



# Board of Visitors

November 6, 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  
November 6, 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 .....6-29
  - C. Academic Services Report by Ashley Aylett .....30-31
  - D. Facilities Report by Mike Kinkade.....32-33
  - E. Public Services & Workforce Development .....34-38
  - F. College Relations.....39-42
  
- IV. Action Items
  - No. 1 Approve Minutes of September 11, 2023, Board Meeting .....44-46
  - No. 2 Review College Policy 512: Placement of Students in The College .....47-48
  - No. 3 Review College Policy 465: Acceptable Use of Information Technology Resources 49-56
  
- V. Adjournment:
  - Motion:
  - Second:

Board of Visitors meeting schedule:

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

1. Employee Changes .....	58
2. Academic Council Committee Meeting .....	59-60
3. Curriculum Committee Meeting.....	61

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

November 6, 2023

SUBJECT: Chancellor's Report

DR. STEVE COLE

## Engagement and Improvement

Seven years ago, I reported to this board regarding our 37% graduation rate and what an achievement that was back in 2016. I wrote,

*“To achieve a graduation rate this high takes a team effort to engage and interest the student. Keep in mind that in 1976 Alexander Astin noted that students who have their education paid for through grants and scholarship tend to have a lower college success rate due to not having “skin in the game”. A large majority of our students qualify for some type of financial aid, so they fit into Astin’s category of students that tend to show lower success rates. This makes the 37% so much more special. We are engaging the student from start to finish, keeping them interested not only in the classroom, but also in the entire process of earning their education.”*

What a difference seven years makes, yes? Our college now routinely produces graduation rates that are closer to 50%, which for two-year colleges is an exception, rather than the norm. Our mission is to improve the lives of those in our region, and our high graduation rate accomplished this by getting students through their educational journey in rapid (but quality!) fashion.

We will always keep finding ways to improve our graduation rates as that is a great yardstick of measuring how we are accomplishing our strategic plan and our mission. Budgeting, great employee hires, outstanding recruitment, top-of-the-line facilities, athletics, you name it, everything we do has a purpose (that is measurable!), and that purpose is to improve lives.

We think we are doing that, and we know we will only continue to improve!

Respectfully submitted,



Dr. Steve Cole, Chancellor

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

November 6, 2023

SUBJECT: Financial Report

CHARLOTTE JOHNSON

**Cossatot Community College of the University of Arkansas**  
**Summary of Unrestricted & Auxiliary Revenues/Expenditure Report**  
**As of July 2023**

<b><u>REVENUES</u></b>	<b>Fiscal Year 2022-2023</b>		<b>Fiscal Year 2023-2024</b>	
	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>ACTUAL</b>	<b>BUDGETED</b>
General Revenue	\$314,765.77	\$3,808,951.00	\$335,273.28	\$3,783,425.00
Workforce 2000	112,528.10	1,350,337.00	112,528.10	1,350,337.00
Tuition & Fees	955,150.42	4,261,315.00	1,159,084.73	4,284,483.00
Sales Tax Revenue	187,132.65	1,692,000.00	150,335.06	1,814,000.00
Other Income	12,151.08	210,000.00	28,803.73	286,900.00
Auxiliary Revenues (Book, Café, Sports)	5,472.00	427,700.00	5,414.50	718,700.00
<b>TOTAL REVENUES</b>	<b>\$1,587,200.02</b>	<b>\$11,750,303.00</b>	<b>\$1,791,439.40</b>	<b>\$12,237,845.00</b>
<b><u>EXPENDITURES</u></b>				
Salaries	\$357,067.81	\$6,104,015.00	\$365,873.35	\$6,199,917.00
Fringe Benefits	106,844.55	1,982,424.00	109,176.21	2,066,150.00
Travel, Conf. Expenses, Prof. Dev.	4,360.30	155,586.00	13,507.58	197,250.00
Supplies & Services	551,534.36	1,814,163.00	416,180.72	1,704,855.00
Utilities/Telephone	27,011.42	448,545.00	20,171.91	455,710.00
Professional & Administrative Fees	22,628.78	345,724.00	412,634.98	803,791.00
Miscellaneous Other	1,806.78	182,914.00	2,450.27	227,004.00
Debt Service *	13,725.23	290,521.00	0.00	262,988.00
Capital Outlay	22,922.77	500,180.00	2,555.38	320,180.00
<b>TOTAL EXPENDITURES</b>	<b>\$1,107,902.00</b>	<b>\$11,824,072.00</b>	<b>\$1,342,550.40</b>	<b>\$12,237,845.00</b>
<b>Net Increase (Decrease) for Year</b>	<b>\$479,298.02</b>	<b>(\$73,769.00)</b>	<b>\$448,889.00</b>	<b>\$0.00</b>
<b>Unrestricted Cash Balance at Beginning of Year</b>	<b>\$4,532,812.92</b>	<b>\$3,750,000.00</b>	<b>\$3,236,229.98</b>	<b>\$4,200,000.00</b>
<b>Fund Balance at End of July</b>	<b>\$5,012,110.94</b>	<b>\$3,676,231.00</b>	<b>\$3,685,118.98</b>	<b>\$4,200,000.00</b>

**Cossatot Community College of the University of Arkansas**  
**Accounts Receivable Month and Yearly Comparison**  
**As of July 2023**

	<u>Jul-22</u>	<u>Jul-23</u>	<u>Yearly Change</u>
<b>Student Accts Receivables (less allowances)</b>	<b><u>\$1,300,359.30</u></b>	<b><u>\$1,575,416.22</u></b>	<b><u>\$275,056.92</u></b>



**Cossatot Community College of the University of Arkansas**  
**Grants & Other Restricted Programs**  
**As of July 2023**

Grants	Expiration Date	Total Award Amount Remaining	Earned to Date
Adult Education ABE Grant	6/30/2024	\$262,901.36	17,707.72
Adult Education General Education Diploma GAE Grant	6/30/2024	223,196.14	12,622.68
Adult Education D & E (Direct & Equitable)	6/30/2024	98,768.37	1,591.12
Adult Education Special Projects TANF	6/30/2024	117,405.33	1,771.52
Adult Education EL/Civics Grant	6/30/2024	37,327.14	198.55
Adult Education SNAP State Grant	6/30/2024	22,546.22	1,992.68
Adult Education Carryover State Grant	6/30/2024	10,503.33	0.00
ACE-Career Coaches State Grant	6/30/2024	198,990.00	1,661.06
ACE-Career Coaches High School Share	6/30/2024	175,490.00	548.98
Carl Perkins Grant	6/30/2024	98,425.00	7,083.21
ACE-JAG Nashville Grant	6/30/2024	65,000.00	0.00
ACE-JAG Grant	6/30/2024	64,693.35	5,508.74
Career Pathways (TANF funds)	6/30/2024	291,921.00	7,132.01
Trauma EMS Training Grant	6/30/2023	4,432.00	195.00
UA Prepares Agriculture Grant - 3 Yrs (\$141,387)	9/14/2024	107,229.56	0.00
Title III ALIGN Grant - 5 Yrs (\$2,226,660)	9/30/2025	1,381,482.38	20,884.91
USDA RUS Distance Learning Grant	3/16/2024	128,491.71	0.00
GSTARS NSF Frant - 3 Yrs (\$299,635)	6/30/2024	145,514.65	24,208.25
EDA Wellness Education Learning and Living - 5 Yrs (2,000,000)	8/4/2026	1,951,793.44	0.00
SBA Community Navigator 2 Yrs (1,000,000)	5/30/2024	575,408.84	31,647.82
Weyerhaeuser Giving Fund - Technology Grant 2022-Carryover	6/30/2024	1,813.20	0.00
Weyerhaeuser Giving Fund - Technology Grant 2023-Carryover	6/30/2024	110.33	0.00
ANCRC Lockesburg Restoration FY23	6/30/2024	316,023.45	7,626.83
Broadband Expansion Initiative (BEI) Grant	6/30/2024	424,868.61	40,700.13
Blue & You Foundation Grant 2023	12/15/2023	26,739.10	1,000.00
Arkansas Community Foundation Delivering the Dream 2023	12/30/2023	12,858.51	0.00
Domtar WEC Grant 2023	12/31/2023	20,938.46	804.57
Sevier County FRIENDS 2023	12/31/2023	78,682.74	2,381.23
DOL POWER Grant - 4 Yrs (\$1,597,031)	2/28/2027	1,564,050.42	11,805.67
AACC Cyberskills Grant	2/28/2024	15,243.02	0.00
DOL Youthbuild II 2023 Grant - 3 Yrs (\$ )	9/30/2026	1,198,025.24	10,285.71
Little River County Intermodal	6/30/2024	62,000.00	2,972.86
ARNEC Consortium	6/30/2024	365,812.00	17,677.11
HEERF II Cares Act Minority Serving Institutional Funds Grant	8/31/2023	53,989.41	53,989.41
<b>Totals</b>		<b>\$10,102,674.31</b>	<b>\$283,997.77</b>

**Cossatot Community College of the University of Arkansas**  
**Schedule of Bank Accounts**  
**As of July 2023**

Name of Account	Bank Name	Balance
Cash Fund Account	Farmer's Bank & Trust	\$3,861,773.38
General Revenue Account	State Treasury	447,219.36
Financial Aid	Farmer's Bank & Trust	61,471.96
Scholarship Fund	First State Bank	2,871.18
Student Organizations	First State Bank	<u>71,694.83</u>
	<b>Total</b>	<b><u><u>\$4,445,030.71</u></u></b>

***\*Bank Balance as of July 2022 \$5,349,590.81***

**Cossatot Community College of the University of Arkansas  
Schedule of Investments - Certificate of Deposits  
As of July 2023**

Amount	Rate	Maturity Date	Bank	Term
<b>College Funds on Certificate of Deposit</b>				
\$299,004.82	4.50%	3/29/2024	Horatio State Bank	12 months
\$291,095.55	4.50%	6/26/2024	Horatio State Bank	12 months
\$290,542.97	2.00%	8/28/2023	Horatio State Bank	12 months
<u>\$110,555.65</u>	1.25%	7/27/2023	Diamond Bank	36 months
<b><u>\$991,198.99</u></b>	<b>Total College CD Funds</b>			

**\*CD Balance as of July 2022 \$971,782.72**

**University of Arkansas Pooled Investments  
As of July 2023**

	<i>Beginning Balance 7/1/2023</i>	<i>Net Change</i>	<i>Ending Balance 7/31/2023</i>
Tier 2 Investments	511,477.57	1,928.11	513,405.68

**Cossatot Community College of the University of Arkansas  
Schedule of Endowment Funds  
As of July 2023**

**Endowment Funds on Certificate of Deposit**

Amount	Rate	Maturity Date	Bank	Term
\$75,000.00	2.00%	8/28/2023	Horatio State Bank	12 months
<b><u>\$75,000.00</u></b>				<b>Total Endowment CD's</b>

<b>Balance</b>
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**Endowment Funds in Checking**

\$80,506.08	Farmer's Bank & Trust	
<b><u>\$80,506.08</u></b>		<b>Total Endowment Checking</b>

<b><u>\$155,506.08</u></b>	<b>Total Endowment Funds</b>
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*\*Endowment Fund Balance as of July 2022 \$100,040.28*

**Cossatot Community College of the University of Arkansas**  
**Summary of Unrestricted & Auxiliary Revenues/Expenditure Report**  
**As of August 2023**

<b><u>REVENUES</u></b>	<b>Fiscal Year 2022-2023</b>		<b>Fiscal Year 2023-2024</b>	
	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>ACTUAL</b>	<b>BUDGETED</b>
General Revenue	\$629,587.15	\$3,808,951.00	\$646,789.40	\$3,783,425.00
Workforce 2000	225,056.20	1,350,337.00	225,056.20	1,350,337.00
Tuition & Fees	1,600,620.30	4,261,315.00	1,888,760.07	4,284,483.00
Sales Tax Revenue	276,340.05	1,692,000.00	301,040.78	1,814,000.00
Other Income	23,709.55	210,000.00	50,093.56	286,900.00
Auxiliary Revenues (Book, Café, Sports)	93,207.75	427,700.00	137,587.20	718,700.00
<b>TOTAL REVENUES</b>	<b>\$2,848,521.00</b>	<b>\$11,750,303.00</b>	<b>\$3,249,327.21</b>	<b>\$12,237,845.00</b>
<b><u>EXPENDITURES</u></b>				
Salaries	\$790,528.26	\$6,104,015.00	\$830,534.95	\$6,199,917.00
Fringe Benefits	230,707.12	1,982,424.00	237,434.54	2,066,150.00
Travel, Conf. Expenses, Prof. Dev.	10,574.38	155,586.00	19,092.29	197,250.00
Supplies & Services	810,771.54	1,814,163.00	554,396.02	1,704,855.00
Utilities/Telephone	52,577.62	448,545.00	43,264.45	455,710.00
Professional & Administrative Fees	22,628.78	345,724.00	433,659.71	803,791.00
Miscellaneous Other	46,549.98	182,914.00	21,579.17	227,004.00
Debt Service *	23,949.80	290,521.00	0.00	262,988.00
Capital Outlay	46,017.92	500,180.00	13,437.93	320,180.00
<b>TOTAL EXPENDITURES</b>	<b>\$2,034,305.40</b>	<b>\$11,824,072.00</b>	<b>\$2,153,399.06</b>	<b>\$12,237,845.00</b>
<b>Net Increase (Decrease) for Year</b>	<b>\$814,215.60</b>	<b>(\$73,769.00)</b>	<b>\$1,095,928.15</b>	<b>\$0.00</b>
<b>Unrestricted Cash Balance at Beginning of Year</b>	<b>\$4,532,812.92</b>	<b>\$3,750,000.00</b>	<b>\$3,236,229.98</b>	<b>\$4,200,000.00</b>
<b>Fund Balance at End of August</b>	<b>\$5,347,028.52</b>	<b>\$3,676,231.00</b>	<b>\$4,332,158.13</b>	<b>\$4,200,000.00</b>

**Cossatot Community College of the University of Arkansas  
Accounts Receivable Month and Yearly Comparison  
As of August 2023**

	<u>Jul-22</u>	<u>Jul-23</u>	<u>Yearly Change</u>
<b>Student Accts Receivables (less allowances)</b>	<b>\$1,300,359.30</b>	<b>\$1,575,416.22</b>	<b>\$275,056.92</b>

	<u>Aug-22</u>	<u>Aug-23</u>	<u>Yearly Change</u>
<b>Student Accts Receivables (less allowances)</b>	<b>\$1,346,977.99</b>	<b>\$1,666,170.76</b>	<b>\$319,192.77</b>

**Cossatot Community College of the University of Arkansas**  
**Grants & Other Restricted Programs**  
**As of August 2023**

Grants	Expiration Date	Total Award Amount Remaining	Earned to Date
Adult Education ABE Grant	6/30/2024	\$262,901.36	39,119.62
Adult Education General Education Diploma GAE Grant	6/30/2024	223,196.14	30,551.62
Adult Education D & E (Direct & Equitable)	6/30/2024	98,768.37	15,147.69
Adult Education Special Projects TANF	6/30/2024	117,405.33	6,906.12
Adult Education EL/Civics Grant	6/30/2024	37,327.14	3,747.80
Adult Education SNAP State Grant	6/30/2024	22,546.22	3,881.40
Adult Education Carryover State Grant	6/30/2024	10,503.33	0.00
ACE-Career Coaches State Grant	6/30/2024	198,990.00	14,095.17
ACE-Career Coaches High School Share	6/30/2024	175,490.00	12,943.65
Carl Perkins Grant	6/30/2024	98,425.00	18,392.43
ACE-JAG Nashville Grant	6/30/2024	65,000.00	1,208.34
ACE-JAG Grant	6/30/2024	64,693.35	9,515.44
Career Pathways (TANF funds)	6/30/2024	291,921.00	30,931.23
Trauma EMS Training Grant	6/30/2023	4,432.00	367.79
UA Prepares Agriculture Grant - 3 Yrs (\$141,387)	9/14/2024	107,229.56	0.00
Title III ALIGN Grant - 5 Yrs (\$2,226,660)	9/30/2025	1,381,482.38	82,678.01
USDA RUS Distance Learning Grant	3/16/2024	128,491.71	33,674.99
GSTARS NSF Grant - 3 Yrs (\$299,635)	6/30/2024	145,514.65	25,562.68
EDA Wellness Education Learning and Living - 5 Yrs (2,000,000)	8/4/2026	1,951,793.44	0.00
SBA Community Navigator 2 Yrs (1,000,000)	5/30/2024	575,408.84	91,996.97
Weyerhaeuser Giving Fund - Technology Grant 2022-Carryover	6/30/2024	1,813.20	0.00
Weyerhaeuser Giving Fund - Technology Grant 2023-Carryover	6/30/2024	110.33	0.00
ANCRC Lockesburg Restoration FY23	6/30/2024	316,023.45	31,583.42
Broadband Expansion Initiative (BEI) Grant	6/30/2024	424,868.61	31,647.82
Blue & You Foundation Grant 2023	12/15/2023	26,739.10	7,996.94
Arkansas Community Foundation Delivering the Dream 2023	12/30/2023	12,858.51	7,144.76
<b>Arkansas Community Foundation Equitable Scholarship</b>	<b>6/30/2024</b>	<b>12,982.00</b>	<b>0.00</b>
Domtar WEC Grant 2023	12/31/2023	20,938.46	3,904.05
Sevier County FRIENDS 2023	12/31/2023	78,682.74	6,374.73
DOL POWER Grant - 4 Yrs (\$1,597,031)	2/28/2027	1,564,050.42	27,113.71
AACC Cyberskills Grant	2/28/2024	15,243.02	0.00
DOL Youthbuild II 2023 Grant - 3 Yrs (\$ )	9/30/2026	1,198,025.24	37,071.73
<b>USDA NIFA Design Grant</b>	<b>7/31/2024</b>	<b>250,000.00</b>	<b>39,057.81</b>
Little River County Intermodal	6/30/2024	62,000.00	5,945.72
ARNEC Consortium	6/30/2024	365,812.00	45,372.67

HEERF II Cares Act Minority Serving Institutional Funds Grant	8/31/2023	<u>53,989.41</u>	<u>53,989.41</u>
<b>Totals</b>		<b><u>\$10,365,656.31</u></b>	<b><u>\$717,923.72</u></b>



**Cossatot Community College of the University of Arkansas**  
**Schedule of Bank Accounts**  
**As of August 2023**

Name of Account	Bank Name	Balance
Cash Fund Account	Farmer's Bank & Trust	\$3,377,788.66
General Revenue Account	State Treasury	871,263.58
Financial Aid	Farmer's Bank & Trust	65,917.25
Scholarship Fund	First State Bank	2,871.30
Student Organizations	First State Bank	<u>69,013.12</u>
	<b>Total</b>	<b><u><u>\$4,386,853.91</u></u></b>

***\*Bank Balance as of August 2022 \$5,806,312.70***

**Cossatot Community College of the University of Arkansas  
Schedule of Investments - Certificate of Deposits  
As of August 2023**

Amount	Rate	Maturity Date	Bank	Term
<b>College Funds on Certificate of Deposit</b>				
\$300,147.59	4.50%	3/29/2024	Horatio State Bank	12 months
\$292,208.09	4.50%	6/26/2024	Horatio State Bank	12 months
\$291,036.50	4.75%	8/28/2024	Horatio State Bank	12 months
<u>\$110,663.63</u>	1.15%	7/27/2026	Diamond Bank	36 months
<b><u>\$994,055.81</u></b>	<b>Total College CD Funds</b>			

**\*CD Balance as of August 2022 \$972,997.55**

**University of Arkansas Pooled Investments  
As of August 2023**

	<i>Beginning Balance 7/1/2023</i>	<i>Net Change</i>	<i>Ending Balance 8/31/2023</i>
Tier 2 Investments	511,477.57	3,117.10	514,594.67

**Cossatot Community College of the University of Arkansas  
Schedule of Endowment Funds  
As of August 2023**

**Endowment Funds on Certificate of Deposit**

Amount	Rate	Maturity Date	Bank	Term
\$75,000.00	4.75%	8/28/2024	Horatio State Bank	12 months
<b><u>\$75,000.00</u></b>				<b>Total Endowment CD's</b>

<b>Balance</b>
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**Endowment Funds in Checking**

\$81,209.25	Farmer's Bank & Trust	
<b><u>\$81,209.25</u></b>		<b>Total Endowment Checking</b>

<b><u>\$156,209.25</u></b>	<b>Total Endowment Funds</b>
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*\*Endowment Fund Balance as of August 2022*  
**\$100,334.48**

**Cossatot Community College of the University of Arkansas**  
**Summary of Unrestricted & Auxiliary Revenues/Expenditure Report**  
**As of September 2023**

<b><u>REVENUES</u></b>	<b>Fiscal Year 2022-2023</b>		<b>Fiscal Year 2023-2024</b>	
	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>ACTUAL</b>	<b>BUDGETED</b>
General Revenue	\$1,074,557.19	\$3,808,951.00	\$1,071,613.36	\$3,783,425.00
Workforce 2000	337,584.30	1,350,337.00	337,584.30	1,350,337.00
Tuition & Fees	1,788,362.27	4,261,315.00	1,950,534.01	4,284,483.00
Sales Tax Revenue	432,736.10	1,692,000.00	451,540.78	1,814,000.00
Other Income	35,517.97	210,000.00	100,771.37	286,900.00
Auxiliary Revenues (Book, Café, Sports)	102,121.00	427,700.00	155,172.00	718,700.00
<b>TOTAL REVENUES</b>	<b>\$3,770,878.83</b>	<b>\$11,750,303.00</b>	<b>\$4,067,215.82</b>	<b>\$12,237,845.00</b>
<b><u>EXPENDITURES</u></b>				
Salaries	\$1,280,016.52	\$6,104,015.00	\$1,339,556.24	\$6,199,917.00
Fringe Benefits	363,180.77	1,982,424.00	370,453.23	2,066,150.00
Travel, Conf. Expenses, Prof. Dev.	17,909.79	155,586.00	37,954.61	197,250.00
Supplies & Services	977,493.37	1,814,163.00	701,017.76	1,704,855.00
Utilities/Telephone	79,005.06	448,545.00	71,215.57	455,710.00
Professional & Administrative Fees	28,912.78	345,724.00	450,833.90	803,791.00
Miscellaneous Other	71,882.97	182,914.00	71,773.49	227,004.00
Debt Service *	23,949.80	290,521.00	0.00	262,988.00
Capital Outlay	47,467.61	500,180.00	18,268.80	320,180.00
<b>TOTAL EXPENDITURES</b>	<b>\$2,889,818.67</b>	<b>\$11,824,072.00</b>	<b>\$3,061,073.60</b>	<b>\$12,237,845.00</b>
<b>Net Increase (Decrease) for Year</b>	<b>\$881,060.16</b>	<b>(\$73,769.00)</b>	<b>\$1,006,142.22</b>	<b>\$0.00</b>
<b>Unrestricted Cash Balance at Beginning of Year</b>	<b>\$4,532,812.92</b>	<b>\$3,750,000.00</b>	<b>\$3,236,229.98</b>	<b>\$4,200,000.00</b>
<b>Fund Balance at End of September</b>	<b>\$5,413,873.08</b>	<b>\$3,676,231.00</b>	<b>\$4,242,372.20</b>	<b>\$4,200,000.00</b>

**Cossatot Community College of the University of Arkansas  
Accounts Receivable Month and Yearly Comparison  
As of September 2023**

	<u>Jul-22</u>	<u>Jul-23</u>	<u>Yearly Change</u>
<b>Student Accts Receivables (less allowances)</b>	<b>\$1,300,359.30</b>	<b>\$1,575,416.22</b>	<b>\$275,056.92</b>

	<u>Aug-22</u>	<u>Aug-23</u>	<u>Yearly Change</u>
<b>Student Accts Receivables (less allowances)</b>	<b>\$1,346,977.99</b>	<b>\$1,666,170.76</b>	<b>\$319,192.77</b>

	<u>Sep-22</u>	<u>Sep-23</u>	<u>Yearly Change</u>
<b>Student Accts Receivables (less allowances)</b>	<b>\$1,102,787.21</b>	<b>\$1,380,732.79</b>	<b>\$277,945.58</b>

**Cossatot Community College of the University of Arkansas**  
**Grants & Other Restricted Programs**  
**As of September 2023**

Grants	Expiration Date	Total Award Amount Remaining	Earned to Date
Adult Education ABE Grant	6/30/2024	\$262,901.36	57,671.29
Adult Education General Education Diploma GAE Grant	6/30/2024	223,196.14	39,161.38
Adult Education D & E (Direct & Equitable)	6/30/2024	98,768.37	22,206.53
Adult Education Special Projects TANF	6/30/2024	117,405.33	12,109.44
Adult Education EL/Civics Grant	6/30/2024	37,327.14	6,734.55
Adult Education SNAP State Grant	6/30/2024	22,546.22	5,701.43
Adult Education Carryover State Grant	6/30/2024	10,503.33	0.00
ACE-Career Coaches State Grant	6/30/2024	198,990.00	29,046.10
ACE-Career Coaches High School Share	6/30/2024	175,490.00	25,264.18
Carl Perkins Grant	6/30/2024	98,425.00	25,734.71
ACE-JAG Nashville Grant	6/30/2024	65,000.00	6,546.56
ACE-JAG Grant	6/30/2024	64,693.35	11,750.91
Career Pathways (TANF funds)	6/30/2024	291,921.00	53,220.29
Trauma EMS Training Grant	6/30/2023	4,432.00	367.79
UA Prepares Agriculture Grant - 3 Yrs (\$141,387)	9/14/2024	107,229.56	0.00
Title III ALIGN Grant - 5 Yrs (\$2,226,660)	9/30/2025	1,381,482.38	106,870.24
USDA RUS Distance Learning Grant	3/16/2024	128,491.71	37,838.72
GSTARS NSF Grant - 3 Yrs (\$299,635)	6/30/2024	145,514.65	35,863.08
EDA Wellness Education Learning and Living - 5 Yrs (2,000,000)	8/4/2026	1,951,793.44	0.00
SBA Community Navigator 2 Yrs (1,000,000)	5/30/2024	575,408.84	139,598.17
Weyerhaeuser Giving Fund - Technology Grant 2022-Carryover	6/30/2024	1,813.20	0.00
Weyerhaeuser Giving Fund - Technology Grant 2023-Carryover	6/30/2024	110.33	0.00
ANCRC Lockesburg Restoration FY23	6/30/2024	316,023.45	52,201.64
Broadband Expansion Initiative (BEI) Grant	6/30/2024	424,868.61	34,112.48
Blue & You Foundation Grant 2023	12/15/2023	26,739.10	21,810.00
Arkansas Community Foundation Delivering the Dream 2023	12/30/2023	12,858.51	8,934.76
Arkansas Community Foundation Equitable Scholarship Pilot	6/30/2024	12,982.00	0.00
<b>Arkansas Collegiate Funding Grant</b>	<b>6/30/2024</b>	<b>6,025.00</b>	<b>873.85</b>
Domtar WEC Grant 2023	12/31/2023	20,938.46	6,760.09
Sevier County FRIENDS 2023	12/31/2023	78,682.74	10,134.28
DOL POWER Grant - 4 Yrs (\$1,597,031)	2/28/2027	1,564,050.42	39,224.87
AACC Cyberskills Grant	2/28/2024	15,243.02	0.00
DOL Youthbuild II 2023 Grant - 3 Yrs ( \$ )	9/30/2026	1,198,025.24	65,777.03
USDA NIFA Design Grant	7/31/2024	250,000.00	52,163.49
Little River County Intermodal	6/30/2024	62,000.00	8,918.58

ARNEC Consortium	6/30/2024	365,812.00	57,900.79
HEERF II Cares Act Minority Serving Institutional Funds Grant	8/31/2023	53,989.41	53,989.41
<b>Totals</b>		<b><u>\$10,371,681.31</u></b>	<b><u>\$1,028,486.64</u></b>

**Cossatot Community College of the University of Arkansas  
Schedule of Bank Accounts  
As of September 2023**

Name of Account	Bank Name	Balance
Cash Fund Account	Farmer's Bank & Trust	\$3,397,464.33
General Revenue Account	State Treasury	1,408,615.64
Financial Aid	Farmer's Bank & Trust	64,499.15
Scholarship Fund	First State Bank	2,871.42
Student Organizations	First State Bank	<u>67,726.88</u>
	<b>Total</b>	<b><u><u>\$4,941,177.42</u></u></b>

***\*Bank Balance as of September 2022 \$6,240,339.94***



**Cossatot Community College of the University of Arkansas  
Schedule of Investments - Certificate of Deposits  
As of September 2023**

Amount	Rate	Maturity Date	Bank	Term
<b>College Funds on Certificate of Deposit</b>				
\$301,294.73	4.50%	3/29/2024	Horatio State Bank	12 months
\$293,324.89	4.50%	6/26/2024	Horatio State Bank	12 months
\$292,210.61	4.75%	8/28/2024	Horatio State Bank	12 months
<u>\$110,771.72</u>	1.15%	7/27/2026	Diamond Bank	36 months
<u><b>\$997,601.95</b></u>	<b>Total College CD Funds</b>			

**\*CD Balance as of September 2022  
\$974,335.06**

**University of Arkansas Pooled Investments  
As of September 2023**

	<i>Beginning Balance 7/1/2023</i>	<i>Net Change</i>	<i>Ending Balance 9/30/2023</i>
Tier 2 Investments	511,477.57	1,376.46	512,854.03

**Cossatot Community College of the University of Arkansas  
 Schedule of Endowment Funds  
 As of September 2023**

**Endowment Funds on Certificate of Deposit**

Amount	Rate	Maturity Date	Bank	Term
\$75,000.00	4.75%	8/28/2024	Horatio State Bank	12 months
<b><u>\$75,000.00</u></b>				<b>Total Endowment CD's</b>

<b>Balance</b>
----------------

**Endowment Funds in Checking**

\$81,528.63	Farmer's Bank & Trust	
<b><u>\$81,528.63</u></b>		<b>Total Endowment Checking</b>

<b><u>\$156,528.63</u></b>		<b>Total Endowment Funds</b>
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*\*Endowment Fund Balance as of September 2022  
 \$100,349.59*

**CCCUA**  
**FINANCIAL HIGHLIGHTS**

**For the Three Months Ended September 30, 2023**

<b>Cash &amp; Investments</b>		
Unrestricted E&G Current Funds	\$	3,508,224
Unrestricted Auxiliary Current Funds		
Restricted Current Funds		201,593
Loan Funds		-
Endowment Funds		81,529
Plant Funds		1,298,956
Agency Funds		67,727
Total Cash & Investments	<u>\$</u>	<u>5,158,029</u>
<b>Short Term Liabilities</b>		1,126,253
<b>Long Term Liabilities (except OPEB)</b>		4,995,812
<b>REVENUES &amp; EXPENDITURES</b>		
<b>E &amp; G Unrestricted</b>		
Revenues	\$	3,889,753
Expenditures		(2,814,926)
Excess Revenue over Expenditures	<u>\$</u>	<u>1,074,827</u>
<b>Auxiliary Enterprises</b>		
Revenues	\$	155,172
Expenditures		(246,148)
Excess Revenue over Expenditures	<u>\$</u>	<u>(90,976)</u>
<b>ENROLLMENT</b>		
Student Enrollment (11 day headcount)		1,345
% Change over Prior Year		5.08%
Student Enrollment (11 day FTE count)		818
% Change over Prior Year		0.57%
Housing Capacity (per ADHE Series 16)		54
Housing Occupancy		48
Occupancy Rate		89%
<b>Days Cash On Hand</b>		133

CCCUA  
Actual and Budgeted Revenues, Expenses and Changes in Net Position  
For the Three Months Ended September 30, 2023

	Educational & General			Auxiliary			Other			Total		
	Annual Budget as of End of Q1	ACTUAL Year-to-Date	% of Budget Realized	Annual Budget as of End of Q1	ACTUAL Year-to-Date	% of Budget Realized	Annual Budget as of End of Q1	ACTUAL Year-to-Date	% of Budget Realized	Annual Budget as of End of Q1	ACTUAL Year-to-Date	% of Budget Realized
OPERATING REVENUE												
Student tuition & fees	\$ 4,284,483	\$ 1,950,534	45.5%							\$ 4,284,483	\$ 1,950,534	45.5%
Less: Institutional scholarships	(60,000)	(22,291)	37.2%							(60,000)	(22,291)	37.2%
Less: Other scholarship allowances							(1,965,000)	(854,717)	43.5%	(1,965,000)	(854,717)	43.5%
Patient services												
Federal and county appropriations												
Federal grants and contracts							3,501,435	671,280	19.2%	3,501,435	671,280	19.2%
State and local grants and contracts							2,259,722	565,439	25.0%	2,259,722	565,439	25.0%
Non-governmental grants and contracts							208,467	71,973	34.5%	208,467	71,973	34.5%
Sales/services of educational departments	90,000	32,084	35.6%							90,000	32,084	35.6%
Insurance plan												
Auxiliary enterprises:												
Athletics				115,000	9,351	8.1%				115,000	9,351	8.1%
Less: Institutional scholarships												
Less: Other scholarship allowances												
Housing/food service				329,200	114,845	34.9%				329,200	114,845	34.9%
Less: Institutional scholarships												
Less: Other scholarship allowances												
Bookstore				79,500	30,276	38.1%				79,500	30,276	38.1%
Less: Institutional scholarships												
Less: Other scholarship allowances												
Other auxiliary enterprises				5,000	700	14.0%				5,000	700	14.0%
Less: Institutional scholarships												
Less: Other scholarship allowances												
Other operating revenues	94,064	12,137	12.9%							94,064	12,137	12.9%
TOTAL OPERATING REVENUES	4,408,547	1,972,464	44.7%	528,700	155,172	29.3%	4,004,624	453,975	11.3%	8,941,871	2,581,611	28.9%
OPERATING EXPENSES												
Compensation & benefits	8,165,374	1,675,464	20.5%	100,693	34,546	34.3%	2,405,578	491,448	20.4%	10,671,645	2,201,458	20.6%
Supplies & services	3,011,762	1,139,462	37.8%	637,028	211,602	33.2%	2,500,000	551,185	22.0%	6,148,790	1,902,249	30.9%
Scholarships & fellowships							1,047,700	366,307	35.0%	1,047,700	366,307	35.0%
Insurance plan												
Depreciation							945,436	226,905	24.0%	945,436	226,905	24.0%
TOTAL OPERATING EXPENSES	11,177,136	2,814,926	25.2%	737,721	246,148	33.4%	6,898,714	1,635,845	23.7%	18,813,571	4,696,919	25.0%
OPERATING INCOME/LOSS	(6,768,589)	(842,462)	12.4%	(209,021)	(90,976)	43.5%	(2,894,090)	(1,181,870)	40.8%	(9,871,700)	(2,115,308)	21.4%

CCCUA  
Actual and Budgeted Revenues, Expenses and Changes in Net Position  
For the Three Months Ended September 30, 2023

	Educational & General			Auxiliary			Other			Total		
	Annual Budget as of End of Q1	ACTUAL Year-to-Date	% of Budget Realized	Annual Budget as of End of Q1	ACTUAL Year-to-Date	% of Budget Realized	Annual Budget as of End of Q1	ACTUAL Year-to-Date	% of Budget Realized	Annual Budget as of End of Q1	ACTUAL Year-to-Date	% of Budget Realized
NON-OPERATING REVENUES (EXPENSES)												
State appropriations	5,133,762	1,409,198	27.4%							5,133,762	1,409,198	27.4%
Property & sales tax	1,814,000	451,541	24.9%							1,814,000	451,541	24.9%
Federal nonoperating grants							2,495,000	1,012,464	40.6%	2,495,000	1,012,464	40.6%
State and local nonoperating grants							395,000	297,461	75.3%	395,000	297,461	75.3%
Other nonoperating grants							120,000	68,280	56.9%	120,000	68,280	56.9%
Gifts							190,000	54,080	28.5%	190,000	54,080	28.5%
Investment income	102,836	56,550	55.0%				2,700	2,238	82.9%	105,536	58,788	55.7%
Interest on capital asset-related debt	(87,988)	-	0.0%							(87,988)	-	0.0%
Other												
NET NON-OPERATING REVENUES	6,962,610	1,917,289	27.5%	-	-		3,202,700	1,434,523	44.8%	10,165,310	3,351,812	33.0%
INCOME (LOSS) BEFORE OTHER REV/EXP	194,021	1,074,827	554.0%	(209,021)	(90,976)	43.5%	308,610	252,653	81.9%	293,610	1,236,504	421.1%
OTHER CHANGES IN NET POSITION												
Capital appropriations												
Capital gifts and grants												
Other												
TOTAL OTHER CHANGES	-	-		-	-		-	-		-	-	
TRANSFERS IN (OUT)												
Debt Service	(175,000)	-	0.0%				175,000	-	0.0%	-	-	
Other	(19,021)	(4,755)	25.0%	209,021	90,976	43.5%	(190,000)	(86,221)	45.4%	-	-	
TOTAL TRANSFERS IN (OUT)	(194,021)	(4,755)	2.5%	209,021	90,976	43.5%	(15,000)	(86,221)	574.8%	-	-	
NET POSITION												
Use of prior year net position (budget only)										-		
INCREASE/DECREASE IN NET POSITION	\$ -	\$ 1,070,072	100.0%	\$ -	\$ -		\$ 293,610	\$ 166,432	56.7%	\$ 293,610	\$ 1,236,504	421.1%

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

November 6, 2023

SUBJECT: Academic Services Report

DR. ASHLEY AYLETT

## Academic Services Report—November 2023

**Spring 2024 Registration**—Spring registration for currently enrolled students opened the week of October 23. Full registration opens November 6.

**Fall Graduation**—We are holding an in-person ceremony for our fall 2023 graduates at the Bank of Lockesburg Gymnasium on Friday, December 8<sup>th</sup> @ 5:30

As of October 20, we had 240 expected graduates.

### **Student Services**

Hosted College Fair on the Lockesburg campus 10/23 for high school juniors and seniors.

### **HLC**

We are awaiting feedback from the HLC visit.

### **Workday**

Academic team is working on training for the transition into Workday Student. Applications for new students for fall 2024 semester is launched and through Workday. Fall 2024 registration will occur through Workday

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

November 6, 2023

SUBJECT: Facilities Report

MIKE KINKADE



## Facilities Update as of 25 October 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 continues to move forward – our replica windows are installed, and the major trim work completed. HVAC closets are built, camera mounts, switch installs, and the remaining trim work will begin shortly. The demo on the old tile floor is scheduled, and the grinding of the concrete will bid as schedules dictate. If all goes according to plan and the weather isn't horrible, we should get this wrapped up in the next 6 or 7 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 once specs are complete. I'm working with S.W. AR Planning and Development District (SWAPDD) and SCM Architects to get the drawings to the point we can get bid docs and engineering specs approved.

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

This project has been completed as originally planned – we plan to budget this year for closure of the third wall and gated wall for the fourth wall – it will become a grinding space and project shed.

### **Other projects**

- the *Blue Darter Heritage Days* paver project. Pavers have been placed into the curbed spaces, and a celebratory event will be planned for spring.
- 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, bucket trucks and side x sides have arrived. A security fence is currently going up around the pole yard, and a storage shed is in the future.
- Cybersecurity Lab – NV campus – Electrical and ceiling work are complete. UA Cossatot and UALR I.T. staff are getting together Thursday, 2 November, to work on the installation of the equipment.

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

November 6, 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; Workforce Development Coordinator, Michelle Burrell; Youth Build Manager, Leslie Daniels; and Public Services and Workforce Development Director, Tammy Coleman.

1. The Aerial Lineman Program launched training on September 18<sup>th</sup> with new classes starting monthly. The training, funded by the Office of Skills Development, is offered at no cost to students. Plus, graduates are equipped with over \$2,000.00 of equipment including climbing gear, personal protective equipment and more to begin their career.



### Broadband Essentials Students Graduate with the Following Credentials:

- OSHA 10-Hour Construction Card
- Heartsaver First Aid CPR AED Card
- Heartsaver Bloodborne Pathogens \* Certificate
- Arkansas Fiber Academy Broadband Essentials Certificate needed for admission into Arkansas Fiber Academy Programs.
- Continuing Education Units: 4.0

### Aerial Lineman: Communications Students Graduate with the Following Credentials:

- ATSSA Flagger Certification Card
- Arkansas Fiber Academy Aerial Lineman: Communications Certificate
- Continuing Education Units: 10.5

Job placement assistance is made available to graduates by UA Cossatot's office of Workforce Development.

- The YouthBuild Program began Mental Toughness, a comprehensive two-week intake and selection orientation to YouthBuild, on September 25, 2023, with 26 students. Students that completed Mental Toughness and are a good fit for the program are continuing in Phase I: Pathway Preparation. They are utilizing Adult Education services to complete TABE (Test for Adult Basic Education) testing, getting introduced to tools, learning what to expect in construction areas, and more. Both Construction and Construction Plus Certified Nursing Assistant are available pathway options.
- Career Pathways participation increased 17% since July 2023, the beginning of FY 24, and new student recruitment is still underway.

<b>CAREER PATHWAYS INITIATIVE</b>	<b>August 2023</b>	<b>September 2023</b>
<b>Participants</b>	71	75
<b>Credentials Earned</b>	0	0

- Career readiness certification services were provided as follows for August – September 2023.

<b>CAREER READINESS CERTIFICATION SERVICES</b>	<b>August 2023</b>	<b>September 2023</b>
<b>WorkKeys Curriculum</b>	12	5
<b>WorkKeys</b>	5	5
<b>Total Participants</b>	<b>17</b>	<b>10</b>

<b>AR NATIONAL CAREER READINESS CERTIFICATIONS EARNED</b>	<b>August 2023</b>	<b>September 2023</b>
<b>Platinum</b> - Has core employability skills for approximately 99% of jobs profiled by WorkKeys	1	2
<b>Gold</b> - Has core employability skills for approximately 90% of jobs profiled by WorkKeys	0	0
<b>Silver</b> - Has core employability skills for approximately 65% of jobs profiled by WorkKeys	2	2
<b>Bronze</b> - Has Core employability skills for approximately 30% of jobs profiled by WorkKeys	2	0
<b>Total Earned</b>	<b>5</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
5. Continuing Education and Workforce Development activity was as follows for August – September 2023.

<b>CONTINUING EDUCATION &amp; WORKFORCE DEVELOPMENT</b>	<b>August 2023</b>	<b>September 2023</b>
<b>Hours of Classroom Instruction Offered</b>	220.95	408.69
<b>Registrations Processed</b>	38	63

Courses offered:

- Accounting Fundamentals
- Accounting with QuickBooks
- Aerial Lineman
- Basic Life Support (BLS)
- Basic Life Support (BLS) Renewal
- Bloodborne Pathogens
- Broadband Essentials
- Clinical Medical Assistant Program
- Commercial Truck Driving (Arkansas Truck Driving Academy)
- CPR AED
- EMS Ethics & Professionalism
- Introduction to EMS Systems, Well-Being of EMT, Medical-Legal/Ethic Issues (EMT Parts 1, 2, 3)
- Poisoning and Overdose Emergencies (EMT Part 21)
- HeartCode BLS
- Medical Billing and Coding Program
- National Registry of Emergency Medical Technicians, National Continued Competency Program Operational Component (NREMT NCCP 24)

- Pediatric CPR AED
- Pharmacy Technician Program
- Phlebotomy Technician Program
- Portable Fire Extinguisher
- Total First Aid CPR AED+
- 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

November 6, 2023

SUBJECT: College Relations

# College Relations November 2023

## UAC Foundation

The UA Cossatot Foundation hosted a pair of events in September and October. The annual UA Cossatot Scholarship Banquet, was held on Friday, September 22, in the Historic Bank of Lockesburg Gymnasium. The banquet allows our scholarship students to meet the donors who make those scholarships possible. In addition, Foundation Director Madelyn Jones, initiated the first-ever “Walk and Wag 5K” at Herman Dierks Park in De Queen on October 28. The fund raiser proved to be quite popular with the human and canine participants.

A promotional poster for the "Walk-And-Wag 5K" event. The background is a solid teal color. On the right side, there is a close-up photograph of a fluffy, light brown dog with its tongue hanging out. On the left side, the text is written in a yellow, playful font. The title "WALK-AND-WAG 5K" is at the top. Below it, the date and time are listed: "Saturday, October 28th, 2023" and "9:00am-11:00am". The location is "Herman Dierks Memorial Park". A list of four activities is shown with yellow checkmarks in boxes: "1 Mile Walk/Run or 5K Race", "Dog Halloween Costumes", "Meet Adoptable Doggies", and "Prizes, Sponsorships, and More!". At the bottom, it says "Hosted by the UA Cossatot Foundation and Sevier County Health Coalition".

**WALK-AND-WAG 5K**

Saturday, October 28th, 2023  
9:00am-11:00am  
Herman Dierks Memorial Park

- ✓ 1 Mile Walk/Run or 5K Race
- ✓ Dog Halloween Costumes
- ✓ Meet Adoptable Doggies
- ✓ Prizes, Sponsorships, and More!

Hosted by the UA Cossatot Foundation and Sevier County Health Coalition

## Community Involvement

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

- Gillham Block Party, September 12
- Ben Lomond Block Party, October 2
- Golden Gathering, Nashville, October 19



## College Promotion

The College Relations team continues to spread the word about a wide range of educational programs and college events of community interest, including UAC technical courses for high school students, adult education, college food pantries, and the new aerial lineman program.



In addition, the College Relations team is very involved in the production of promotional materials for the UAC basketball and soccer programs.

## Ed 88 Radio

The college radio station continued to promote college events, programs, and athletics during September and October through radio interviews, public service announcements, and social media interviews on the Ed 88 Facebook page. Ed 88 produced almost 30 player spotlight videos for our Colts men's and women's basketball teams, as well as live streamed selected Colts soccer matches. UAC Shooting Sports coach Brett Blackburn was interviewed on October 11 and 18. We helped promote the Pack the Park Car Show in Nashville and the Sevier County Chamber of Commerce's Denim and Diamonds event, as well as the October schedule of events of the Community Navigator programs for small business. Ed 88 also provided live social media coverage of the Lockesburg City Council meeting on September 19.

## Social Media

In addition to the aforementioned social media projects, College Relations made a special effort to highlight the services offered to the general public by our UA Cossatot Cosmetology students.



**Skin Care  
Facials  
Waxing**

*Come see Keri or any of our amazing estheticians for all your skin care, facials, and waxing needs!*

Monday - Thursday  
9:30 AM - 4:30 PM  
UA Cossatot Nashville Campus

And the College Relations team provided livestream coverage of the Meet The Colts basketball events in De Queen, Ashdown, and Texarkana.

## Upcoming and Ongoing Projects

The Colts basketball season began on November 1 and the College Relations team is livestreaming the games again this season as well as promoting the program on social media and on the radio. And we will ramp up promotion of student registration for the upcoming Spring 2024 semester.

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

BOARD OF VISITORS

ACTION ITEMS

November 6, 2023

**Board of Visitors Meeting – November 6, 2023**

**Action Item No. 1: Approve Minutes of the September 11, 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 September 11, 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  
September 11, 2023

Chair Tyler Davis called the regular meeting of the Board of Visitors to order at 12:03 p.m. following a light meal at the UA Cossatot Lockesburg Community Room.

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

Absent:        Barbara Horn  
                  Ellen Moreland

**Staff Reports**

Chancellor Cole welcomed the Board to the September meeting and advanced to report on the Chancellor report. Dr. Cole remarked on a question asked by many to him, “What is the college getting out of this”? as the college proceeds to be involved in Economic Development. The college is now partnering with Howard County community to help the workers affected by the closure of the Husqvarna plant in Nashville by starting the New Beginnings scholarship program as well as becoming involved in developing the Howard County Economic Development Director position. The colleges mission statement states, “committed to improving the lives of those in our region.” We want nothing in return other than improved lives.

Vice Chancellor Charlotte delivered the latest financial report to the board. In the summary of Unrestricted & Auxiliary Revenues/Expenditures, the college ended the fiscal year 22-23 at 11.3 million in revenues and spent about 10.9 million in expenditures. In Accounts Receivable the college ended the year with net change at 28,000. In Grants & Other Restricted Programs the college has earned over 14.5 million in grants and earned to date 6.1 million. One new 3-year grant was added. The numbers for the Schedule of Bank Accounts are at little over 4.2 million, this is down from this time last year. Charlotte proceeded to report the college is at a total of 988,000 in Schedule of Investments- Certificate of Deposits. The Pooled investments are up to 511,000. The total endowment funds are a little over 155,000 this includes the Title III funds. Charlotte shared with the board the Quarterly report for year-end that is submitted to the UA System.

Vice Chancellor Dr. Ashley Aylett presented the latest Academic Services report. Dr. Aylett informed the board the college is up in enrollment for Fall. Charts presented shows the trend from Fall to Fall with total enrollment and FTEs. Dr. Aylett shared the college had 60 summer graduates with 93 credentials awarded. Dr. Aylett proceeded to report about the HLC site visit and shared vital information with the board such as supporting documents and the Assurance Argument that was submitted to the HLC group. HLC group has requested to meet with the board members and will take place during lunch on October 9th.

Vice Chancellor Mike provided a Facilities update report with the continuous middle school project Phase II. We are working to wrap up the last 4 classrooms within the next six months. All interior painting is complete and demoing for windows and trim work is scheduled for later this month. Mike mentioned the EDA project is still underway for the Medical Lab Technician and the Simulation

Labs. We are just awaiting final approvals for funds to be released.  
The Blue Darter Heritage Days paver project is ongoing and on-site. A total of 3,000 will fill the spot.  
Mike noted our Aerial Lineman program will start on the 18th of September.

**Action Items:**

**No. 1 Approve Minutes of May 1, 2023, Board Meeting.** Angie Walker motioned for passage and Brenda Tate seconded the motion. The motion passed with a vote of 8-0.

**No. 2 Review College Policy 655: Curricular and Co-Curricular Assessment.** Ellen Moreland motioned for review. Mike Cranford seconded the motion. The motion passed by a vote of 8-0.

Chair Tyler Davis asked for a motion to adjourn the meeting. Mike Cranford made the motion and with a second from Brenda Tate, Chair Tyler Davis adjourned the meeting at 12:55 p.m.

Respectfully submitted,

Angie Walker, Secretary

wg

**Board of Visitors Meeting – November 6, 2023**

**Action Item No. 2: Review College Policy 512: Placement of Students in The College**

1. **Background information:** The revision to College Policy 512 is to remove ASSET and COMPASS Scores. New language was added to reflect transfer credit and high school GPA review for new placement processes.
  
2. **Why action is needed at this time:** To keep our policy up to date.
  
3. **Chancellor's Recommendation:** The Chancellor recommends the Board Review College Policy 512: Placement of Students in the College.

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

**Motion by:**

**Seconded by:**

**Yeas:**

**Nays:**

**PLACEMENT OF STUDENTS IN THE COLLEGE**

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All first-time entering, degree-seeking students and technical certificate seeking students must provide test scores or be assessed in reading, English and math for the purpose of placement in college-level English and math or developmental English, math and reading. Approved placement tests include ACT, SAT, ACCUPLACER, and NEXT GEN, ~~ASSET,~~ ~~or~~ COMPASS. Placement scores are valid for a maximum of five years. Students with scores older than 5 years may be required to retest before enrolling in English and math courses or any course with a pre-requisite of reading, English, or math. Alternate measures of placement ~~may be~~ are also considered, including high school GPA or GED scores. High school transcripts must include final high school GPA. A placement guide chart is available on the website, catalog, and from advisors.

If a student wishes to retake placement exams, the student must wait a period of five days unless they attend test prep sessions through the ERC or Adult Education if the ERC is unavailable. Proof of test prep must be provided from ERC or Adult Education staff. Retesting will be allowed following prep completion.

Transfer students from a regionally accredited institution of higher education recognized by the Council for Higher Education Accreditation, who have completed college-level course work in English Composition and/or a gateway level math course by a score of 2.0 or better on a 4.0 scale, shall be exempt from providing/taking placement tests for reading, English and math. Transfer students who have completed developmental or preparatory coursework may be required to complete additional developmental or preparatory coursework before enrolling in college level coursework in math or English. If additional developmental coursework is required, the student may elect instead to complete the placement test to determine course placement.

Students who have an associate’s degree or higher, which included college-level English Composition and/or a gateway level math course are not required to provide entrance test scores.

Developmental courses may not be substituted for required courses, used as electives, and in most cases will not provide credit toward a degree or certificate. Developmental courses are not calculated into the student’s grade point for the purpose of honor designations or cumulative grade point average.

HLC Criterion: 3A; 3D.2; 4A.4

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**Policy History:**

March 1, 2021

July 13, 2020

November 6, 2017      March 28, 2005

January 1, 2011      November 25, 2002

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**Board of Visitors Meeting – November 6, 2023**

**Action Item No. 3: Review College Policy 465: Acceptable Use of Information Technology Resources.**

1. **Background information:** College Policy 465: Acceptable Use of Information Technology Resources is updated with new language that reflects changes made by the UA System.
  
2. **Why action is needed at this time:** To keep our policy up to date.
  
3. **Chancellor's Recommendation:** Chancellor Cole recommends the Board review College Policy 465: Acceptable Use of Information Technology Resources.

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

**Motion by:**

**Seconded by:**

**Yeas:           Nays:**

**ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES**

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## I. General Principles

- A. The purpose of this policy is to outline the expectations of authorized users and to establish the parameters regarding the acceptable use of IT resources.
- B. Individuals who are granted user accounts or who use IT resources at the College accept the responsibilities that accompany such access. Each user is expected to use accounts and IT resources for educational, research, or administrative purposes; except as otherwise provided in this policy, activities unrelated to these purposes are prohibited. Use of IT resources in violation of the regulations set forth in this policy will be reviewed through established College procedures for student and employee misconduct. Restrictions imposed on usage of computer and network systems may be challenged through the same procedures.
- C. The College is committed to intellectual and academic freedom in connection with its IT resources. Computers and networks can provide access to resources on and off campus, including the ability to communicate with other users worldwide. Such open access is a privilege, much like access to books in the library, and requires that individual users act responsibly. Use of IT resources should always be legal and ethical, reflect academic honesty, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property, ownership of data, system security mechanisms, the right to personal privacy, and to the right of individuals to freedom from intimidation and harassment.
- D. All federal and state laws, as well as general College regulations and policies, are applicable to the use of computing resources. These include, but are not limited to, the Family Education Rights and Privacy Act of 1974, 20 U.S.C. § 1232g; the Electronic Communications Privacy Act of 1986, 18 U.S.C. §§ 2510 et seq.; the Arkansas Freedom of Information Act, Ark. Code Ann. §§ 25-19-101 et seq.; and state and federal compute fraud statutes, 18 U.S.C. § 1030 and Ark. Code Ann. §§ 5-41-101 et seq. Illegal reproduction of software and other intellectual property protected by U.S. copyright laws and by licensing agreements may result in civil and criminal sanctions.

## II. Administration of Computing Resources

## A. In General

1. The College, in accordance with state and federal law and the policies of the Cossatot Community College of the University of Arkansas Board of Visitors and the University of Arkansas Board of Trustees, may control access to its information and the devices on which it is stored, manipulated, and transmitted.

2. The College has the responsibility to: (a) develop, implement, maintain, and enforce appropriate security procedures to ensure the integrity and privacy of individual and institutional information, however stored; (b) uphold all copyrights, patents, licensing agreements, and rules of organizations that supply information resources.
3. Responsibility for administering the College's IT resources and for the security of these resources rests with the Department of Information Systems Support (DISS) and units designated in writing by DISS.

#### B. Users

1. "Users" includes but is not limited to currently enrolled students; employees; authorized contractors, vendors, and guests; and other authorized users as determined by the College.

#### C. System Administrators

1. A systems administrator is any person designated, within any campus unit, to maintain, manage, and provide security for IT resources, including computers, networks, and servers.
2. System administrators shall perform their duties fairly, in cooperation with the user community and College administrators. They shall adhere to this policy and all other pertinent College rules and regulations, shall respect the privacy of users to the greatest extent possible, and shall refer disciplinary matters to appropriate College officials.

#### D. Data Collection

No information shall be routinely collected that is not required by system administrators in the direct performance of their duties, such as routine backup for system recovery.

#### E. Privacy of Electronic Files

1. Users do not own accounts on IT systems but are granted the privilege of exclusive use of their accounts. Use of IT resources for storage or transmission of data does not alter any ownership interest of the user in that data. Users are entitled to privacy regarding their computer communications and stored data.
2. College officials will access electronic files, including e-mail files, only under one or more of the following conditions:
  - a. The user consents in writing to such access.
  - b. There is a valid search warrant or court order, or a request for electronic records that are open to public inspection under the Arkansas Freedom of

#### Information Act.

- c. There exists an emergency in which the physical safety and/or well-being of person(s) may be affected, or College property may be damaged or destroyed. Responsibility for authorizing access rests with the Director of DISS, Vice Chancellor, or Chancellor.
- d. There exist reasonable grounds to believe that a violation of law or College policy is occurring or has occurred. Access will take place only after a reasonable effort has been made to obtain consent. Responsibility for authorizing access rests with the Director of DISS, Vice Chancellor, or Chancellor.
- e. Access is necessary for maintenance of computers, networks, data, and storage systems; to maintain the integrity of the computer, network, or storage system; or to protect the rights or property of the College or other users. Authorized personnel may routinely monitor and log usage data, such as network session connection times and endpoints, CPU and disk utilization for each user, security audit trails, and network loading. In all cases, the privacy rights of users shall be protected to the greatest extent possible.

#### F. The Arkansas Freedom of Information Act

1. The electronic files, including e-mail files, of college employees are potentially subject to public inspection and copying under the state Freedom of Information Act (“FOIA”), Ark. Code Ann. §§ 25-19-101 et seq.
2. The FOIA defines “public records” to include “data compilations in any form, required by law to be kept or otherwise kept, ... which constitute a record of the performance or lack of performance of official functions which are or should be carried out by a public official or employee [or] governmental agency....” Ark. Code Ann. § 25-19-103(1). All records maintained in public offices or by public employees within the scope of their employment are presumed to be public records. Id. Various exceptions apply. See Ark. Code Ann. § 25-19-105.

#### G. Education Records

1. Records containing information directly related to a student are confidential and protected from public disclosure by the Family Educational Rights & Privacy Act, 20 U.S.C § 1232g, and the Arkansas Freedom of Information Act, Ark. Code Ann. § 25-19-105(b)(2).
2. No one shall access any such records maintained in an electronic format or disclose or distribute their contents in any manner inconsistent with federal and state law and College regulations.

### III. Use of IT Resources

#### A. In General

This section does not cover every situation involving the proper or improper use of IT resources; however, it does set forth some of the responsibilities that a person accepts if he or she chooses to use those resources. The purpose of this section is to establish rules for the benefit of all users and encourage responsible use of computing resources.

#### B. Use Without Authorization Prohibited

1. No one shall (a) connect with or otherwise use any IT resource without proper authorization; (b) assist in, encourage, or conceal any unauthorized use, or attempted unauthorized use, of any IT resource; or (c) misrepresent his or her identity or relationship to the College to obtain access to IT resources.
2. Users shall use only those IT resources that have been authorized for their use and must identify computing work with their own names or an approved means of identification so that responsibility for the work can be determined and users contacted, if necessary.

#### C. Accounts

1. Users shall use their accounts for the purposes for which they are established, as well as personal communications. Accounts and other IT resources shall not be used for personal financial gain or benefit or for the benefit of organizations not related to the College, except: (a) in connection with scholarly pursuits, such as faculty publishing activities; or (b) in accordance with College policy on outside consulting for compensation.
2. Users shall not subvert restrictions associated with their accounts, such as quotas and levels of access.
3. No one shall give any password for any College computer or network to any unauthorized person, nor obtain any other person's password by any unauthorized means. Users are responsible for the use of their computer accounts and shall not allow others access to their accounts, through sharing passwords or otherwise. Users should take advantage of system-provided protection measures to prevent such access.
4. When a user is no longer a member of the campus community or is assigned a new position and/or different responsibilities within the College, his or her account and access authorization shall be reviewed. A user shall not use facilities, accounts, access codes, privileges, or information for which he or she is not authorized.

#### D. Devices

1. The college provides access to devices to users for business and educational

purposes consistent with the mission of the college. All users agree to comply with all college policies and expectations of acceptable use of all college-owned devices.

2. All college-owned devices will be registered and managed by a centralized device management platform. IT Services will manage all device configuration and security policies using this platform.
3. Users will make no modifications to college-owned devices, including the configuration of hardware or software, without prior approval from DISS.
4. All users of mobile devices must employ reasonable physical security measures. Users are always expected to secure college-owned devices. This includes, but is not limited to, use of strong passwords, device encryption, and physical control of such devices whenever they contain college data.
5. In the event a device is lost or stolen, the user is required to report this event immediately to DISS and the campus police.
6. Users may be held financially responsible for the loss or physical damage to college-owned devices.

#### E. Security and Related Matters

1. No one shall (a) knowingly endanger or compromise the security of any College computer, network facility, or other computing resource or willfully interfere with others' authorized computer usage, (b) attempt to circumvent data protection schemes, uncover security loopholes, or decrypt secure data.  
(c) modify or reconfigure or attempt to modify or reconfigure any software or hardware of any IT resource, no matter where located, or to interfere with others' legitimate use of any such IT resource.
2. No one shall attempt to access, copy, or destroy programs or files that belong to other users or to the College without prior authorization, nor shall anyone use IT resources for unauthorized monitoring of electronic communications.
3. No one shall create, run, install, or knowingly distribute a computer virus, Trojan Horse, or other surreptitiously destructive program, e-mail, or data via any IT resource, regardless of whether demonstrable harm results.
4. Users shall not place confidential information in computers without protecting it appropriately. The College cannot guarantee the privacy of computer files, e-mail, or other information stored or transmitted by computer; moreover, the College may access such information in accordance with Part II of this policy. Users who have access to confidential or sensitive information shall disclose it only to the extent authorized by the Family Educational Rights & Privacy Act, the Arkansas Freedom of Information Act, and other applicable laws, and only in connection with official College

business.

5. Users shall not knowingly or recklessly perform any act that will interfere with the normal operation of IT resources and shall not intentionally waste or overload IT resources.

#### F. Intellectual Property

No one shall copy, install, use, or distribute through IT resources any photographs, logos, images, graphics, graphic elements, audio, video, software, html markup, data files, or other information in violation of U.S. copyright, trademark, or patent laws or applicable licensing agreements. It is the user's responsibility to become familiar with the terms and requirements of any such laws or agreements. This subsection does not apply to any material that is in the public domain.

#### G. User Communications

1. Users assume full responsibility for messages that they transmit through IT resources.
2. No one shall use IT resources to transmit fraudulent, defamatory, or obscene messages, or any material prohibited by law.
3. No one shall use the College's IT resources to: (a) annoy, harass, threaten, intimidate, terrify, or offend another person by conveying offensive language or images or threats of bodily harm to the recipient or the recipient's immediate family; (b) repeatedly contact another person to annoy or harass, whether or not any actual message is communicated, and the recipient has expressed a desire for the contact to cease; (c) repeatedly contact another person regarding a matter for which one does not have a legal right to communicate (such as debt collection), once the recipient has provided reasonable notice that he or she desires such contact to cease; (d) disrupt or damage the academic, research, administrative, or related pursuits of another person; ~~or~~ (e) invade the privacy, academic or otherwise, of another person or threaten such an invasion; (f) Store, display, transmit, or intentionally solicit receipt of material that is or may reasonably be regarded as obscene, sexually explicit, or pornographic, except as such access relates to legitimate college-related academic or research pursuits or as needed to investigate violations of this policy or laws; (g) seek outside employment or participate in commercial activities or other forms of private financial gain; (h) campaign for public office or soliciting political contributions; (i) political lobbying, except for specific employees designated to lobby on behalf of a the UA System or one of its institutions; (j) participate in online gambling, wagering, or betting; (k) More than minimal use for private or personal purposes that interferes with work or job performance or that interferes with the activities of other employees, students, or other authorized users.
4. Users shall comply with this policy as well as the regulations and policies of any social media platforms and other public forums through which they disseminate messages.

5. Users shall not (a) initiate or propagate electronic chain letters; (b) engage in spamming or other indiscriminate mass mailings to newsgroups, mailing lists, or individuals; (c) forge communications to make them appear to originate from another person, e.g., spoofing; or (d) engage in resource-intensive activities unrelated to College functions, e.g., online role playing games (RPGs), listening to internet radio stations, connecting to any peer-to-peer file sharing network, etc.

#### H. Priority in Use of Computing Facilities

1. In general-access computer labs, or in any other environment in which users must share IT resources, priority shall be given to users engaged in activities directly related to the College's mission, e.g., completing course assignments or engaging in research.

#### IV. Enforcement of Sanctions

- A. System administrators are responsible for protecting the system and users from abuses of this policy. Pursuant to this duty, system administrator may (1) formally or informally discuss the matter with the offending party, (2) temporarily revoke or modify access privileges, or (3) refer the matter to the appropriate disciplinary authority.
- B. Any violation of this policy may result in the revocation or suspension of access privileges. Imposition of such a sanction is within the discretion of the DISS or the appropriate academic or administrative unit.
- C. Any violation of this policy is misconduct for purposes of the student code of conduct, the College personnel policies and may be punished accordingly.
- D. Any offense that violates local, state, or federal laws may result in the immediate loss of all privileges and may be referred to the appropriate disciplinary authority and/or law enforcement agencies.
- E. Any violation of this policy or UASP 285.1 shall be subject to the progressive discipline policy, College Policy 464 Uniform Conduct Standards. Depending on the severity of the violation, disciplinary action may include suspension or termination.

HLC Criterion: 2A; 2E

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**Policy History:**

September 13, 2021

September 8, 2014

January 1, 2011

August 29, 2014

November 17, 2003

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**PROCEDURE: NONE**



COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF  
ARKANSAS

BOARD OF VISITORS

INFORMATION ITEMS

November 6, 2023

## **EMPLOYEE CHANGES**

### **Newly Hired**

Michelle Burrell  
Hire Date: September 14, 2023  
Position: Workforce Development Coordinator  
Salary: \$40,000

Gary Morris Sr.  
Hire Date: September 6, 2023  
Position: Food Preparation Specialist  
Salary: \$20,344 (10 Month)

Litzi Flores  
Hire Date: October 9, 2023  
Position: Soft Skills Instructor/Coordinator  
Salary: \$25,000

Angel Olguin  
Hire Date: October 11, 2023  
Position: JAG College Success Program Career Coach  
Salary: \$31,000

### **Employee Position Changes**

Misi Eudy, Vice Chancellor Administrative Assistant  
New Position: Student Organization Coordinator  
Salary: \$31,000

Leslie Hunt, Career Service Administrative Assistant  
Hire Date: October 9, 2023  
New Position: Career Service Coordinator  
Salary: \$30,000



# UA Cossatot

**Academic Council Meeting**

**DATE: Monday, October 16, 2023**

**TIME: 9:00am**

**LOCATION: Ring Central**

**Present:**

**Ashley Aylett, Crystal Sims, Sarah Chesshir, Kim Dickerson, Julie Rhodes, Suzanne Ward, Tiana Kelly, Shawna Stinnett, Jocelin Galvez**

**Absent: Erika Buenrostro, Relinda Ruth (conference), Toni Wartinger/Testing Center, Eda Lopez, Tammy Walker (adult ed site visit)**

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Meeting called to order at 9:13am

- **Curriculum Items:**

- **AP I and II to offering online—Crystal Sims**
  - Crystal presented item explaining the only change requested is to have the approval to teach AP I and II fully online. This will be extremely beneficial in summer terms. The class will have the same standards and labs, just offered in a virtual format.  
Motion: Sarah Second: Jocelin  
All voted in favor to move item forward to curriculum.
- **AP I placement**
  - Add ACT of 19 or completion of Essential English to pre-req. Course is heavy in writing assignments.  
Motion: Suzanne Second: Sarah  
All voted in favor to move item forward to curriculum.
- **OTA program adjustment—Kim/Tammy**
  - Tammy reviewed other programs for better alignment along with alignment to PTA pre-reqs for students working to apply to either program. Advisory board also participated in discussions to make the changes in curriculum. Changes consist of removing Psychology, Abnormal Psychology, and Comp II as pre-req courses. Credits will be increased by one hour in both Therapeutic Activities I and II. New 2-hour OTA Special Procedures class will be added. Program will change from 82 credits to 77.  
Motion: Crystal Second: Suzanne  
All voted in favor to move item forward to curriculum.
- **Cybersecurity revisions—Sarah**
  - Matt Stevens, our new Cybersecurity instructor/program developer requests to add Speech to the program and combine Virtualization and Cloud Technology—as they teach extremely similar content.

Motion: Crystal

Second: Suzanne

All voted in favor to move item forward to curriculum.

- **College Policy 512—Placement**

- Revision of policy to remove ASSET and COMPASS Scores, remove procedure of the placement chart, and add wording regarding transfer credit and high school GPA review for new placement processes.

Motion: Sarah

Second: Jocelin

All voted in favor to move item forward to Chancellor Cabinet.

- **Distance Education—presented by Crystal Sims**

- We have used the COLT rubric for at least five years to ensure online courses are interactive and meet the same requirements as in-class courses. Distance Ed has worked to revise the rubric into a less cumbersome and lengthy process. The revision will keep the same domain areas but will transition to present/non-present/score/comment areas. The process will move from reviewer to Division Chair. DC will review items and then a meeting between the DC and faculty will occur to discuss results. If revisions are needed, a specific date for follow-up will be set.

Dist Ed has created a Faculty Expectations document to guide faculty in knowing what the review team will be looking for during the review process. Review will start with online then will add hybrid at later time. The goal of the review is to ensure our distance education courses are high-quality and ensure rigor is present.

Motion: Sarah

Second: Kim

Motion to approve use of the process by Distance Education. All voted in favor.

- Discussion regarding the creation and delivery of Discrete Math course was discussed. This course is needed for Cybersecurity and will benefit STEM majors as well. Crystal/math faculty will begin working on developing the course with a targeted offering in Fall 2024.
- The Council discussed and decided best to adjust upcoming spring 2024 registration to allow 2 weeks for VIP registration. This moves full registration from October 30 to November 6.

Motion to adjourn was made by Kim; seconded by Crystal. Meeting adjourned at 10:21am

aa



# UA Cossatot

183 College Drive • De Queen, AR 71832 • 870.584.4471 • 800.844.4471 • www.cccua.edu

## Curriculum Committee Agenda/Minutes October 17, 2023

Ashley Aylett-non vote	X	Bruce Franklin	X	Ethan Wolcott	X
Eda Lopez	X	Tammy Walker	X	Jacynda Davis	
Denise Hammond	X	Haley Hadaway	X	Heather Orr	X
Stacy White	X	Kelli Harris	X	Jimmy Washburn	
Jocelin Galvez	X	Julie Rhodes	X	Houston Crow	
Tammy Coleman	X	Tiana Kelly	X	Sarah Chesshir	

Also in attendance: Matthew Stevens, Tammy Heminger, Arwen McDaniel, Crystal Sims

Meeting called to order at 8:32am by Dr. Aylett

### Request 1: Cybersecurity Revisions

- Request to add Speech to the program and combine Virtualization and Cloud Technology—as they teach extremely similar content.

**Motion: Julie**                      **Second: Tammy Coleman**

**Motion approved.**

### Request 2: AP I and II to offer online

- The only change requested is to have the approval to teach AP I and II fully online. This will be extremely beneficial in summer terms. The class will have the same standards and labs, just offered in a virtual format.

**Motion: Tiana**                      **Second: Jocelin**

**Motion approved.**

### Request 3: AP I placement

- Add ACT of 19 or completion of Essential English to pre-req. Course is heavy in writing assignments.

**Motion: Julie**                      **Second: Tammy Coleman**

**Motion approved.**

### Request 4: OTA program adjustment

- Changes consist of removing Psychology, Abnormal Psychology, and Comp II as pre-req courses.
- Credits will be increased by one hour in both Therapeutic Activities I and II.
- New 2-hour OTA Special Procedures class will be added.
- Program will change from 82 credits to 77.

**Motion: Julie**                      **Second: Heather**

**Motion approved.**

Julie made motion to adjourn; Tammy Coleman seconded. Meeting adjourned @ 8:46am

aa