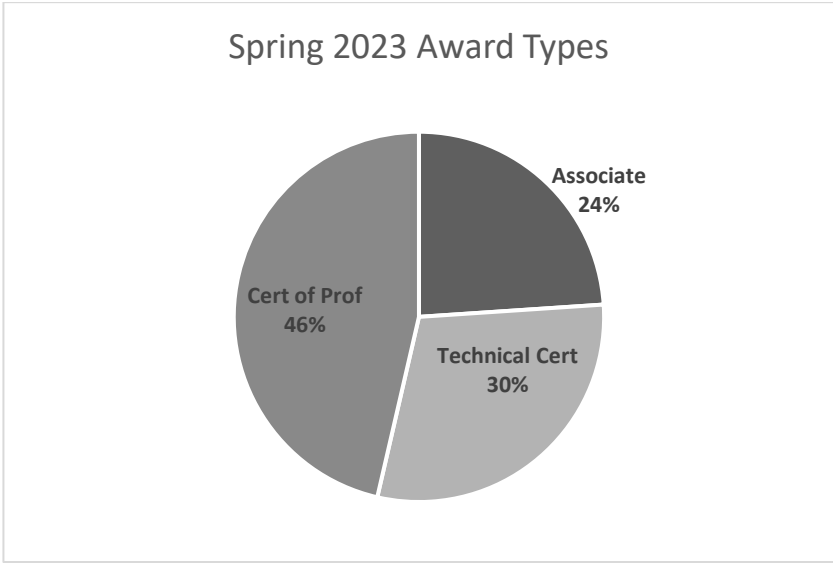
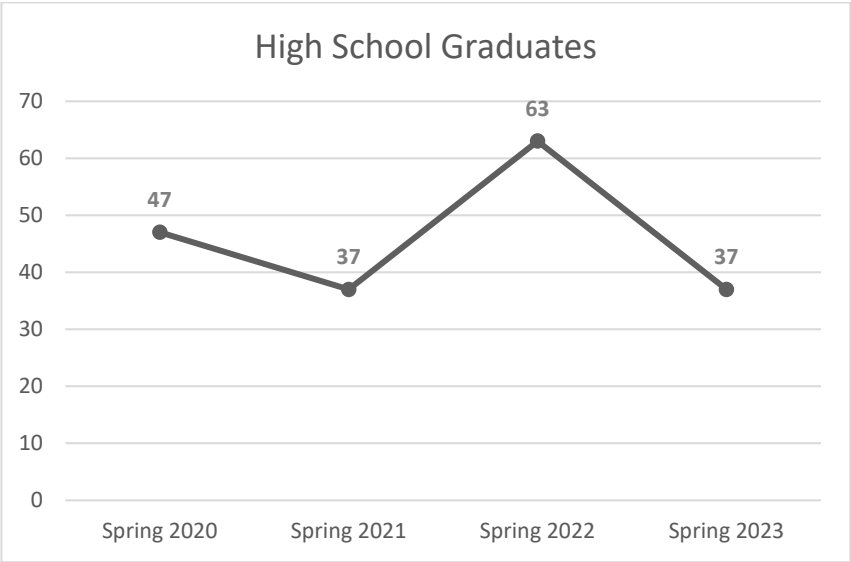
### Accreditation Updates.

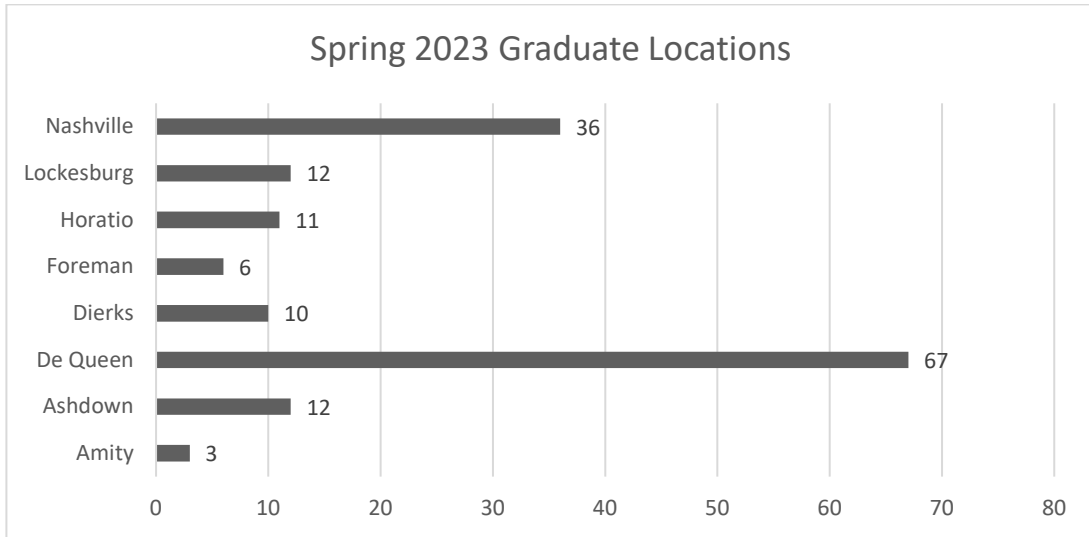
HLC Assurance Argument Due: September 11, 2023

HLC Site-Visit: October 9 and 10, 2023

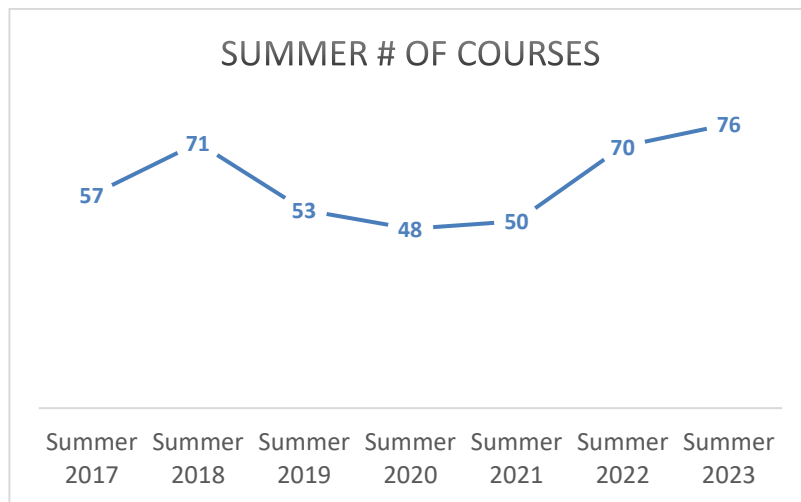
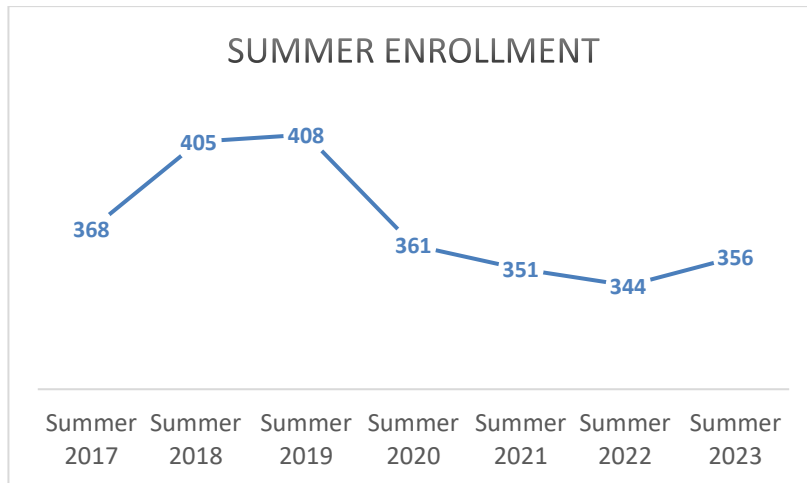
### Spring 2023







## Summer Enrollment



COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

July 10, 2023

SUBJECT: Facilities Report

MIKE KINKADE

## Facilities Update as of 26 June 2023

Below are several of the projects where our Facilities, Maintenance, or Building and Grounds departments are involved:

### **Middle School Project**

Phase II of this project is beginning to move forward – we have painted walls and ceilings and begun the electrical work and lighting. We will follow up with installing windows, ledges, an interior door or two, and building HVAC closets. If all goes according to plan and the weather isn't horrible, we should get this wrapped up in the next 8-9 months.

### **Simulation Labs and MLT**

I reported last meeting the architectural drawings for our Medical Lab Technician project at DQ as well as the Simulation Labs on the four campuses were received – they were approved, allowing us to get these projects started. I'm working with our administrative agent, S.W. AR Planning and Development District (SWAPDD) to determine the next steps and should be able to give you a more definitive timeline on starting next meeting.

### **Welding Shop Expansion – Lockesburg**

The red iron for the 30 ft x 80 ft additional grinding and welding shop area is up, and we will soon have sheet metal going on. We are hopeful to have this shop ready for students shortly after the fall semester begins.

### **Other projects**

- the *Blue Darter Heritage Days* paver project. (Pavers are purchased and on-site.) We plan to take bricks to sandblaster within two weeks. Contacting a vendor currently on installing the pavers into the islands.
- We continue our work with several of our UA universities, colleges, and partners to develop a collaborative solar project beneficial to the whole System. More information will be available soon through communication via UA System office.
- Aerial Lineman Pole Yard in DQ – poles are up, trucks are approved and ordered - side x sides are approved and ordered – bucket trucks ordered and due to arrive soon
- Cybersecurity Lab – NV campus – Electrical is to be complete the week of 30 June. Ceiling to be installed the following week, and then we will be ready for IT to finalize.

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

July 10, 2023

SUBJECT: Public Services & Workforce Development

TAMMY COLEMAN

## Public Services & Workforce Development Report

**Contributing Team Members:** Career Pathways Director, Crystal Bell-Hunter; Continuing Education Coordinator, Nancy Tollett; Continuing Medical and Safety Education Coordinator, Waco Jackson; CRC Team Leader, Gina Duncan; and Public Services and Workforce Development Director, Tammy Coleman.

1. Career Pathways activity was as follows for April – May 2023.

<b>CAREER PATHWAYS INITIATIVE</b>	<b>April 2023</b>	<b>May 2023</b>
<b>Active Participants</b>	87	87
<b>Credentials Earned</b>	1	14

Fifteen (15) credentials earned, including:

Six (6) Associate Degrees

- 1 - Associate of Arts: Teaching
- 1 - Associate of General Studies
- 1 - Associate of Science: K – 6 Education
- 1 - Associate of Science: Business
- 1 - Associate of Science: Science, Technology, Engineering, Math (STEM)
- 1 - Associate of Science: Psychology

Five (5) Technical Certificates

- 1 – Technical Certificate: Health Professions
- 2 – Technical Certificate: Cosmetology
- 1 – Technical Certificate: Teaching
- 1 – Technical Certificate: General Studies

Three (3) Certificates of Proficiency

- 2 – Certificate of Proficiency: Teaching
- 1 – Certificate of Proficiency: Emergency Medical Technician (EMT)

One (1) Certificate of Completion: Pharmacy Technician Program

2. Career readiness certification services were provided as follows for April – May 2023.

<b>CAREER READINESS CERTIFICATION SERVICES</b>	<b>April 2023</b>	<b>May 2023</b>
<b>WorkKeys Curriculum</b>	22	13
<b>WorkKeys</b>	26	4
<b>Total Participants</b>	<b>48</b>	<b>17</b>

<b>AR NATIONAL CAREER READINESS CERTIFICATIONS EARNED</b>	<b>April 2023</b>	<b>May 2023</b>
<b>Platinum</b> - Has core employability skills for approximately 99% of jobs profiled by WorkKeys	7	3
<b>Gold</b> - Has core employability skills for approximately 90% of jobs profiled by WorkKeys	8	0
<b>Silver</b> - Has core employability skills for approximately 65% of jobs profiled by WorkKeys	8	0
<b>Bronze</b> - Has Core employability skills for approximately 30% of jobs profiled by WorkKeys	4	1
<b>Total Earned</b>	<b>27</b>	<b>4</b>

UA Cossatot is a one-stop provider for Arkansas National Career Readiness Certification (AR NCRC®). The primary purpose of the *free* Arkansas National Career Readiness Certificate Program is to positively impact the economy in Arkansas by helping job seekers build their workplace skills, respond to employer needs, and increase the likelihood of a job seeker’s success.

The CRC team consisting of staff members associated with multiple departments within the college:

- Verify job seekers have an Arkansas Job Link Account
  - Administer WorkKeys Curriculum Pretests to determine if the job seeker is ready to take the WorkKeys assessments
  - Provide remediation training using WorkKeys Curriculum, if the individual does not score adequately on the WorkKeys Curriculum Pretest
  - Conducts WorkKeys Assessments
  - Prints and distributes AR National Career Readiness Certificates (AR NCRCs) to successful examinees
3. The new Aerial Lineman Instructor, Dennis Davis, was onboarded in May. He quickly familiarized himself with the scope of the project and initiated next steps to continue readying the program for launch. Despite persisting supply-chain issues, the final fleet items have been located, purchased, and delivery is pending. The list of backordered equipment and instructional materials is growing smaller as orders are now arriving at a much faster pace. The training schedule will be published and registration will be opened when the delivery dates for essential equipment and supplies are made known by the vendors.
  4. The Workforce Development Coordinator position has been advertised. Candidates will be interviewed in July.



5. Employer engagement with the virtual career center was as follows for April – May 2023.

<b>VIRUTAL CAREER CENTER EMPLOYER ENGAGEMENT</b>	<b>April 2023</b>	<b>May 2023</b>
<b>NATIONWIDE</b>		
<b>Nationwide Job Postings</b>	1481	1645
<b>Nationwide Employers Added</b>	70	52
<b>ARKANSAS</b>		
<b>Arkansas Jobs Postings</b>	72	58
<b>Arkansas Employers Added</b>	1	4

6. Continuing Education and Workforce Development activity was as follows for February – March 2023.

<b>CONTINUING EDUCATION &amp; WORKFORCE DEVELOPMENT</b>	<b>April 2023</b>	<b>May 2023</b>
<b>Hours of Classroom Instruction Offered</b>	137.7	184.23
<b>Registrations Processed</b>	98	42

Courses offered:

- Basic Life Support (BLS) Renewal
- Commercial Truck Driving (Arkansas Truck Driving Academy)
- Crochet Sock Monkey
- Heartsaver First Aid CPR AED: Total
- Nursing Assistant Program
- Vehicle Extrication
- Hundreds of non-credit courses made available online monthly in partnership with Cengage Learning

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

July 10, 2023

SUBJECT: College Relations

## College Relations July 2023

### UAC Foundation

On May 6<sup>th</sup>, the UA Cossatot Foundation hosted the Annual Fiesta Fest in downtown De Queen. Hundreds of festival goers were treated to cultural music and dancing, carnival rides, and a variety of primarily ethnic foods, with proceeds benefiting the Foundation. Director Madelyn Jones has been developing a variety of Foundation donor packages as well as new sponsor packages for donors to the Colts Athletic Department, including an all new Colts Club. Farmers Bank and Trust is one of our newest Colts sponsors, giving \$2500 to the UAC soccer program.



Upcoming Foundation events include the annual Scholarship Banquet on September 8, and a Foundation Advisory Committee planning meeting.

### Community Involvement

The College Relations team took an active part in several area events in May and June, including:

Peach Blossom Festival – Nashville - May 6

Fiesta Fest – De Queen – May 6

Rusty Relics Tractor Show – Howard County – May 20

Sevier County Senior Citizens Appreciation Day – De Queen – June 26, 2023

Horatio Block Party – June 13



Arkansas Archeological Society / Survey – Sevier County – June 3-17

### College Promotion

The College Relations team provided photography, audio, and social media livestream services for the UA Cossatot Spring Graduation event on May 12, as well as the LPN Graduation / Pinning Ceremony on June 23. In addition, College Relations helped promote Colts athletics by livestreaming a Colts Shooting Sports signing at Fouke on May 3 as well as the Spring Athletic Awards Event at Nashville High School on May 9, in which three signees for the UAC Shooting Sports team were honored.



### Ed 88 Radio

The college radio station continued to promote college events, programs, and athletics during May and June through radio interviews, public service announcements, and social media interviews on the Ed 88 Facebook page.



In addition, the radio station works closely with area Chambers of Commerce to promote business seminars and tourism events including festivals such as the Tri-Lakes Big Bass Festival as well as upcoming patriotic celebrations in De Queen, Nashville, and Lockesburg.

### **Social Media**

The UA Cossatot social media footprint continues a trend of solid growth, with over 25,000 followers on our various Facebook pages. Among the most popular posts over the past two months are the livestream feeds of the Spring Graduation, the LPN Pinning, and the individual athlete signing announcements for the Colts men's and women's soccer teams.

### **Upcoming and Ongoing Projects**

We are excited about the new UA Cossatot web site. Many thanks to team members Jon Bunyard and Dennis Guzman for many, many hours of work over the past few months to get this new user friendlier site up and running. Upcoming events include:

Freedom Fest – UA Cossatot Amphitheater – July 3

Stand Up For America – Nashville City Park – July 4

Fireworks in the Park – Lockesburg City Park – July 4

Meet the Colts Soccer Team – Samaritan Fields De Queen – August 11

Colts Soccer Season Opener – Rich Mountain Community College Mena – August 12

And College Relations will be promoting UA Cossatot Fall registration through social media, website ads, college radio announcements, and billboards through the summer.

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

BOARD OF VISITORS

ACTION ITEMS

July 10, 2023

**Board of Visitors Meeting – July 10, 2023**

**Action Item No. 1: Approve Minutes of the May 1, 2023, Board of Visitors Meeting.**

1. **Background information:** This is a routine action for the Board.

2. **Why action is needed at this time:** This action is customary at the meeting following the meeting for which the minutes are recorded.

3. **Chancellor's Recommendation:** The Chancellor recommends the Board approve the minutes of the May 1, 2023, Board of Visitors Meeting as submitted.

4. **Board of Visitors Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Motion by:**

**Seconded by:**

**Yeas:      Nays:**



MINUTES OF MEETING  
COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF  
ARKANSAS BOARD OF VISITORS  
May 1, 2023

Chair Tyler Davis called the regular meeting of the Board of Visitors to order at 12:01 p.m. following a light meal at the UA Cossatot Lockesburg Community Room.

Present:	Brenda Tate	Ellen Moreland
	Tim Pinkerton	Dori Gutierrez
	Mike Cranford	Tyler Davis
Absent:	Barbara Horn	Angie Walker
	Barbara Dixon	Dr. Glenn Lance

### **Staff Reports**

Chancellor Cole introduced our guest Madelyn Jones as the new Foundation and Advancement Director for the college. Madelyn joins UA Cossatot after six years working at the University of Arkansas Fayetteville. She will be responsible for overseeing all aspects of UA Cossatot’s Foundation and Advancement programming.

Chancellor Cole presented the Chancellors report on Relearning Managing People. Our college received the results of our annual survey “Are We Making Progress”. Chancellor Cole spoke about a clear pattern from the results that seemed to deal with stress and burnout. Covid changed the workplace, and we hope to work away from that and improve the college. There has been a committee in place to find ways that the college can better understand and manage it. At the next Faculty/Staff meeting it will focus on a burnout topic. Dr. Cole added the college is looking to purchase YOU software that will be useful for mental health for students and employees.

Vice Chancellor Charlotte presented the most recent financial report to the board. At the end of March in the summary of Unrestricted & Auxiliary Revenues/Expenditures, total revenues are running up at about 9.2 million. The college has managed to hold the expenditure down at 8.2 million. Accounts Receivable are up from this time last year at \$266,000. Charlotte noted this has dropped from the previous month as students are gradually paying their bills. In Grants & Other Restricted Programs the college is up over 13 million in grants. One new grant has been awarded to the college and will start June 1. UA Cossatot has earned to date 3.5 million in grants.

In the Schedule of Bank Accounts, the college is up at 5.8 million in the bank. Charlotte proceeded to inform that the college is at 124,000 in Schedule of Endowment total funds, this is an increase compared to this time last year. Charlotte provided the board with a copy of the quarterly reports that were submitted to the UA System.

Vice Chancellor Dr. Ashley Aylett presented the latest Academic Services report. Dr. Aylett reported the Accreditation Team attended the Higher Learning Commission conference in March to help the college prepare for our upcoming Assurance Argument and our HLC site visit. The site visit is scheduled to take place in October 2023. Financial Aid had a good on-site VA Audit on March 29. Arkansas Community Colleges hosted a Mid-Level manager training on our campus on March 31 that included topics in

### Managing in Higher Education:

- Execution in Leadership
- Employee Engagement
- Supervision
- Budgeting
- Time Management
- Communication

The college also had a site visit for International Student on April 11th. This visit was to align us to accept international students once again to our campuses. We are awaiting feedback from this visit. Dr. Aylett informed us that both our OTA and PTA programs stood at 100% pass rate for December 2022 graduates. Medical will have a Board of Nursing site visit in May. Trends of total withdraws in comparison were explained to the board. UA Cossatot has scheduled graduation to be held May 12th at 7:00p.m. at the De Queen Amphitheater weather permitting. Dr. Aylett shared the Spring predicted numbers.

- Total awards: 439
- Total graduates: 210
- High School student awards: 85
- High school students: 50

Students enrolled for the Summer 2023 the college has 318 enrolled compared to 281 in 2022 and 320 in 2021 at this time. Students enrolled for Fall 2023 are 594 enrolled compared to 597 in 2022 and 538 in 2021.

Vice Chancellor of Facilities Mike Kinkade reported on the current projects on all campuses. Mike has received approval from ANCRC and has begun cleaning out stored items and “demo-ing” old electrical conduit and light fixtures at the Lockesburg Middle School. The plan is to make office and storage space in this area. Mike mentioned they have recently met with the administrative agent, S.W. AR Planning and Development District (SWAPDD) to determine the next steps and are currently soliciting bids for a general contractor to work on federally funded projects. Another project in the works is to expand the welding shop in Lockesburg by adding a 30 ft x 90 ft additional shop. Blue Darter Heritage Days paver project is moving forward and will meet with engravers to get pricing for engraved. The solar project is ongoing with several other UA universities, colleges, and partners. Mike stated poles are up for the Aerial Lineman Pole Yard in De Queen. Other equipment has been approved and ordered.

### Action Items:

**No. 1 Approve Minutes of March 6, 2023, Board Meeting.** Brenda Tate motioned for passage and Dori Gutierrez seconded the motion. The motion passed with a vote of 6-0.

**No. 2 Review Board of Visitors Meeting Schedule for 2023-2024.** Mike Cranford motioned for review. Ellen Moreland seconded the motion. The motion passed by a vote of 6-0.

**No. 3 Review Operating Budget for 2023-2024.** Mike Cranford motioned for review and Brenda Tate seconded the motion. The motion passed by a vote of 6-0.

**No. 4 Review Tuition and Fees for 2023-2024.** Ellen Moreland motioned for review. Tim Pinkerton seconded the motion. The motion was carried by a vote of 6-0.

**No. 5 Review Career Service Award for 2023-2024.** Mike Cranford motioned for passage and Dori Gutierrez seconded the motion. The motion passed with a vote of 6-0.

**No. 6 Review Salaries for 2023-2024.** Mike Cranford motioned for review and Brenda Tate seconded the motion. The motion passed by a vote of 6-0.

**No. 7 Review College Policy 215: Record Retention Policy.** Ellen Moreland made the motioned for passage and Mike Cranford made the second. The motion passed 6-0.

**No. 8 Review College Policy 472: Data Classification.** Ellen Moreland made the motion and with a second from Mike Cranford the motion passed by a vote of 6-0.

**No. 9 Review New College Policy 473: Website Privacy Policy.** Ellen Moreland made the motion for review and Mike Cranford made the second. The motion passed by a vote of 6-0.

Chair Tyler Davis made the motion to adjourn the meeting. The meeting was adjourned at 1:17 p.m.

Respectfully submitted,

Angie Walker, Secretary

wg

**Board of Visitors Meeting – July 10, 2023**

**Action Item No. 2: Review College Policy 655: Curricular and Co-Curricular Assessment.**

1. **Background information:** This policy includes a statement of the site of the Co-Curricular assessment process and defines co-curricular activities.
  
  
  
  
  
  
  
  
  
  
2. **Why action is needed at this time:** This is the first Board of Visitors meeting since the revision was made.
  
  
  
  
  
  
  
  
  
  
3. **Chancellor's Recommendation:** The Chancellor recommends the Board reviews College Policy 655: Curricular and Co- Curricular Assessment.

4. **Board of Visitors Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Motion by:**

**Seconded by:**

**Yeas:**

**Nays:**

## CURRICULAR AND CO-CURRICULAR ASSESSMENT

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- Quality education is provided through an outcomes-based curriculum centered around college core abilities.
  - a. The *Communication* core ability includes skills such as reading, writing, speaking, citations, and teamwork.
  - b. The *Occupational Skills* core ability consists of safety and employability skills and encompasses pertinent occupation-specific skills for the Skilled and Technical Sciences and Medical Education students, although Professional Studies and General Education may have some as well.
  - c. The *Life Skills* core ability measures student learning in the areas of leadership, problem solving and critical thinking.
  - d. The *Technology* core ability includes all technological skills that students use for learning, including but not limited to microscopes, computers (hardware, software), calculators, and industry specific tools.
  - e. The *Social Values* core ability comprises cultural diversity, social responsibility, public issues, academic integrity, and ethics.
  
- The administration has established an assessment council to periodically assess the effectiveness of the curriculum and co-curricular activities.
  
- Each division ~~has an established assessment process~~ follows the established Assessment Plan, found on the website.
  
- Co-curricular assessment processes are also located in the Assessment Plan. UA Cossatot defines co-curricular activities as experiences that are hands-on, future focused, put ideas into practice, and showcase achievements. Through participation in co-curricular activities, students have the opportunity to establish relationships, develop multicultural awareness, and create a sense of community while developing leadership and social skills.

HLC Criterion: 4B1; 4B2; 4B3; 4B4

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### **Policy History:**

September 9, 2019  
March 2, 2015  
January 1, 2011

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

BOARD OF VISITORS

INFORMATION ITEMS

July 10, 2023

## EMPLOYEE CHANGES

### Newly Hired

Gary Morris  
Hire Date: March 6, 2023  
Position: Maintenance Assistant  
Salary: \$24,413

Megan Williams  
Hire Date: March 16, 2023  
Position: Administrative Specialist III- Community Navigator Network  
Salary: \$25,773

Dennis Davis  
Hire Date: May 1, 2023  
Position: Aerial Lineman Instructor  
Salary: \$100,000

Teslee Barkes  
Hire Date: May 22, 2023  
Position: Institutional Services Assistant  
Salary: \$24,413

Ethan Wolcott  
Hire Date: July 5, 2023  
Position: POWER Outreach Support Coordinator  
Salary: \$32,000



*To Thank You*

*Thank you sincerely  
for sharing our sorrow.*

*Your kindness is  
deeply appreciated and  
will always be remembered  
by the family of*

*Family of  
Joe Moreland*