Board of Visitors

November 7, 2022

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 7, 2022

<u>UA Cossatot Lockesburg Middle School Community Room</u>

I.   Light Meal Served: 11:30a

II.   Opening Prayer:

      Open Meeting:

      Introduce Guests:

III.   <u>Staff Reports</u>

IV.   <u>Action Items</u>

V. Adjournment:
    Motion:
    Second:

  Board of Visitors meeting schedule:

November 7, 2022	UA Cossatot Bank of Lockesburg Gymnasium
January 9, 2023	UA Cossatot Bank of Lockesburg Gymnasium
March 6, 2023	UA Cossatot Bank of Lockesburg Gymnasium
May 1, 2023	UA Cossatot Bank of Lockesburg Gymnasium

VI. Information Items

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

November 7, 2022

SUBJECT: Chancellor's Report

STEVE COLE

The Legislative Session

The second week in January will mark the beginning of the 2023 legislative session and we expect there to be some possible positive things for higher education to come from this session.

While our state will be under a new Governor's leadership, we expect very few major changes in educational policy. First and foremost, I think there will be possible additional funding for two things; (1) Critical maintenance, and (2) Workforce training. While I think the better chance of funding will be for workforce training, I think there is an appetite to provide at least some funding for critical maintenance on higher education campuses across Arkansas.

The one large unknown in the upcoming session is how the new Governor will handle productivity funding. The system we have at the moment does have flaws, and I expect there to be at least some talk on trying to repair the flaws that exist in the current model.

The things mentioned above will require playing some offense to get them done, but we must be ready to play defense if legislation pops up that could be harmful to higher education. Each legislative session, all of the two and four year colleges in state meet every two weeks to keep up with the issues.

I will keep our board up-to-date on any legislative matters that I feel could impact UA Cossatot.

Respectfully submitted,

Dr. Steve Cole, Chancellor

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

November 7, 2022

SUBJECT: Financial Report

CHARLOTTE JOHNSON

Cossatot Community College of the University of Arkansas
Summary of Unrestricted & Auxiliary Revenues/Expenditure Report
As of August 2022

	Fiscal Year 2021-2022		Fiscal Year 2022-2023	
REVENUES	**ACTUAL**	**BUDGETED**	**ACTUAL**	**BUDGETED**
General Revenue	$603,322.87	$3,591,046.00	$629,587.15	$3,808,951.00
Workforce 2000	225,056.20	1,350,337.00	225,056.20	1,350,337.00
Tuition & Fees	1,410,274.58	3,958,750.00	1,600,620.30	4,261,315.00
Sales Tax Revenue	276,093.63	1,485,000.00	276,340.05	1,692,000.00
Other Income	53,423.55	240,000.00	23,709.55	210,000.00
Auxiliary Revenues (Book, Café, Sports)	56,430.56	225,500.00	93,207.75	427,700.00
TOTAL REVENUES	**$2,624,601.39**	**$10,850,633.00**	**$2,848,521.00**	**$11,750,303.00**
EXPENDITURES				
Salaries	$729,565.91	$5,761,746.00	$790,528.26	$6,104,015.00
Fringe Benefits	209,424.54	1,858,094.00	230,707.12	1,982,424.00
Travel, Conf. Expenses, Prof. Dev.	7,727.16	135,380.00	10,574.38	155,586.00
Supplies & Services	364,468.79	1,440,035.00	810,771.54	1,814,163.00
Utilities/Telephone	42,289.22	450,825.00	52,577.62	448,545.00
Professional & Administrative Fees	87,633.92	259,895.00	22,628.78	345,724.00
Miscellaneous Other	11,905.71	185,200.00	46,549.98	182,914.00
Debt Service *	27,450.46	429,191.00	23,949.80	290,521.00
Capital Outlay	8,641.95	496,061.00	46,017.92	500,180.00
TOTAL EXPENDITURES	**$1,489,107.66**	**$11,016,427.00**	**$2,034,305.40**	**$11,824,072.00**
Net Increase (Decrease) for Year	**$1,135,493.73**	**($165,794.00)**	**$814,215.60**	**($73,769.00)**
Unrestricted Cash Balance at Beginning of Year	**$4,831,113.39**	**$3,500,000.00**	**$4,532,812.92**	**$3,750,000.00**
Fund Balance at End of August	**$5,966,607.12**	**$3,334,206.00**	**$5,347,028.52**	**$3,676,231.00**

Cossatot Community College of the University of Arkansas
Accounts Receivable Month and Yearly Comparison
As of August 2022

	Jul-21	Jul-22	Yearly Change
Student Accts Receivables (less allowances)	$2,069,122.05	$1,386,994.18	($682,127.87)

	Aug-21	Aug-22	Yearly Change
Student Accts Receivables (less allowances)	$1,511,694.55	$1,540,802.46	$29,107.91

Cossatot Community College of the University of Arkansas
Grants & Other Restricted Programs
As of August 2022

Grants	Expiration Date	Total Award Amount Remaining	Earned to Date
Adult Education ABE Grant	6/30/2023	$262,901.36	37,797.95
Adult Education General Education Diploma GAE Grant	6/30/2023	221,060.99	44,779.92
Adult Education D & E (Direct & Equitable)	6/30/2023	88,166.98	10,228.20
Adult Education Special Projects TANF	6/30/2023	87,411.00	5,959.59
Adult Education EL/Civics Grant	6/30/2023	34,572.85	4,046.59
Adult Education SNAP State Grant	6/30/2023	22,546.22	3,732.35
Adult Education Carryover State Grant	6/30/2023	10,320.66	0.00
Adult Education Carryover Technology	6/30/2023	2,251.45	0.00
Career Pathways (TANF funds)	6/30/2023	264,993.00	29,251.64
Carl Perkins Grant	6/30/2023	102,760.00	10,582.90
Weyerhauser Giving Fund - Technology Grant 2021-Carryover	6/30/2023	5,000.00	0.00
Weyerhauser Giving Fund - Technology Grant 2022-Carryover	6/30/2023	4,000.00	0.00
USDA RUS Distance Learning Grant	3/31/2023	400,587.00	0.00
ACE-Career Coaches State Grant	6/30/2023	167,143.00	13,262.27
ACE-Career Coaches High School Share	6/30/2023	145,324.00	11,783.80
ACE-JAG Grant	6/30/2023	81,632.00	16,264.69
ANCRC Lockesburg Restoration FY23	6/30/2023	331,800.00	0.00
Domtar WEC Grant 2022 Carryover	12/31/2022	18,684.67	3,590.30
DOL Youthbuild Grant - 3 Yrs ($844,425)	3/31/2023	146,897.60	15,507.88
Trauma EMS Training Grant	6/30/2023	3,116.00	654.11
DANA Center Strong Start to Finish Grant	6/30/2023	5,474.72	0.00
Arkansas Community Foundation Delivering the Dream	9/30/2022	14,806.88	1,799.00
UA Prepares Agriculture Grant - 3 Yrs ($141,387)	9/14/2023	115,348.57	0.00
GSTARS NSF Frant - 3 Yrs ($299,635)	6/30/2024	226,104.74	24,350.56
Title III ALIGN Grant - 5 Yrs ($2,226,660)	9/30/2025	1,687,166.95	72,269.72
SBA Community Navigator 2 Yrs (1,000,000)	11/30/2023	870,580.28	49,734.42
EDA Wellness Education Learning and Living - 5 Yrs (2,000,000)	8/4/2026	2,000,000.00	0.00
ADHE Regional Workforce Transportation Grant	6/30/2023	50,000.00	0.00
Broadband Expansion Initiative (BEI) Grant	6/30/2023	1,093,268.50	0.00
Sevier County FRIENDS	12/31/2022	75,241.66	6,071.71
Little River County Intermodal	6/30/2023	58,000.00	1,420.52
ARNEC Consortium	6/30/2023	347,135.00	46,025.20
SSARP Absolute Priority 4	7/13/2023	288,441.00	0.00
HEERF II Cares Act Institutional Funds Grant	6/1/2023	202,944.13	2,050.52
HEERF III Cares Act Institutional Funds Grant	6/1/2023	1,030,414.28	197,011.03

HEERF II Cares Act Student Emergency Relief Funds Grant	5/12/2023	512.00	0.00
IHEERF III Cares Act Student Emergency Relief Funds Grant	5/12/2023	409,317.00	126,250.00
HEERF Cares Act Minority Serving Institutional Funds Grant	6/8/2023	31,156.00	0.00
HEERF II Cares Act Minority Serving Institutional Funds Grant	6/8/2023	93,228.00	0.00
HEERF III Cares Act Minority Serving Institutional Funds Grant	6/8/2023	154,247.00	0.00
Totals		**$11,154,555.49**	**$734,424.87**

Cossatot Community College of the University of Arkansas
Schedule of Bank Accounts
As of August 2022

Name of Account	Bank Name	Balance
Cash Fund Account	Arvest Bank	$4,839,987.30
General Revenue Account	State Treasury	853,748.28
Financial Aid	Arvest Bank	18,734.82
Scholarship Fund	First State Bank	4,871.44
Student Organizations	First State Bank	57,105.06
Crit Maint/Construction Acct	First State Bank	31,865.80
	Total	$5,806,312.70

Bank Balance as of August 2021 $5,472,523.92

Cossatot Community College of the University of Arkansas
Schedule of Investments - Certificate of Deposits
As of August 2022

Amount	Rate	Maturity Date	Bank	Term
College Funds on Certificate of Deposit				
$291,995.96	1.50%	3/29/2023	Horatio State Bank	12 months
$286,424.33	1.50%	6/26/2023	Horatio State Bank	12 months
$285,278.34	1.50%	8/28/2022	Horatio State Bank	12 months
$109,298.92	1.25%	7/27/2023	Diamond Bank	36 months
$972,997.55			**Total College CD Funds**	

*CD Balance as of August 2021 $957,956.75

Cossatot Community College of the University of Arkansas
Schedule of Endowment Funds
As of August 2022

Endowment Funds on Certificate of Deposit

Amount	Rate	Maturity Date	Bank	Term
$75,000.00	2.00%	8/28/2022	Horatio State Bank	12 months
$75,000.00				**Total Endowment CD's**

Balance	

Endowment Funds in Checking

$25,334.48	Arvest Bank	
$25,334.48		**Total Endowment Checking**

$100,334.48	**Total Endowment Funds**

Endowment Fund Balance as of August 2021
$84,038.63

Cossatot Community College of the University of Arkansas
Summary of Unrestricted & Auxiliary Revenues/Expenditure Report
As of September 2022

REVENUES	Fiscal Year 2021-2022		Fiscal Year 2022-2023	
	ACTUAL	BUDGETED	ACTUAL	BUDGETED
General Revenue	$1,006,191.42	$3,591,046.00	$1,074,557.19	$3,808,951.00
Workforce 2000	337,584.30	1,350,337.00	337,584.30	1,350,337.00
Tuition & Fees	1,413,353.00	3,958,750.00	1,788,362.27	4,261,315.00
Sales Tax Revenue	414,002.04	1,485,000.00	432,736.10	1,692,000.00
Other Income	76,191.36	240,000.00	35,517.97	210,000.00
Auxiliary Revenues (Book, Café, Sports)	71,527.81	225,500.00	102,121.00	427,700.00
TOTAL REVENUES	**$3,318,849.93**	**$10,850,633.00**	**$3,770,878.83**	**$11,750,303.00**

EXPENDITURES				
Salaries	$1,197,931.01	$5,761,746.00	$1,280,016.52	$6,104,015.00
Fringe Benefits	339,936.45	1,858,094.00	363,180.77	1,982,424.00
Travel, Conf. Expenses, Prof. Dev.	10,494.55	135,380.00	17,909.79	155,586.00
Supplies & Services	466,044.00	1,440,035.00	977,493.37	1,814,163.00
Utilities/Telephone	66,128.44	450,825.00	79,005.06	448,545.00
Professional & Administrative Fees	115,752.18	259,895.00	28,912.78	345,724.00
Miscellaneous Other	21,382.29	185,200.00	71,882.97	182,914.00
Debt Service *	41,175.69	429,191.00	23,949.80	290,521.00
Capital Outlay	8,641.95	496,061.00	47,467.61	500,180.00
TOTAL EXPENDITURES	**$2,267,486.56**	**$11,016,427.00**	**$2,889,818.67**	**$11,824,072.00**

Net Increase (Decrease) for Year	**$1,051,363.37**	**($165,794.00)**	**$881,060.16**	**($73,769.00)**
Unrestricted Cash Balance at Beginning of Year	**$4,831,113.39**	**$3,500,000.00**	**$4,532,812.92**	**$3,750,000.00**
Fund Balance at End of September	**$5,882,476.76**	**$3,334,206.00**	**$5,413,873.08**	**$3,676,231.00**

Cossatot Community College of the University of Arkansas
Accounts Receivable Month and Yearly Comparison
As of September 2022

	Jul-21	Jul-22	Yearly Change
Student Accts Receivables (less allowances)	$2,069,122.05	$1,386,994.18	($682,127.87)
	Aug-21	**Aug-22**	**Yearly Change**
Student Accts Receivables (less allowances)	$1,511,694.55	$1,540,802.46	$29,107.91
	Sep-21	**Sep-22**	**Yearly Change**
Student Accts Receivables (less allowances)	$1,903,761.87	$1,644,335.66	($259,426.21)

Cossatot Community College of the University of Arkansas
Grants & Other Restricted Programs
As of September 2022

Grants	Expiration Date	Total Award Amount Remaining	Earned to Date
Adult Education ABE Grant	6/30/2023	$262,901.36	57,057.02
Adult Education General Education Diploma GAE Grant	6/30/2023	221,060.99	57,560.30
Adult Education D & E (Direct & Equitable)	6/30/2023	88,166.98	15,176.38
Adult Education Special Projects TANF	6/30/2023	87,411.00	11,058.45
Adult Education EL/Civics Grant	6/30/2023	34,572.85	7,061.50
Adult Education SNAP State Grant	6/30/2023	22,546.22	5,565.27
Adult Education Carryover State Grant	6/30/2023	10,320.66	0.00
Adult Education Carryover Technology	6/30/2023	2,251.45	0.00
Career Pathways (TANF funds)	6/30/2023	264,993.00	52,335.17
Carl Perkins Grant	6/30/2023	102,760.00	21,288.80
Weyerhauser Giving Fund - Technology Grant 2021-Carryover	6/30/2023	5,000.00	0.00
Weyerhauser Giving Fund - Technology Grant 2022-Carryover	6/30/2023	4,000.00	0.00
USDA RUS Distance Learning Grant	3/31/2023	400,587.00	410.96
ACE-Career Coaches State Grant	6/30/2023	167,143.00	25,226.35
ACE-Career Coaches High School Share	6/30/2023	145,324.00	22,528.46
ACE-JAG Grant	6/30/2023	81,632.00	26,059.65
ANCRC Lockesburg Restoration FY23	6/30/2023	331,800.00	0.00
Domtar WEC Grant 2022 Carryover	12/31/2022	18,684.67	6,440.82
DOL Youthbuild Grant - 3 Yrs ($844,425)	3/31/2023	146,897.60	24,738.37
Trauma EMS Training Grant	6/30/2023	3,116.00	654.11
DANA Center Strong Start to Finish Grant	6/30/2023	5,474.72	0.00
Arkansas Community Foundation Delivering the Dream	9/30/2022	14,806.88	9,218.00
UA Prepares Agriculture Grant - 3 Yrs ($141,387)	9/14/2023	115,348.57	0.00
GSTARS NSF Frant - 3 Yrs ($299,635)	6/30/2024	226,104.74	28,111.03
Title III ALIGN Grant - 5 Yrs ($2,226,660)	9/30/2025	1,687,166.95	108,374.02
SBA Community Navigator 2 Yrs (1,000,000)	11/30/2023	870,580.28	57,415.28
EDA Wellness Education Learning and Living - 5 Yrs (2,000,000)	8/4/2026	2,000,000.00	0.00
ADHE Regional Workforce Transportation Grant	6/30/2023	50,000.00	0.00
Broadband Expansion Initiative (BEI) Grant	6/30/2023	1,093,268.50	0.00
Sevier County FRIENDS	12/31/2022	75,241.66	10,524.22
Little River County Intermodal	6/30/2023	58,000.00	2,687.95
ARNEC Consortium	6/30/2023	347,135.00	61,212.25
SSARP Absolute Priority 4	7/13/2023	288,441.00	0.00
HEERF II Cares Act Institutional Funds Grant	6/1/2023	202,944.13	3,075.78
HEERF III Cares Act Institutional Funds Grant	6/1/2023	1,030,414.28	247,546.94

HEERF II Cares Act Student Emergency Relief Funds Grant	5/12/2023	512.00	0.00
IHEERF III Cares Act Student Emergency Relief Funds Grant	5/12/2023	409,317.00	126,250.00
HEERF Cares Act Minority Serving Institutional Funds Grant	6/8/2023	31,156.00	0.00
HEERF II Cares Act Minority Serving Institutional Funds Grant	6/8/2023	93,228.00	0.00
HEERF III Cares Act Minority Serving Institutional Funds Grant	6/8/2023	154,247.00	0.00
Totals		**$11,154,555.49**	**$987,577.08**

Cossatot Community College of the University of Arkansas
Schedule of Bank Accounts
As of September 2022

Name of Account	Bank Name	Balance
Cash Fund Account	Arvest Bank	$4,630,103.21
General Revenue Account	State Treasury	1,411,246.42
Financial Aid	Arvest Bank	107,111.59
Scholarship Fund	First State Bank	4,871.64
Student Organizations	First State Bank	55,139.97
Crit Maint/Construction Acct	First State Bank	31,867.11
	Total	**$6,240,339.94**

Bank Balance as of September 2021 $5,973,865.21

Cossatot Community College of the University of Arkansas
Schedule of Investments - Certificate of Deposits
As of September 2022

Amount	Rate	Maturity Date	Bank	Term
College Funds on Certificate of Deposit				
$292,367.95	1.50%	3/29/2023	Horatio State Bank	12 months
$286,789.23	1.50%	6/26/2023	Horatio State Bank	12 months
$285,762.92	1.50%	8/28/2022	Horatio State Bank	12 months
$109,414.96	1.25%	7/27/2023	Diamond Bank	36 months
$974,335.06			**Total College CD Funds**	

CD Balance as of September 2021 $959,276.05

Cossatot Community College of the University of Arkansas
Schedule of Endowment Funds
As of September 2022

Endowment Funds on Certificate of Deposit

Amount	Rate	Maturity Date	Bank	Term	
$75,000.00	2.00%	8/28/2022	Horatio State Bank	12 months	
$75,000.00				**Total Endowment CD's**	

Balance	

Endowment Funds in Checking

$25,345.59		Arvest Bank		
$25,345.59			**Total Endowment Checking**	
$100,345.59			**Total Endowment Funds**	

Endowment Fund Balance as of September 2021
$84,098.63

COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

November 7, 2022

SUBJECT: Academic Services Report

ASHLEY AYLETT

Academic Services Report—November 2022

Spring 2022 Registration—Spring registration for currently enrolled students opened the week of October 17. 432 students were enrolled. New student enrollment opened October 31.

Fall Graduation—We are holding an in-person ceremony for our fall 2022 graduates at the Bank of Lockesburg Gymnasium on Monday, December 12 @ 5:00pm.

As of October 20, we had 193 expected graduates.

Adult Education Updates
Adult Education had a site visit on October 6th.

For the 2021-2022 program year, Cossatot Community College of the U of A's performance was 54%, meeting or exceeding the negotiated benchmarks for the 2021-2022 program year for Measurable Skill Gains (MSGs) minimum of 49%.

We held a statewide open house in September with a nice turnout at the Ashdown, Nashville, and DeQueen sites.

Currently we have 141 students and we have 7 students who have obtained their GEDs.

High School Programs Updates
- "Be a Model, Break to Mold" to be hosted on the Lockesburg campus on Nov 12th to encourage girls into nontraditional fields.

Student Services
- Hosted College Fair on the Lockesburg campus 10/24 for high school juniors and seniors. Visiting schools include: Ashdown, De Queen, Foreman, Horatio, Kirby, and Nashville

Division of Medical Education Updates
We are working on finalizing renovations and new simulation labs provided through grant funding. Medical employees attended a simulation conference in September. Students love what they have seen of our new equipment.

Divisions of Professional Studies AND Skilled and Technical
Beginning in January, the Skilled and Technical Division will combine with the Professional Studies Division. The new name will be Professional & Technical Programs and Sarah Chesshir will be the Division Chair. Barbara Lacefield is retiring.

The Cybersecurity CyberLearn Network should be live in January allowing our students to take Cybersecurity courses in partnership with other UA schools. Grant funding paid for a STOC on the Nashville campus that will be used as our Cyber classroom.

Cosmetology is working to implement two new certificate programs—Nail Technician and Esthetician.

We just submitted a grant to the US Department of Agriculture that, if funded, will help with our recruiting efforts. This grant will provide funds for developing an Associate of Applied Science in Industrial Agriculture Program. The grant will allow for one year to develop the program. After that we will apply for the implementation portion of the grant to help us with recruiting efforts for the Agriculture program.

We are currently working on another grant that will help with Agriculture student internships and job placement.

COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

November 7, 2022

SUBJECT: Facilities Report

MIKE KINKADE

Facilities Update
as of 26 October 2022

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

Middle School Project

With the first phase of the Middle School project complete, we had a grand opening for the newly renovated section on 15 September. We met with the architects in late September, and we are currently waiting on them to submit drawings back to us where we can get a "go-ahead" to get going on the Medical grants as well as the approved ANCRC grant for the rear portion of the building.

Other projects

- the ***Blue Darter Heritage Days*** paver project.
- the Lockesburg Welding Shop expansion
- We continue our work with several of our UA universities, colleges, and partners to explore a collaborative solar project beneficial to the whole System.
- We completed Phase 1 of HVAC replacement install (14 units), now are halfway through phase 2 (which is a replacement of 15 units for Ashdown) and halfway through Phase 3 (1) units for DQ). Lead times for replacement HVAC units are quite long right now, and likely to be November before our contractors are able to get the units in inventory. We plan to replace a total of 95 units this year.
- ANCRC Phase Three – Middle School

COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

November 7, 2022

SUBJECT: Public Services & Workforce Development

TAMMY COLEMAN

Public Services & Workforce Development Report
August – September 2022

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, David Sirmon; and Public Services and Workforce Development Director, Tammy Coleman.

1. Applications are currently being accepted for a full-time Aerial Lineman Instructor position in preparation to launch the aerial lineman in spring 2023.

2. Public Services and Workforce Development is collaborating with the Sevier County Economic Development Director to provide free online small business training to recipients of the Community Navigator Scholarship funded by the SBA Community Navigator Pilot Program Grant. Sevier County, Arkansas, residents or anyone owning a business in Sevier County are eligible to apply.

Courses offered include:

<div align="center">

Accounting Fundamentals
Creating a Successful Business Plan
Creating Web Pages
Designing Effective Websites
Effective Selling
Employment Law Fundamentals
Introduction to Business Analysis
Introduction to Quickbooks
Marketing Your Business on the Internet

Instructor Led | Online | 6 Weeks Access | 24 Course Hours
Start Dates: Sep 14 | Oct 12 | Nov 16

</div>

3. The college transitioned to Handshake on September 6, 2022, replacing the College Central platform as the college's virtual career center. This intuitive and innovative recruiting platform allows employers to manage all their workforce recruitment activities with UA Cossatot on any device of their preference, including updating job postings, viewing applications, and more. Using Handshake enables employers to share opportunities with over 9 million students - at UA Cossatot and 1400+ institutions nationwide.

Workforce Development working in collaboration with the college's Career Services Department, a function of Student Services, makes online job placement resources available *free* to students, alumni, and employers. Workforce Development staff manage all employer engagement (i.e., helping employers create Handshake accounts, post jobs, and more). Career Services manages all student engagement for Hankshake along with a myriad of other services geared toward career exploration and job placement.

Employer engagement with the virtual career center was as follows for the reporting period.

VIRUTAL CAREER CENTER	August	September

EMPLOYER ENGAGEMENT	2022	2022
NATIONWIDE		
Nationwide Employers Added	157	155
Nationwide Job Postings	2189	1034
ARKANSAS		
Arkansas Employers Added	27	11
Arkansas Jobs Postings	52	44

4. Continuing Education and Workforce Development activity was as follows for the reporting period.

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT	August 2022	September 2022
Hours of Classroom Instruction Offered	228.7	290.27
Registrations Processed	43	116

Courses offered:
- Basic Life Support (BLS)
- Bunker Gear Drill
- BLS Renewal
- Commercial Truck Driving (Arkansas Trucking Driving Academy)
- Introduction to EMS Systems, Well-Being of EMT, and Medical Legal and Ethical Issues (EMT: Parts 1, 2, 3)
- CPR AED
- Lifting and Moving Patients (EMT: Part 6)
- Airway Management, Respiration, Artificial Ventilation (EMT: Part 7)
- Fire Personal Protective Equipment (PPE)
- Introduction to Fire Protection
- National Registry of Emergency Medical Technicians, National Continued Competency Program Operational Component (NREMT NCCP 24)
- Nursing Assistant Program
- Pharmacy Technician Program
- Phlebotomy Technician Program
- Heartsaver First Aid CPR AED: Total with Optional Topics (Total FA CPR AED +)
- Hundreds of non-credit courses made available online monthly in partnership with Cengage Learning

5. Career Pathways activity was as follows for the reporting period.

CAREER PATHWAYS INITIATIVE	August 2022	September 2022
Active Participants	68	70
Credentials Earned	11	2

Credentials earned included:
- 13 Employability Certificates
  The Employability Certificate may be added to the student's portfolio and can lead to employment. The certificate addresses basic academic skills, career counseling, basic computer skills and employability skills not always available in traditional college classes.

6. Career readiness certification services were provided as following for the reporting period.

CAREER READINESS CERTIFICATION SERVICES	August 2022	September 2022
WorkKeys Curriculum	6	6
WorkKeys	5	9
Total Participants	11	5

AR NATIONAL CAREER READINESS CERTIFICATIONS EARNED	August 2022	September 2022
Platinum (Has core employability skills for approximately 99% of jobs profiled by WorkKeys)	1	0
Gold (Has core employability skills for approximately 90% of jobs profiled by WorkKeys)	2	1
Silver (Has core employability skills for approximately 65% of jobs profiled by WorkKeys)	0	4
Bronze (Has Core employability skills for approximately 30% of jobs profiled by WorkKeys)	2	4
Total Earned	5	9

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 with 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

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

BOARD OF VISITORS

ACTION ITEMS

November 7, 2022

Board of Visitors Meeting – November 7, 2022
Action Item No. 1: Approve Minutes of the September 12, 2022, Board of Visitors Meeting.

1. **Background information:** This is 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 12, 2022, 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 12, 2022

Vice Chair Mike Cranford called the regular meeting of the Board of Visitors to order at 12:15 p.m. following a light meal at the UA Cossatot Bank of Lockesburg Gymnasium.

Present: Brenda Tate   Mike Cranford
                Tim Pinkerton   Barbara Dixon
                Dori Gutierrez

Absent: Barbara Horn   Tyler Davis
                Angie Walker   Ellen Moreland
                Dr. Glenn Lance

Staff Reports

Dr. Cole reported the conundrum of zoom. Dr. Cole has worked on moving away from virtual meetings and the college had the first Faculty/Staff meeting in person after two years. While we will continue to respect COVID-19 and other viruses and diseases and be safe when warranted, we will now be moving towards having more in-person meetings where practicable, and fewer Zoom meetings. Dr. Cole informed the board of the two upcoming retirees from our college Barbara Lacefield, Division Chair of Professional Studies and Brenda Young, Accounts Payable.

Vice Chancellor Charlotte delivered the latest financial report to the board. In the summary of Unrestricted & Auxiliary Revenues/Expenditures, the college is running about 1.5 million in revenues and 1.1 million in expenditures. The college is down in revenues from this time last year mainly from tuition and fees. In Accounts Receivable for July, we are down from this time last year about 682,000 this is due from paying off old balances. In Grants & Other Restricted Programs the college has earned over 11 million and in the first month the college has spent about 340,000. The numbers for the Schedule of Bank Accounts are at little over 5.3 million in the bank. Charlotte proceeded to report the college is at a total of 971,000 in Schedule of Investments- Certificate of Deposits. The total endowment funds are a little over 100,000.

Vice Chancellor Dr. Ashley Aylett presented the latest Academic Services report. Dr. Aylett informed the board the college had 61 summer graduates with 93 credentials awarded. Summer retention was at 97%. The Fall 2022 final enrollment number was 1280 students. The college was down 81 students this semester and down 12 FTEs. Dr. Aylett mentioned 67% of our students are Postsecondary and 33% are High School students. 13% of our population are single parents and 72% are first generation students. Dr. Aylett further discussed the percentages based on enrollment by division. Updates about grants was presented DOL SCC2 grant was submitted in June, USDA Agriculture Workforce Training grant is due September 15, and the DOL SCC3 collaboration with ACC grant is due October 14. The college continues to work on receiving more great grants for our college.

The Facilities report was presented by Chancellor Dr. Steve Cole. The middle school project Phase I is now complete. The Open House for Phase I renovation that includes the museum, and the community room will take place Thursday, September 15, 2022. Funding for Phase II has been received.
Lights in the parking lots are now placed and a curb has been installed to place personalized bricks as part of a foundation fundraiser. Dr. Cole informed a new PVC roof for the Bank of Lockesburg Gymnasium has now been completed. The college continues to work with several of our UA universities, colleges, and partners to explore a larger, collaborative solar project that may prove mutually beneficial to the whole System.
.

Action Items:

No. 1 Approve the Minutes of July 11, 2022, Board of Visitors Meeting. Tim Pinkerton motioned for passage and Brenda Tate seconded the motion. The motion passed with a vote of 5-0.

No. 2 Review Revised College Policy 419: Academic Organization. Barbara Dixon motioned for review. Tim Pinkerton seconded the motion. The motion passed by a vote of 5-0.

No. 3 Review Revised College Policy 518: Academic Clemency. Brenda Tate motioned for review. Dori Gutierrez seconded the motion. The motion passed by a vote of 5-0.

No. 4 Review College Policy 463: Social Media Conduct. Tim Pinkerton motioned for passage and Dori Gutierrez seconded the motion. The motion passed by a vote of 5-0.

Vice Chair Mike Cranford asked for a motion to adjourn the meeting. Tim Pinkerton made the motion and with a second from Barbara Dixon, Vice Chair Mike Cranford adjourned the meeting at 1:07 p.m.

Respectfully submitted,

Angie Walker, Secretary

wg

Board of Visitors Meeting – November 7, 2022
<u>Action Item No. 2: New Student Organization: Student Activities Organization.</u>

1. **Background information:** ~~Revision to College Policy 419 is to streamline the terms served for Faculty Council members. It is also included that Faculty Council is provided a meeting schedule to attend Academic Council, Chancellors Cabinet, and Board of Visitors meetings as they deem necessary.~~

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 review the New Student Organization: Student Activities Organization.

4. **Board of Visitors Action**: _____
   _____
   _____

   Motion by:

   Seconded by:

   Yeas: **Nays**:

UAC Co-Curricular Organization Approval and Assessment
YEAR

Organization:	Responsible Person:
Student Activities Organization	Hannah McClendon

Mission/Goal/Purpose of Organization:

MISSION
The UA Cossatot Student Activities Organization provides many different opportunities for students to get involved on campus. The main goal of the UA Cossatot Student Activities Organization is to help shape the UA Cossatot college experience by hosting events and encouraging student engagement.

PURPOSE
Our purpose is designed to create events on and off the UA Cossatot Campus for the students by the students. This organization is designed to help with student retention and engagement by getting the students more involved on campus to help shape the UA Cossatot college experience.

GOALS
Our goals are to work together to raise money to host events for the students on the UA Cossatot campus and community. This organization will encourage personal development through communication, as well as encourage students to think outside the box and explore different interests. We believe that this organization will help shape the UA Cossatot college experience.

If applicable, how does this organization relate to the program mission/learning outcomes?

Personal/Global awareness: This organization is created to include all diversities; therefore, this will allow students to communicate and learn about other diverse cultures and peoples.

Problem-solving, communication, critical thinking: Plan events using their critical thinking, and they must communicate their ideas to each other and problem solve if any issues arise. They will have to figure out how to market events to the community.

How does this organization relate to the college mission?

This organization is created to include all diversities; therefore, this will allow students to communicate and learn about other diverse cultures and peoples. This organization will also serve the surrounding communities of Lockesburg, De Queen, Nashville, and Ashdown.

Please provide an overall list of anticipated activities and details for the year (meetings, fundraising, field trips, service projects):

Fundraisers:
1. Family photo sessions
2. Watch kids for date nights
3. Pie in the face of a faculty or staff
4. Dinner Plates
5. Bakesale 6. Bingo Night

Event Ideas:
1. Gingerbread House decorating competition
2. Student Thanksgiving Dinner
3. Flag football 5. Capture the Flag
4. Co-ed softball 6. Faculty vs. student family feud

Service Projects:
1. Pick Up Trash in communities
2. Christmas Boxes for kids

Indicate and give detailed description of a specific activity(s) to be assessed this academic year:

Gingerbread House decorating competition: This is where a team of 2 students will face off with other teams of 2 students to decorate the best gingerbread house in 1 hour. There will be judges & the winners of 1st, 2nd 3rd place will win a prize.

Identify the specific measurable Activity Learning Outcomes/Goal for the specified activity:

During this activity the student will have to use their communication skills to communicate how they want to decorate the gingerbread house. Student will have to use critical thinking and problem solving as well to complete this challenge.

Describe specific measures that will be utilized to collect data to assess progress towards the Activity Learning Outcomes:

We will have a survey for the students to fill out to measure their communication, problem solving skills, and critical thinking.

Identify College Learning Outcomes this specific activity supports: (select at least one):

[X] Personal/Global Awareness   [X] Problem Solving   [X] Critical Thinking   [X]
Communication

Describe the connection for the activity to the above identified College Learning Outcome(s):

During this activity the student will have to use their communication skills to communicate how they want to decorate the gingerbread house. Student will have to use critical thinking and problem solving as well to complete this challenge.

Organization Leader Signature/Date: *Hal McClendon* 9/14/22

The leader will now send form to assessment council and schedule a meeting with the council.

ASSESSMENT COUNCIL

The group as a whole will be assessed using a **standardized rubric**
Co-curricular rubric will be used.

Explanation of how the results will be used

Results will be used to determine how the activities of the organization align with college outcomes and organization outcomes as well as how activities enhance student learning.

Plan for communicating the results
Results will be communicated through reports at faculty/staff meetings, on the college website and group social media pages.

Assessment Council Approval/Date

Notifications
VC_____ Chan_____ HR (if club for payment)

Due By: August 31
Submit one copy to: Kelly Plunk, Human Resources
Submit one copy to: Barbara Lacefield, Chair of Assessment Council

Procedure History:
March 8, 2021
May 21, 2018

Student Activities

For the Students by the Students

PREPARED BY:

Hannah McClendon

Student Activities Organization Sponsor

UA Cossatot

(SAO)
student activities organization
UA COSSATOT

ORGANIZATION PROPOSAL

(SAO)

Name of organization

Student Activities Organization

Organization Sponsors/ Co-Sponsors

Each campus has a sponsor to help facilitate events on their campus if an event is hosted on each campus on the same day.

Nashville Sponsor: Hannah McClendon

De Queen Sponsor: Angela Powers

Ashdown Sponsor: Diane Allen

Benefits of being the organization

The students believe that this organization would benefit both UA Cossatot and the surrounding communities by hosting events and getting more students involved which would help shape the UA Cossatot college experience as well as get more community members involved.

Vision

The Student Activities Organization will be a leader on campus in promoting innovative and inclusive activities for students by planning and hosting events by the students for the students on and off the UA Cossatot campuses. We strive to promote student engagement and help shape the UA Cossatot college experience.

Mission

The UA Cossatot Student Activities Organization provides many different opportunities for students to get involved on campus. The main goal of the UA Cossatot Student Activities Organization is to help shape the UA Cossatot college experience by hosting events and encouraging student engagement.

Purpose

Our purpose is designed to create events on and off the UA Cossatot Campus for the students by the students. This organization is designed to help with student retention and engagement by getting the students more involved on campus to help shape the UA Cossatot college experience.

Goals

Our goals are to work together to raise money to host events for the students on the UA Cossatot campus and community. This organization will encourage personal development through communication, as well as encourage students to think outside the box and explore different interests. We believe that this organization will help shape the UA Cossatot college experience.

Student Learning Objectives

Problem-solving, communication, critical thinking: Plan events using their critical thinking, and they must communicate their ideas to each other, and problem solve if any issues arise. They will have to figure out how to market events to the community.

Personal/Global awareness: This organization is created to include all diversities; therefore, this will allow students to communicate and learn about other diverse cultures and peoples.

Membership

- The Organization is open to all students of UA Cossatot.
- The Organization shall not discriminate against any student on the basis of race, color, religion, sex, national origin, creed, age, disability, marital status, major and/or degree program, political opinions or affiliations, veteran status, gender identity or expression, sexual orientation, or any other legally protected characteristic.
- Membership will be renewed by registration at the beginning of each academic year or the beginning of the semester if the student begins in the spring semester.

Membership Dues

There will not be dues required for this organization.

Fundraising

Student Activities Organization will fundraise to raise money to host events on and off campus.

All incoming monies will be tracked by the organization's Treasurer and sponsors and submitted to the appropriate place to be deposited into the organization's account.

- Bakesale
- Mini photo session
- Parent Night Out (Date night)
- Bingo Night
- Pie in the face fundraiser
- Dinner Plate

Budget and Projected Expenses

Student Activities Organization will be using its allotted budget on these programs/items (see SAO Yearly Budget)

All receipts will be tracked by the organization's Treasurer and submitted to the appropriate place.

Officers

The officers of this Club/Organization shall be Captain and Co-Captain, Treasure, Secretary, and Event Scheduler.

The students did decide that they see a need to have a captain and co-captain on each campus to help plan events when we have events on each campus at once.

All members recognize that they are part of the UA Cossatot Community College and the communities of Howard, Sevier, and Little River counties, and as such, they are subject to the rules and regulations set forth in the Policy Manual, current student handbook, as well as national, state and city laws. As students, members realize that they represent the College at any time they are involved in official Organization functions on or off campus and agree to do so in a responsible manner. Officers must hold a 2.0 GPA to be eligible to be an officer.

Officers are advocates for the organization and should work with all levels of administration to promote good communication to achieve the organization's goals. Officers need to be public relations officers for the College by having their organizations act in a responsible manner and by recruiting and welcoming new members. Students considering officer positions should make a commitment to help better the organization and realize the time commitment that is requested. All officers should attend all meetings and functions of the organization.

Elections

- Officers shall be elected by the present, active members of SAO according to the constitution Article VI Elections.
- Elections will be held no later than April 1st of each year to transition leadership.
- All elected officers should be in good academic & disciplinary standing at the University and hold a minimum cumulative G.P.A of 2.0.

Removal from Office

Any officer may be removed from office for failure to perform his/her assigned duties or failure to comply with the expectations and policies as noted in the Organization's constitution.

Once official removal has been passed, a current officer must report such notice to the Organization Sponsor.

- Grounds for removal of an officer include:

a. Violation of the UA Cossatot Policy Manual

b. failure to perform his/her assigned duties

c. failure to comply with the expectations and policies as noted in the Organization's constitution.

Risk of Injury

All events that have a risk of injury must have an Athletics General Release and Waiver of Liability including Co-Ed Softball, flag football, capture the flag, and any other events that could possibly have a risk of injury. Anyone who participates in these activities must have a signed form.

Initial Costs in 1st Year

Please see Year Budget for more details

Fundraiser Expenses	$578.00
Event Expenses	$535.00
Community Services Expenses	$35.00
Total Cost for the first year	$1,143.00

Current Members:

ID	First and Last Name	Student ID
1	Dadrock Franklin	44939
2	Jerry Hernandez	70341
3	Eric Perez	21287
4	Aaliyah Sullivan	61013
5	Adrian Betancourt	57265
6	Estevan Bravo	49307
7	Kristina Sunder man	32989
8	Elizabeth Perez	73740
9	Leslie Hernandez	47785
10	Jennifer	77450
11	Sakya Hill	73720
12	Heather Castle	32252
13	Kayla Looney	70561
16	Arlene Padilla	50282
17	Khadijah Poindexter	21296
18	Jasmine Hernandez	41032

Board of Visitors Meeting – November 7, 2022
Action Item No. 3: Review New College Policy 460: Offset of Amounts Due to The College by An Employee

1. **Background information:** This new college policy was developed to establish procedures to set off amounts due to the college by an employee against any amounts due and payable to the employee.

2. **Why action is needed at this time:** This is the first Board of Visitors meeting since the policy was developed.

3. **Chancellor's Recommendation:** Chancellor Cole recommends the Board review the New College Policy 460: Offset of Amounts Due to The College by An Employee.

4. **Board of Visitors Action:** _____

   _____

   _____

   _____

Motion by:

Seconded by:

Yeas: **Nays:**

OFFSET OF AMOUNTS DUE TO THE COLLEGE BY AN EMPLOYEE

PURPOSE

The purpose of this policy is to establish procedures for UA Cossatot to set off amounts due to the College by an employee against any amounts due and payable to the employee.

OFFSET RIGHT AND LIMITATIONS

UA Cossatot shall have the right to set off against any amounts due and payable to an employee, including a student employee, those liquidated amounts due and payable by the employee to the College for any reason. Amounts owed by the employee, and categories which may be appropriate for voluntary payroll deductions, may include, but are not limited to, parking charges and fines, rent, tuition, fees, travel overages, and other charges or category of payroll deductions approved by the Chancellor. In case of involuntary set off the College may apply the offset, and then pay the net amount remaining to the employee in full satisfaction of his or her wages or other amount due as follows:

1. If the amounts owed by the employee to the College were the result of money advanced to the employee or misappropriation by the employee of money or personal property belonging to the College, the College may set off amounts owed to the College against all wages or other money owed to the employee.

2. In all other cases of offsets against an employee's wages, the College may only set off amounts owed to the College against those wages which are above the statutory minimum hourly wage.

3. If the amounts owed to student employees constitute payments for work-study, any set off shall be subject to laws and regulations governing those programs.

4. The College may also set off amounts owed to the College against any other sums owed to an employee.

REPAYMENT PLANS

Subject to the above limitations, the Chancellor, through the Vice Chancellor of Finance or designated business officer, may develop a repayment plan with an employee for successive offsets so that the entire amount owed to the College is not set off on a single occasion; provided, however, that no such plan shall be developed in the instance of any final settlement of accounts, such as where a final check for wages for a terminating employee may be involved.

Policy History:

Board of Visitors Meeting – November 7, 2022
Action Item No. 4: Review New College Policy 471: Data Protection Standards.

1. **Background information:** The new College Policy 471 is developed to protect all students and employees with personally identifiable information (PII). PII is information that can be used on its own or in combination with other information to identify a specific individual.

2. **Why action is needed at this time:** This is the first time the Board of Visitors has met since developing this new policy.

3. **Chancellor's Recommendation:** Chancellor Cole recommends the Board review the New College Policy 471: Data Protection Standards.

4. **Board of Visitors Action:** _____

   _____

   _____

   _____

Motion by:

Seconded by:

Yeas: **Nays**:

DATA PROTECTION STANDARDS

Purpose and Overview

As an employee of UA Cossatot, you have access to data and sensitive information about students and employees, including personally identifiable information (PII). PII is information that can be used on its own or in combination with other information to identify a specific individual. PII includes names, addresses, phone numbers, social security numbers, passport information, genetic profiles, academic information, healthcare information, employment records, etc.
Breach or loss of data in higher education can be very costly and largely depends on the type and amount of data breached. The cost of a data breach can reach millions of dollars and can result in the loss state/federal funding, including Title III/Title IV funds.

All UA Cossatot employees have a responsibility to ensure that all personal data is:

- Is obtained fairly and stored securely.
- Is kept confidential is not disclosed to unauthorized personnel or third parties.
- Is used and shared both appropriately and legally.
- If applicable, is disposed of properly when no longer required.

As an institution of higher education, we must comply to the guidelines set forth in the following privacy regulations and laws:

- **Family Education Rights and Privacy Act (FERPA)** - Designed to protect students and their families by ensuring the privacy of student educational records. If you have been assigned access to student information, you need to be aware of FERPA regulations and the consequences of violating FERPA regulations. The Family Educational Rights and Privacy Act of 1974 (as amended), sets forth requirements regarding the privacy of student records. This law applies to postsecondary institutions as well as K-12 schools.

- **Gramm-Leach Bliley Act (GLBA**) - Imposes privacy and information security provisions on financial institutions; designed to protect consumer financial data. Although we are not a financial institution, it was determined in 2017 by the federal Office of Management and Budget (OMB) and the Department of Education's Federal Student Aid (FSA) that colleges and universities must follow the GLBA safeguard guidelines. GLBA compliance will be included in any FSA audits.

- **General Data Protection Regulation (GDPR)** - is a regulation in EU law on data protection and privacy for all individuals within the European Union and the European Economic Area. It also addresses the export of personal data outside the EU and EEA areas.

The need to protect the privacy and integrity of our data requires that all access to the Student

Information System (SIS)/Enterprise Resource Planning (ERP), at any level, be limited only to those users with a legitimate need-to-access. All user accounts will be created based on the principal of least privilege. Following this principle means that the least level of access, or permissions, necessary to do a job or task will be granted to a user.

Please consider the following rules to ensure data safety and security:

- Use strong, difficult to guess passwords. Use a combination of both upper/lower case letters, numbers, and special characters. Never use the same password for multiple accounts.
- Never share your username and password, under any circumstances, with anyone else. This is strictly prohibited and could result in immediate termination.
- Always lock or log out of your computer when leaving your work area. Staying logged in may allow unauthorized users access to sensitive information.
- Any device with access to SIS/ERP data should only be used by employees of the college with a legitimate need to access. Do not allow students, children, family members, community users, etc. access to these devices.
- Adopt and adhere to a clean desk policy. This means passwords are not written down and stored in locations where it is easily accessible to others. Make sure you keep all documents, files, identification cards, etc. that may contain any personally identifiable information (PII) about a student or employee securely locked away in your desk or file cabinet.
- Personal information should never be transported or stored in off campus locations. Do not save personal information to removable storage devices unless there is a legitimate need and the external storage device has encryption enabled. Do not leave college owned devices unattended in public locations or in vehicles.
- Devices accessing potentially sensitive or confidential information, must have disk drive encryption enabled.
- Remote access to SIS/ERP systems must be secured via virtual private network (VPN). Never use open/public wireless connections to access private information.
- Manipulation of data other than what is required to perform your job duties is strictly prohibited.

Failure to comply with the Data Protection Standards may result in harm to individuals, organizations, or UA Cossatot. The unauthorized or unacceptable use of data, including the failure to comply with these standards, constitutes a violation of UA Cossatot policy and may subject the user to revocation of the privilege to use UA Cossatot systems or disciplinary action, up to and including termination of employment.

Data Protection, Backup, and Recovery

Unless otherwise indicated, the following backup and recovery policies will apply.

a. SIS Server/POISE. The SIS server is backed up daily. One copy of the data is backed up remotely to the Jenzabar datacenter. Another copy of the data is backed up to tape and media is stored offsite in our safe deposit box at Farmers Bank and Trust. Backup tapes are

rotated daily with a monthly archive tape also stored in the safe deposit box.

b. Docubase (Document Imaging/Workflow)– Docuabse is backed up daily with three immutable copies stored remotely using the Dell Apex backup solution.

c. Windows Servers (Physical and Virtual) – All Windows servers are backed up daily with three immutable copies stored remotely using the Dell Apex backup solution.

d. Office 365 Data– Office 365 user data (Exchange Online, SharePoint Online, Microsoft Teams, and OneDrive) is backed up daily with three immutable copies stored remotely using
Dell Apex backup solution.

e. Network Shares – All file server data is backed up daily with three immutable copies stored remotely using the Dell Apex backup solution.

f. Local User Data – Data stored locally on user devices (laptops, desktops, etc.) is not backed up. Local data that needs to be backed up should be stored in OneDrive.

Responsibilities

IT staff is responsible for the following:

a. Determine and execute the appropriate data protection procedures to comply with this policy.

b. Determine and implement the appropriate protection procedures for hardware, software, and related technologies.

c. Monitor daily operations as it relates to data protection and backup procedures.

d. Perform periodic testing of data recovery capabilities.

e. Keep all systems and software updated and patched.

PROCEDURE: NONE

Board of Visitors Meeting – November 7, 2022
Action Item No. 5: Review New College Policy 472: Data Classification Policy.

1. **Background information:** The new college policy was implemented to secure at the appropriate level, to establish guidelines for legal compliance, and to reduce or eliminate conflicting standards and controls, data will be classified into a category by its sensitivity and criticality.

2. **Why action is needed at this time:** This is the first time the Board of Visitors has met since developing this new policy.

3. **Chancellor's Recommendation:** Chancellor Cole recommends the Board review the New College Policy 472: Data Classification Policy.

4. **Board of Visitors Action:** _____

   _____

   _____

   _____

Motion by:

Seconded by:

Yeas: **Nays**:

DATA CLASSIFICATION POLICY

Purpose and Overview

College data is information generated by or for and owned by UA Cossatot that is related to college business. College data exists in any format (i.e. electronic, paper) and includes, but is not limited to, all academic, administrative, as well as the computing resources that support the business of UA Cossatot.

To effectively secure college data, there must be a framework in place that describes the data and quantifies the amount of protection required. This policy defines four categories into which all College data can be divided:

- Confidential
- Internal
- Public

Scope

This policy applies to all faculty, staff, student workers, and third-party agents of UA Cossatot as well as any other affiliate who is authorized to access college data.

Policy

Data must be maintained in a secure, accurate, and reliable manner and be readily available for authorized use. Data security measures will be implemented commensurate with the value, sensitivity, and risk involved.

To implement security at the appropriate level, to establish guidelines for legal/regulatory compliance, and to reduce or eliminate conflicting standards and controls, data will be classified into one of the following categories by its sensitivity and criticality:

1. Confidential Data – Is data, that if disclosed to unauthorized persons, would be a violation of federal or state laws, college policy, or college contracts. Any file or data that contains personally identifiable information of a trustee, officer, agent, faculty, staff, retiree, student, graduate, donor, or vendor may also qualify as highly sensitive data. Highly Sensitive includes all data defined by the state Data and System security standard classifications of Level C (Very Sensitive) and Level D (Extremely Sensitive). By way of illustration only, some examples of Highly Sensitive data include, but are not limited to:

   - Health information, also known as protected health information (PHI), which includes health records combined in any way with one or more of the following data elements about an individual. Health Information as further defined by the Health Insurance Portability and Accountability Act (HIPPA) or the Health Information Technology for Economic and Clinical Health Act (HITECH Act) of 2009, Medical record

numbers;

- Student records (except for that information designated by the college as directory information under Family Educational Rights and Privacy Act) and other non-public student data,
- Identifiers such as Social Security numbers or university identification numbers,
- Any other unique identifying number, characteristic, or code that is derived from or related to information about the individual.
- Certain personnel records such as benefits records, health insurance information, retirement documents and/or payroll records, Plan beneficiary numbers;
- Payment Card numbers and related elements as defined by the Payment Card Industry and governed by the University of Arkansas payment card policy series (309 series),
- All geographic subdivisions smaller than a State, including street address, city, county, precinct, zip code, and their equivalent geocodes, except for the initial three digits of a zip code if, according to the current publicly available data from the Bureau of the Census the geographic unit formed by combining all zip codes with the same three initial digits contains more than 20,000 people, and the initial three digits of a zip code for all such geographic units containing 20,000 or fewer people is changed to 000;
- All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older;
- Names;
- Telephone numbers;
- Electronic mail addresses;
- Account numbers;
- Certificate/license numbers;
- Vehicle identifiers and serial numbers, including license plate numbers;
- Device identifiers and serial numbers;
- Biometric identifiers, including finger and voice prints;
- Face photographic images and any comparable images; and
- Any data identified by state or federal law or government regulation, or by order of a court of competent jurisdiction to be treated as confidential or sealed by order of a court of competent jurisdiction, and
- Any law enforcement investigative records and communication systems.

2. Internal Data: Internal data is information that must be guarded due to proprietary, ethical, or privacy considerations and must be protected from unauthorized access, modification, transmission, storage or other use. This classification applies even though there may not be any law or other regulation requiring this protection.

Internal data is information that is restricted to personnel designated by the university who have a legitimate business purpose for accessing such data. Much of this data includes any information that is made available through open records requests or other formal or legal processes. Internal data includes all information that is made available under the University

of Arkansas Freedom of Information Policy (207.0). Internal data includes all data defined by the state Data and System Security standard classification of Level B (Sensitive). By way of illustration only, some examples of internal data include, but are not limited to:

- Employment data,
- Business partner information where no more restrictive confidentiality agreement exists,
- Internal directories and organization charts, and
- Planning documents

3. Public: public data is information to which the public may be granted access in accordance with UA Cossatot policy or standards. Public includes all data defined by the state Data and System Security standard classification of Level A (Unrestricted). By way of illustration only, some examples of public data include, but are not limited to:

- Publicly posted press releases,
- Publicly posted schedules of classes,
- Posted interactive university maps, newsletters, newspapers, and magazines,
- Telephone directory information,
- Information posted on the college's public web site including the web site for Institutional Research, and
- Student records that are designated by the university as directory information under Family Educational Rights and Privacy Act.

Policy History:

PROCEDURE: NONE

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

BOARD OF VISITORS

INFORMATION ITEMS

November 7, 2022

EMPLOYEE CHANGES

Newly Hired

Diane Allen
Hire Date: September 1, 2022
Position: ERC Tutor/Resource Assistant- Ashdown Campus
Salary: $28,633

Lakisha Jones
Hire Date: September 27, 2022
Position: Public Safety Officer- Nashville Campus
Salary: $34,350

Stacy Miller
Hire Date: October 3, 2022
Position: Adult Ed Administrative Assistant/Intake Assistant
Salary: $24,413

Ashlee Dunn
Hire Date: November 1, 2022
Position: Financial Aid Specialist
Salary: $27,062

Shasati Parsons
Hire Date: November 2, 2022
Position: Administrative Specialist I- ERC
Salary: $24,413

Tammy Morton
Hire Date: November 3, 2022
Position: Financial Aid Specialist
Salary: $27,062

Employee Position Changes

Stan Asumnu, Associate/Assistant Basketball Coach
Hire Date: October 3, 2022
Position: Athletic Director/Head Basketball Coach
Salary: $52,020

Beverly Litchford, Administrative Specialist I-ERC
Hire Date: October 12, 2022
Position: Soft Skills Instructor Trainer
Salary: $25,000

Diana Ramirez, Financial Aid Specialist
Hire Date: October 17, 2022
Position: Community Navigator Network Hub Program Manager
Salary: $40,000

Robert Morris, Maintenance Assistant
Hire Date: November 1, 2022
Position: Skilled Tradesman
Salary: $30,000

UA Cossatot

COMMITTEE: Distance Learning   **DATE: September 16, 2022**

TIME: 9:00 am

Members attending: Karen Arbuckle, Faith Miller, Michael Guillory, Kathy Richards, Tamla Heminger (non-evaluated), Tabetha Nguyen, Cole Jones, Ashley Dougherty, Lauren Young (non-evaluated)

Guests: Crystal Sims

AGENDA AND ACTIONS

Item One: Review Minutes from August 19, 2022, for Approval

Minutes were reviewed. Tammy made the motion to approve; Guillory seconded. All approved and motion carried.

Item Two: Review of COLT Course Review Schedule

Questions and concerns were discussed about the undertaking of the review of the courses and people who served on Distanced Education Committee and Minutes Count Team and the number of courses to be reviewed by section because each course would be reviewed, meaning each instructor's course would be reviewed. Courses that are held only in a face-to-face environment would not be subjected to the COLT Review at this time. Logistical issues were discussed and Crystal clarified that this was just for online classes at this time, not hybrid or enhanced classes, and would possibly just be one online class per that type of course. The process should start with online courses as a form of observation. Crystal clarified a few other questions and concerns that were had. These reviews will start in the spring of 2023. The COLT Rubric needs to be shared with faculty as soon as possible so they can start preparing courses based on the timeline.

Item Three: Blueprint Classes

What are blueprint classes? Blueprint classes are one course that is developed and maintained by one instructor per the specific course. The person will be responsible for the syllabus, design, and template and then the course will be sent or released to the individual instructors each term. Then the instructor can update with their personal information and teaching notes each term. It should provide course consistency and could help with Blackboard uniformity for students and Blackboard enrollments. Much discussion took place and concerns were expressed. For now this has been tabled because of the concerns and more clarification is needed from administration and if personnel needs to be hired to undertake this job. It was discussed that templates for Classic and Ultra Blackboard would be the better option at this time with the number of concerns and concerns anticipated. There would be continued strong encouragement for instructors to receive time and peer-to-peer training to move to Ultra in the future.

Final Actions:

Next meeting agenda, Guillory will present a template for Ultra and the committee will move forward with discussing course consistency in Classic, if updates are needed, and Ultra.

The next meeting is Friday, October 21 @9:00 am. Tammy made motion to dismiss; Karen seconded. Motion carried.

Committee Comments:

Submitted by: __Tabetha Nguyen_____ _{Recorder}

UA Cossatot

COMMITTEE: Distance Learning   **DATE: October 21, 2022**
TIME: 9:00 am

Members attending: Karen Arbuckle, Faith Miller, Michael Guillory, Tamla Heminger (non-evaluated), Tabetha Nguyen, Cole Jones, Ashley Dougherty, Lauren Young (non-evaluated)

Members absent: Kathy Richards

AGENDA AND ACTIONS

Meeting started at 9:03 a.m.

Item One: Review Minutes from September 16, 2022, for Approval

Minutes were reviewed. Tammy made the motion to approve; Faith seconded. All approved and motion carried.

Item Two: Procedures for Faculty Course Enrollment Spring 2023

Questions and concerns were discussed. Cole said the enrollment program is fixed and he can run the enrollment report and the he would prefer to run it himself. The Distance Education committee will create a procedure of how to enroll in the event that something happens with the enrollment management program and how to alert faculty and students as well as how to proceed with enrollment as a backup. The procedure will be created through email and discussion will take place in November. Blackboard has step-by-step instructions for how to enroll students so that information can be shared. An email meeting will follow up with procedures and discussion to follow before the November meeting. The recommendation will be made to Dr. Ashley Aylett.

Item Three: COLT Distribution

COLT Reviews will start in Spring 2023. The Distance Education Chair will ask Crystal Sims to take the COLT Rubric and the review schedule to Academic Council for final discussions and clarifications before information is dispersed to faculty. Someone from the Distance Education Committee will provide more information to faculty at a future in-service.

Item Four: Blackboard Template

Guillory showed a template of how Blackboard Ultra works so that faculty can have an example if requested. The course template shows how Ultra works and ideas for setup for uniformity. Faculty will be able to see best practices course with examples from other disciplines.

Final Actions:

Next meeting agenda, follow up with any responses to previous discussion and address new items.

October Minutes were reviewed and approved before dismissal. Minutes will be posted in Teams under Distance Education and sent to Cossatot employees. Ashley made motion to dismiss; Guillory seconded. Motion carried.

The next meeting is Friday, November 18 @9:00 am. Cole made motion to dismiss; Faith seconded. Motion carried.

Committee Comments:

Submitted by: __Tabetha Nguyen_____ Recorder

UA Cossatot

Faculty/Staff Meeting

Date: October 7, 2022
Time: 9: A.M.
 Nashville

Moderator: Jackie Walters

Recorder: Brenda Young

Dr. Steve Cole- Chancellor Update

Dr. Cole suggests everyone tour/explore the Nashville Campus before they leave.

October is the absolute busiest month of the year. There are budget meetings, conferences, etc.   ACC Conference is this month.

Dr. Cole gave the faculty/staff meeting last month @ Lockesburg a thumbs up!

Dr. Cole recognized the new employees: Lakisha Jones – Campus Police Office @ Nashville, Basketball Coach Stan Asumnu, Stacy Miller – Administrative Assistant for DQ Adult Ed, and Denise Wax – Admissions Analyst @ DQ Front Desk.

Also recognized were the employees who changed positions: Diana Ramirez – from Financial Aid to Community Navigator Network Hub Navigator Program Manager and Beverly Foreman – from ERC to Soft Skills Instructor/Trainer.

Dr. Cole recognized Haley Hadaway for receiving a citation that originates from the State Capital, House of Representatives 93rd Assembly, for outstanding Educator (Instructor of the Year). This is a great honor!

Dr. Cole spoke on Assessment 360. An evaluation tool used to evaluate Chancellors, Sports Directors, and Administrators. You have a coach to help you with this assessment. From this Dr. Cole and Dr. Aylett will have a new, suggestion box, which will be called Chancellor's Toolbox.

Sabrina Harner announced the October Birthdays and Tammy Heminger' s 10-year anniversary.

Jackie Walters announced the Country Fair/Silent Auction for October 24th to 27th. Please donate your favorite craft, canned goods, or baked goods. You will have a opportunity to win a ribbon. There will be a painting class on November 8th on the DQ Campus.

Coach Stan announced Meet the Colts Saturday, October 8th @ Lockesburg. A flyer was handed out.

Erika Buenrrostro announced a Computer Program for Students. Refurbished computers will be available to purchase for $15.00 or $25.00.

The angel tree will be starting soon. Please adopt a student family for Christmas.

November Faculty/Staff Meeting

Moderator:　LaDonna White

Recorder:　Kaytlynn Franklin

BY