



Board of Visitors

September 12, 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
September 12, 2022**

UA Cossatot Bank of Lockesburg Gymnasium

- I. Light Meal Served: 11:30a

- II. Opening Prayer:

Open Meeting:

Introduce Guests:

- III. Staff Reports
 - A. Chancellor’s Report by Steve Cole4-5
 - B. Financial Report by Charlotte Johnson6-13
 - C. Academic Services Report by Ashley Aylett14-19
 - D. Facilities Report by Mike Kinkade.....20-22
 - E. Public Services & Workforce Development23-26
 - F. College Relations.....27-31

- IV. Action Items
 - No. 1 Approve Minutes of July 11, 2022, Board Meeting.....33-35
 - No. 2 Review Revised College Policy 419: Academic Organization.....36-38
 - No. 3 Review Revised College Policy 518: Academic Clemency39-41
 - No. 4 Review College Policy 463: Social Media Conduct.....42-44

V. Adjournment:

Motion:

Second:

Board of Visitors meeting schedule:

September 12, 2022	UA Cossatot Bank of Lockesburg Gymnasium
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

1. Employee Changes	46
2. Campus Safety and Preparedness Committee Meetings	47-48
3. Distance Learning Committee Meeting	49

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

September 12, 2022

SUBJECT: Chancellor's Report

STEVE COLE

Breaking the Zoom Conundrum

I am fairly confident that we have said everything we can say about COVID-19 and all the ways it has changed the world and the way we all go to work each day. That is, we have said everything *except* how we pull back from the great COVID-19 abyss that threatens our very livelihood!

That is why, beginning last Friday, UA Cossatot started making moves that brings our faculty, staff, employees, and students back together in a way that promotes camaraderie and places more emphasis on the *person*, not the subject. I have witnessed our staff (and students) become entranced by the sterile and emotionless environment that Zoom meetings tend to promote and decided that we must try to get back to what promotes a better relationship between labor, after all, our college is a labor-intensive organization!

Last Friday, we held our first faculty/staff meeting in a very long time in-person and it was wonderful! We have employees that have worked here for two years and nobody had ever met them. I do not think that is a recipe for success. 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.

Zoom still has tremendous value to us and our world, but we have to get back to more common-sense management and get people back together so we can create an environment that we all want to be part of!

Respectfully submitted,



Dr. Steve Cole, Chancellor

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

September 12, 2022

SUBJECT: Financial Report

CHARLOTTE JOHNSON

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

<u>REVENUES</u>	Fiscal Year 2021-2022		Fiscal Year 2022-2023	
	ACTUAL	BUDGETED	ACTUAL	BUDGETED
General Revenue	\$300,472.06	\$3,591,046.00	\$314,765.77	\$3,808,951.00
Workforce 2000	112,528.10	1,350,337.00	112,528.10	1,350,337.00
Tuition & Fees	1,313,908.76	3,958,750.00	955,150.42	4,261,315.00
Sales Tax Revenue	134,550.06	1,485,000.00	187,132.65	1,692,000.00
Other Income	33,914.48	240,000.00	12,151.08	210,000.00
Auxiliary Revenues (Book, Café, Sports)	17,547.71	225,500.00	5,472.00	427,700.00
TOTAL REVENUES	\$1,912,921.17	\$10,850,633.00	\$1,587,200.02	\$11,750,303.00
<u>EXPENDITURES</u>				
Salaries	\$290,735.49	\$5,761,746.00	\$357,067.81	\$6,104,015.00
Fringe Benefits	83,891.21	1,858,094.00	106,844.55	1,982,424.00
Travel, Conf. Expenses, Prof. Dev.	5,712.21	135,380.00	4,360.30	155,586.00
Supplies & Services	192,582.26	1,440,035.00	551,534.36	1,814,163.00
Utilities/Telephone	20,026.70	450,825.00	27,011.42	448,545.00
Professional & Administrative Fees	83,932.89	259,895.00	22,628.78	345,724.00
Miscellaneous Other	2,207.29	185,200.00	1,806.78	182,914.00
Debt Service *	13,725.23	429,191.00	13,725.23	290,521.00
Capital Outlay	8,641.95	496,061.00	22,922.77	500,180.00
TOTAL EXPENDITURES	\$701,455.23	\$11,016,427.00	\$1,107,902.00	\$11,824,072.00
Net Increase (Decrease) for Year	\$1,211,465.94	(\$165,794.00)	\$479,298.02	(\$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 July	\$6,042,579.33	\$3,334,206.00	\$5,012,110.94	\$3,676,231.00

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

	<u>7/1/2021 *</u>	<u>Jul-22</u>	<u>Yearly Change</u>
Student Accts Receivables (less allowances)	\$2,069,122.05	\$1,386,994.18	(\$682,127.87)

** July 2021 Receivables adjusted from last years estimated report to actual (approx \$68,000 difference due to Summer Deferred Revenues)*

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

Grants	Expiration Date	Total Award Amount Remaining	Earned to Date
Adult Education ABE Grant	6/30/2023	\$262,901.36	14,745.66
Adult Education General Education Diploma GAE Grant	6/30/2023	221,060.99	11,997.60
Adult Education D & E (Direct & Equitable)	6/30/2023	88,166.98	463.29
Adult Education Special Projects TANF	6/30/2023	87,411.00	744.42
Adult Education EL/Civics Grant	6/30/2023	34,572.85	140.98
Adult Education SNAP State Grant	6/30/2023	22,546.22	1,832.89
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	11,561.97
Carl Perkins Grant	6/30/2023	102,760.00	5,789.84
Weyerhaeuser Giving Fund - Technology Grant 2021-Carryover	6/30/2023	5,000.00	0.00
Weyerhaeuser 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	2,650.20
ACE-Career Coaches High School Share	6/30/2023	145,324.00	1,039.21
ACE-JAG Grant	6/30/2023	81,632.00	6,953.82
ANCRC Lockesburg Restoration FY23	6/30/2023	331,800.00	0.00
Domtar WEC Grant 2022 Carryover	12/31/2022	18,684.67	1,855.18
DOL Youthbuild Grant - 3 Yrs (\$844,425)	3/31/2023	146,897.60	12,401.88
Trauma EMS Training Grant	6/30/2023	3,116.00	0.00
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	27,568.03
SBA Community Navigator 2 Yrs (1,000,000)	11/30/2023	870,580.28	20,507.06
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	2,488.38
Little River County Intermodal	6/30/2023	58,000.00	758.91
ARNEC Consortium	6/30/2023	347,135.00	16,321.24
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	1,986.14
HEERF III Cares Act Institutional Funds Grant	6/1/2023	1,030,414.28	47,674.63

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	\$341,880.89

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

Name of Account	Bank Name	Balance
Cash Fund Account	Arvest Bank	\$4,811,117.01
General Revenue Account	State Treasury	426,398.80
Financial Aid	Arvest Bank	18,724.75
Scholarship Fund	First State Bank	4,871.23
Student Organizations	First State Bank	56,614.58
Crit Maint/Construction Acct	First State Bank	<u>31,864.44</u>
	Total	<u>\$5,349,590.81</u>

****Bank Balance as of July 2021 \$5,504,759.51***

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

Amount	Rate	Maturity Date	Bank	Term
College Funds on Certificate of Deposit				
\$291,624.44	1.50%	3/29/2023	Horatio State Bank	12 months
\$286,059.90	1.50%	6/26/2023	Horatio State Bank	12 months
\$284,915.37	1.50%	8/28/2022	Horatio State Bank	12 months
<u>\$109,183.01</u>	1.25%	7/27/2023	Diamond Bank	36 months
<u><u>\$971,782.72</u></u>			Total College CD Funds	

****CD Balance as of July 2021 \$956,520.34***

**Cossatot Community College of the University of Arkansas
Schedule of Endowment Funds
As of July 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
<u>\$75,000.00</u>				Total Endowment CD's

Balance

Endowment Funds in Checking

\$25,040.28	Arvest Bank	
<u>\$25,040.28</u>		Total Endowment Checking

<u>\$100,040.28</u>	Total Endowment Funds
----------------------------	------------------------------

****Endowment Fund Balance as of July 2021 \$83,708.71***

COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

September 12, 2022

SUBJECT: Academic Services Report

ASHLEY AYLETT

Academic Services Report—September 2022

SUMMER 2022 UPDATE

- We had 61 summer graduates, and 93 credentials were awarded.
- Summer retention was at 97%

FALL 2022 ENROLLMENT

- 1288 (8/26)
 - 858 (67%) Postsecondary
 - 68% Female
 - 32% Male
 - 4% American Indian/Alaskan Native
 - 1% Asian
 - 15% African American
 - <1% Hawaiian/Pacific Islander
 - 29% Hispanic
 - 65% White
 - 430 (33%) Secondary
 - 56% Female
 - 44% Male
 - 3% American Indian/Alaskan Native
 - 7% African American
 - 25% Hispanic
 - 71% White

13% Single Parent

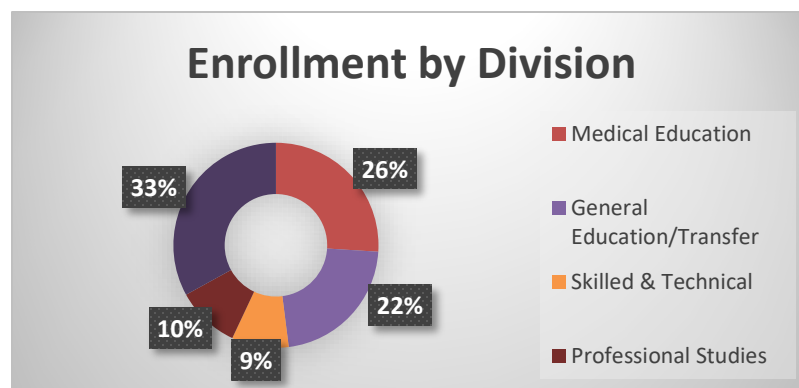
72% 1st Generation

17% English 2nd Language

43% of degree seeking declared a Transfer Program

45% of degree seeking declared an AAS Program

12% of degree seeking declared a Technical Certificate



HIGH SCHOOL PROGRAMS

High School Programs has 8 schools participating in the SCC:

- Ashdown - 8 Students
- DeQueen – 68 Students
- Dierks – 4 Students
- Foreman – 6 Students
- Horatio – 13 Students
- Kirby – 4 Students
- Mineral Springs – 8 Students
- Nashville – 34 Students

High School Programs has 11 schools participating in the concurrent online program:

- Ashdown – 33 Students
- Centerpoint – 15 Students
- DeQueen – 85 Students
- Dierks – 32 Students
- Foreman – 12 Students
- Horatio – 9 Students
- Kirby – 17 Students
- Mineral Springs – 3 Students
- Murfreesboro – 14 Students
- Nashville – 13 Students
- Home School – 3 Students

High School Programs also has a number of courses taught at our local high schools by qualified faculty:

Nashville

- College Algebra—Fall/Spring
- College Trig—Fall/Spring
- US History to 1876—Fall/Spring
- US History since 1876—Fall/Spring
- Comp I—Fall/Spring
- Comp II/Fall/Spring
- Chemistry—Fall/Spring

Dierks

- Comp I—Fall
- Comp II—Spring
- Biology

Ashdown

- Comp I—Fall
- Comp II—Spring
- Chemistry—Fall
- Biology—Spring
- College Algebra—Fall
- Statistics—Spring
- US History—Spring
- Intro to Education—Fall
- Technology for Teaching—Spring
- Health—Spring
- PE—Spring

South Pike

- Chemistry—Fall/Spring
- Mineral Springs
- Comp I—Fall
- Comp II—Spring
- Literature I—Fall
- Literature II—Spring

Foreman

- College Algebra—Fall
- College Trig—Spring
- Survey of Calculus—Spring
- Biology—Spring
- Comp I—Fall
- Comp II—Spring

De Queen

- College Algebra—Fall/Spring
- Trig—Spring
- Comp I—Fall
- Comp II—Spring
- World Literature I—Fall
- World Literature II—Spring

Horatio

- Comp I—Fall
- Comp II—Spring
- World Literature I—Fall
- World Literature II—Spring
- Psychology—Fall/Spring
- Developmental Psychology—Fall/Spring
- Health—Spring
- PE—Spring
- US History to 1876—Fall
- US History since 1876—Spring
- World Civilization—Fall/Spring
- Biology—Fall
- Environmental Science—Spring

Kirby

- Comp I—Fall
- Comp II—Spring
- Literature I—Fall
- Literature II—Spring
- Biology—Fall
- Nutrition & Diet--Spring

ADULT EDUCATION UPDATES

4th quarter numbers were 141 participants up (8.5%) from same time last year.

We had 42 completers and 34 passers with an 81% pass rate.

GRANT UPDATES

DOL SCC2 Grant

Submitted June 2, 2022

4-year grant for \$1.6 million

POWER – Program for Opportunity and Workforce Equity in the Region

- The goal is to align existing resources,
- enhance work-related opportunities,
- and develop policies that will strengthen UA Cossatot's ability to close equity gaps and provide hands-on training that results in high wage careers.

The career pathways selected are nursing and education. Awards should be announced late August.

National Science Foundation HSI STEM

Due September 30, 2022

Can be up to 3- years \$200,000

STEP – STEM Transfer and Enrichment Program

The goal is to develop three new workforce aligned STEM pathways in Computer Science, Engineering, and Secondary Education (Math and Science).

- Collaborative undergraduate research experience (CUREs)
- Outreach to non-English speaking families to promote collaborative, informed career planning
- Professional development for faculty
- Improved advising strategies to support student transfers to 4-year institution.
- Development of articulation agreements with 4-year institutions for the new pathways.

USDA Agriculture Workforce Training Grant

Due September 15, 2022

1 to 2-year Design Project for \$250,000

- The project will create an Industrial Agricultural degree plan that will include welding and GIS (geographic information systems) in Agriculture.
- Students will be able to earn stackable industry recognized credentials, such as FFA certification, pesticide certification, NCCER certification.

DOE PS Student Success Program

Due October 11 (first meeting is Thursday, September 1)

Up to 2-years Awards range from \$600,000-\$1,000,000

- The project will be designed to improve student outcomes.
- Will promote completion for students who are close to completion (either enrolled or no longer enrolled).
- Can supplement or expand evidence-based activities to support retention and completion of both groups of students.
- Basically, we will want to improve student outcomes, including retention, transfer, credit accumulation, and completion by evidence-based activities.

DOL SCC3 collaboration with ACC. UAPTC will be the lead.

Due October 14, 2022.

Career pathways are nursing and EMT (?).

OSD Broadband Expansion Initiative Grant

Aerial Lineman Instructor job posting out. Classes to begin in the spring.

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

September 12, 2022

SUBJECT: Facilities Report

MIKE KINKADE

Facilities Update

as of 21 June 2022

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

Middle School Project

While I didn't make my goal of being finished with this project by June 30, it wasn't for lack of effort – contractor shortages and material shortages are a real thing. We should certainly be complete in another month or so, and we anticipate a grand opening for the newly renovated section (which is the original building footprint) in the next few months. I know you are aware we recently received another ANCRC (*Arkansas Natural and Cultural Resources Council*) grant, our fourth, to renovate the remaining four classrooms and book room of the middle school.

Below is a synopsis of where we are on the current renovation project:

- A majority of the interior paint touch ups are complete – exterior painting will follow shortly. The flooring contractor has completed the classrooms and hallway on the west end, and should finish the remaining portion in the next week or so. Carpeting install of the museum and meeting rooms will follow floor grinding. Once the grinding and floor sealing wrap up, we will be able to hang the classroom doors, install locks and handles, and turn on the air conditioning. New concrete work has been completed at the front entry.
- The new front doors are installed, and the original office areas have new storefront glass in place.
- Restroom fixtures and partitions are on site and will be installed as soon as the floor grinding is completed.
- The carpentry work for this project is almost totally complete with the installation of the front doors, the soffit replacement, installation of windows and sills, the HVAC closets, and the kitchenette. Walking through the building, we found a few places where some of the trim has been removed and needs replaced.

Other projects

- A new PVC roof for the Bank of Lockesburg Gymnasium has been completed by Hostetler Roofing.
- We continue our 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.
- We completed Phase 1 of the HVAC replacement install (14 units) and have awarded the next two (2) rounds of HVAC replacements. Lead times for replacement HVAC units is quite long right now, so it will likely be October before our contractors are able to get all of the units into inventory, but we will continue replacing them as quickly as we can get supplies. At the completion of the next two phases, we will have replaced 54 of the 95 units identified for replacement in the recent Energy Audit.

Medical Arts Grants

- We are working on finalizing layouts for the upcoming Simulation and Med Lab Tech labs, a requirement of the grant. Once these are submitted, we will be eligible to receive funding, allowing us to bid construction.

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

September 12, 2022

SUBJECT: Public Services & Workforce Development

TAMMY COLEMAN

Public Services & Workforce Development Report

June – July 2022	
Total Number Served	338
Continuing Education/Workforce Development	205
Arkansas Career Readiness Certificate Services	70
Career Pathways	63

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. Continuing Education and Workforce Development offered 256 hours of classroom instruction June – July 2022, including the courses/services/activities listed below, and processed 205 registrations.
 - Active Shooter
 - Basic Cardiology
 - BLS (Basic Life Support) Renewal
 - Bloodborne Pathogens
 - Chalkboard Door Sign
 - Commercial Truck Driving/Arkansas Truck Driving Academy (ArkTA)
 - Corporate Defensive Driving
 - Fire PPE (Personal Protective Equipment)
 - Fire Safety Foam Made Simple
 - Hand Quilting
 - HeartCode BLS
 - Heartsaver First Aid CPR AED
 - Heartsaver First Aid CPR AED: Total
 - Introduction to Fire Protection
 - Hundreds of non-credit courses made available online monthly in partnership with Cengage Learning

2. Funding for the aerial lineman program to be offered at UA Cossatot has been released by the Office of Skills Development and a search is currently underway for an instructor to help develop and implement the program.

In addition to UA Cossatot, ASU Three Rivers and UA Community College Morrilton have also been selected to develop and host non-credit training programs for broadband and telecommunications-related skills. Once students have completed a Broadband Core course, consisting of core industry competences, they can choose from three specialty programs that cover specific aspects of broadband infrastructure. ASU Three Rivers will offer a program for telecommunication tower technicians, UA Cossatot will offer aerial

lineman training and UA Community College Morrilton will provide preparation for underground technicians. Overall, the Office of Skills Development is investing \$3.3 million to train new broadband and telecommunication industry workers in an effort to close the gap in the state's digital infrastructure.

3. Seventy (70) students received career readiness services during June – July 2022.

	June 2022	July 2022
Career Readiness Certificates Services	Students	Students
WorkKeys Curriculum	24	15
WorkKeys	10	21
Total Students	34	36

Twenty-nine (29) Arkansas National Career Readiness Certifications (AR NCRC®) were earned at UA Cossatot during this same reporting period. This free portable credential demonstrates the quality of Arkansas' workforce to potential new employers and confirms that individuals possess basic workplace skills for existing employers.

AR NATIONAL CAREER READINESS CERTIFICATIONS June – July 2022	CRC's Awarded
Platinum Has core employability skills for approximately 99% of jobs profiled by WorkKeys	8
Gold Has core employability skills for approximately 90% of jobs profiled by WorkKeys	8
Silver Has core employability skills for approximately 65% of jobs profiled by WorkKeys	10
Bronze Has Core employability skills for approximately 30% of jobs profiled by WorkKeys	3
Incomplete Has not completed all three of the assessments required for certification	2

UA Cossatot is a one-stop provider for Arkansas National Career Readiness Certification. The primary purpose of the 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.

College staff:

- Verifies job seekers have an Arkansas Job Link Account
- Administers WorkKeys Curriculum Pretests to determine if the job seeker is ready to take the WorkKeys assessments
- Provides 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.

4. During June – July 2022, the Career Pathways Initiative at UA Cossatot served 63 active participants. Eleven (11) credentials were earned.

Three (3) Associate Degrees

(3) Associate Degree: Physical Therapist Assistant

Six (6) Technical Certificates

(2) Technical Certificate: Health Professions

(4) Technical Certificate: Practical Nursing (LPN)

Two (2) 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.

5. UA Cossatot's Workforce Recruitment/Virtual Career Center employer engagement activity:

VIRTUAL CAREER CENTER

# Of Current Registered Employer Accounts	260
# Active Jobs Posted in VCC in June 2022	9
# Active Jobs Posted in VCC in July 2022	66

Powered by College Central Network®

UA Cossatot's Career Services Department working in collaboration with the Workforce Development office makes online job resources available *free* to students, alumni, community residents and employers. Employers may post jobs and search résumés within the Workforce Recruitment Center at www.collegecentral.com/cossatot. Students may access the Virtual Career Center at www.cccua.edu/getajob

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

September 12, 2022

SUBJECT: College Relations

College Relations September 2022

UAC Foundation

The Foundation sponsored the annual Colts Benefit Golf Tournament at De Queen Country Club on August 16. The event attracted 16 four-person teams and raised \$3884 for the UA Cossatot athletic department. We hosted the Foundation Board meeting in Lockesburg on July 28. And we received a \$1750 check from Wal Mart during the August 5th open house at the De Queen Wal Mart.



Community Involvement

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

July 2 – Freedom Fest at the De Queen Sportsplex

July 12 – Lockesburg Block Party

August 9 – Horatio Block Party



July 16 – Street Dedication in memory of Rev. E. A. Edwards in De Queen

College Promotion

The College Relations team provided media services for the Physical Therapist Assistant program graduation / pinning ceremony, August 17 in Ashdown. The team was responsible for audio / visual presentation, photos, and social media live streaming for the event. In addition, we promoted fall registration for the college on radio and social media.





And we promoted the accomplishments of UAC's Relinda Ruth who was recently interviewed by the Open Education Network for her work in advancing low cost educational resources for college students.

Sports Information

College Relations provided coverage of the hiring of the Colts Assistant Basketball Coach, Stanley Asumnu. Coach Asumnu comes to Southwest Arkansas from Texas A&M International University in Laredo, TX, where he spent the 2021-22 basketball season as the assistant coach for the Dustdevils women's basketball squad.



And we were on location with the Colts basketball men's and women's basketball teams for their preseason one-day retreat at Bogg Springs.

Ed 88 Radio

The college radio station promoted new services and programs at the school with on air interviews and live streamed reports including the announcement of mental health services for college students through the Walker Clinic and Nurse Practitioner Tonya Chambers.



Other promotions included an August interview with Nancy Tollett of the Continuing Education Department regarding registration for the Phlebotomy Technician program.

Social Media

With the recent addition of social media specialist Dennis Guzman to our College Relations team, we have seen growth in the UA Cossatot footprint on a number of platforms. For example, the UA Cossatot Facebook page reached over 10,000 people during the week of August 22.

Upcoming and Ongoing Projects

College Relations will be busy with the planning and marketing of the Lockesburg Middle School open house on September 15. Other upcoming events include:

September 13 – Meet the Colts Fish Fry – Little River County Courthouse – 4:30-6:30 PM

September 23 – Scholarship Sponsor Appreciation Luncheon – Lockesburg - Noon–1:00 PM

October 4 – Meet the Colts – Howard County Courthouse – 11:00-1:00 PM

October 5 – Meet the Colts – UA Cossatot – De Queen – 11:00-1:00 PM

October 22 – Colts Benefit Golf Tournament – Nashville Country Club

September and October will find us working closely with the athletic department to promote basketball and shooting sports. And we will continue to work with VisionPoint Marketing to fine tune our future marketing efforts for UA Cossatot.

COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS

BOARD OF VISITORS

ACTION ITEMS

September 12, 2022

Action Item No. 1: Approve Minutes of the July 11, 2022, Board of Visitors Meeting.

- Yeas:** **Nays:**

MINUTES OF MEETING
COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF
ARKANSAS BOARD OF VISITORS
July 11, 2022

Vice Chair Tim Pinkerton called the regular meeting of the Board of Visitors to order at 12:00 p.m. following a light meal at the UA Cossatot Bank of Lockesburg Gymnasium.

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

Absent: Barbara Horn

Staff Reports

Dr. Cole introduced our guest for the July meeting, Mike Cranford was in attendance to observe and get an insight of the work board members put in. Dr. Cole reported that the “Great Resignation” is upon us. The “Great Resignation” is an ongoing economic trend that started right after the worst part of the COVID epidemic was ending. Dr. Cole mentioned this trend has seen record numbers of workers simply quit their jobs. On the colleges UA Cossatot Employment Opportunities website, you can find 11 positions opened right now. What we need to be ready to do as a college is identify the reasons people are leaving their jobs and how we can attract more qualified applicants for our open positions. We have made great strides by enacting our new Employee Compensation Plan this year, but we now must start discussing ways to make working here even better and hopefully, we can keep attracting and retaining great talent.

Vice Chancellor Charlotte delivered the latest financial report to the board. In the summary of Unrestricted & Auxiliary Revenues/Expenditures, at the end of June the college at 10.8 million in revenues and 10.3 million in expenditures. Net increase to end the year stands at about 500,000. In Accounts Receivable for June, we have continued to pay off old balances with HEERF funds. Yearly change has decreased about 50,000 from this time last year. In Grants & Other Restricted Programs the college has earned over 6.3 million to date. The numbers for the Schedule of Bank Accounts are at little over 5.9 million in the bank. Charlotte then noted the college has a total of 970,000 in Schedule of Investments- Certificate of Deposits. The total endowment funds stand at 100,000 at the end of June.

Vice Chancellor Dr. Ashley Aylett summarized the latest Academic Services report. Dr. Aylett updated the board on the college’s HLC accreditation. An interim report was submitted May 31 based on three areas found that needed more information during our 2020 reaffirmation process. We got the report back and received positive feedback. Our HLC Assurance Argument is due in September 2023. The Site-Visit will take place in October 2023. Dr. Aylett shared the graduate numbers from 2015-2022. The final graduate numbers for Spring 2022 were 276. The college awarded 466 certificates in Spring 2022.

Vice Chancellor Mike provided a Facilities update report with the ongoing renovation of the old Middle School building in Lockesburg. Contractor shortages and material shortages are a real thing that kept us from meeting the goal to finalize in June. The building should certainly be complete in another month or

so, and we anticipate a grand opening for the newly renovated section in the next few months. The college was approved for the fourth time an ANCRC grant to renovate the remaining four classrooms and book room of the middle school. A new PVC roof for the Bank of Lockesburg Gymnasium has been completed by Hostetler Roofing. The second phase of the replacements of HVAC is currently taking place. Mike mentioned 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 May 2, 2022, Board of Visitors Meeting. Angie Walker motioned for passage and Brenda Tate seconded the motion. The motion passed with a vote of 9-0.

No. 2 Approve Election of Officers for 2022-2023.

Chair- Angie Walker motioned for approval. Barbara Dixon seconded the motion. The motion passed by a vote of 9-0.

Vice Chair- Angie Walker made the motion and with a second from Dr. Lance the motion passed by a vote of 9-0.

Secretary- Tyler Davis made the motion for approval and Brenda Tate made the second. The motion passed 9-0.

No. 3 Review College Policy 415: Instructional Staff Teaching Load. Tyler Davis motioned for review. Dr. Lance seconded the motion. The motion passed by a vote of 9-0.

Vice Chair Tim Pinkerton asked for a motion to adjourn the meeting. Brenda Tate made the motion and with a second from Tyler Davis, Vice Chair Tim Pinkerton adjourned the meeting at 1:01 p.m.

Respectfully submitted,

Angie Walker, Secretary

wg

Board of Visitors Meeting – September 12, 2022

Action Item No. 2: Review Revised College Policy 419: Academic Organization.

- 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 Revised College Policy 419: Academic Organization.

- 4. Board of Visitors Action:** _____

Motion by:

Seconded by:

Yeas:

Nays:

ACADEMIC ORGANIZATION

Faculty are organized into many temporary autonomous teams and given a great deal of freedom, responsibility, and authority. Faculty always have access to the Division Chairs, the Vice Chancellor for Academics, and the Chancellor. Division Chairs, Vice Chancellor for Academics, and Chancellor always have immediate access to faculty.

The academic structure of the college enables faculty members to know and feel their stake in the success of their program.

Academic policy is the major concern of the faculty. The scope of faculty interest is the curriculum and matters that impact it as well as faculty working conditions. Such areas include: curricular content and forms of instruction; faculty evaluation, retention, and salary scales; space allocation and equipment for teaching; and standards and procedures for student admission, advising, award of credit, retention, and graduation. Ultimately the Chancellors Cabinet recommends policies to the Board of Visitors for approval, but given that the faculty is responsible for the academic quality and reputation of the college, it expects its collective recommendations concerning academic policy to be heard, considered, and taken with great seriousness by administration.

The Vice Chancellor for Academics is expected to bring matters that fall within the scope of academics before faculty on a regular basis. Faculty meetings serve as a forum for academic discussions.

Division Chairs are faculty members charged with academic administration. Tasks include coordination of curriculum, the hiring, evaluation, and retention process, and the allocation of budgets, space and equipment. They work with faculty and the curriculum committee to articulate the curriculum. There are four Division Chairs: Division Chair for General Education, Division Chair for Professional Studies, Division Chair for Medical Professions, and Division Chair for Skilled and Technical programs. Division Chairs report to the Vice Chancellor for Academics.

The Faculty Council plays a central role in faculty governance and is an advisory body to the Chancellor and Vice Chancellor for Academics. Its purpose is to review and make recommendations in the areas of curriculum, academic standards, assessment, cultural affairs, programming, and student affairs. A meeting schedule is provided to the council to attend~~member of the council is invited to attend each~~ Academic Council, Chancellors Cabinet, and Board of Visitors meetings as they deem necessary. Initial appointment was determined by the Vice Chancellor for Academics to ensure representation across all academic divisions and campuses. ~~Future Vacancies will be~~ are filled by a vote from all faculty. The Chair and Vice Chair are elected by the faculty. Terms are two-years and past members must sit off the council for a term of two- years before being re-elected.

Building community is a major goal of the faculty council. This model does not seek to solve all of the college's communication problems; rather, it authorizes methods to improve communications. The chair of the faculty council, assisted by the academic council, Vice Chancellor for Academics, and Division Chair, is charged with developing and maintaining an information structure which brings all important

issues of academic policy before the faculty, so that the faculty can be sure they are involved in community affairs and are being heard.

Clarity and closure are two further objectives of the faculty council. It builds mechanisms for broad consultation with the faculty, and allows the academic side of the college to reach and communicate a clear position on issues of academic policy, providing a means of reaching and respecting closure on important issues.

HLC Criterion 2C.5; 5A.1; 5A.3

Policy History:

September 9, 2019

Board of Visitors Meeting – September 12, 2022

Action Item No. 3: Review Revised College Policy 518: Academic Clemency

1. **Background information:** The revision to College Policy 518 is to clarify steps in the qualifications of academic clemency.

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 the Revised College Policy 518: Academic Clemency.

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

Motion by:

Seconded by:

Yeas: Nays:

ACADEMIC CLEMENCY

Act 1000 of 1991 describes academic clemency as a second opportunity for undergraduate students who performed poorly at some point in their studies and who wish to return to college after having gained a new appreciation of the benefits of higher education.

UA Cossatot allows students to apply for academic clemency in certain situations. Under the provisions of this clemency policy, students may petition to have previously earned grades and credits at UA Cossatot removed from the calculations of their cumulative grade point averages. If clemency is granted, those forgiven credits will not count toward graduation nor be calculated into the student's grade point average. Transcripts must contain the student's comprehensive academic record and these courses will show up on that transcript.

In order to qualify for academic clemency:

- A student must not have been enrolled in any institution of higher education for at least 3 years prior to the request. Under State Board of Higher Education guidelines, no post-secondary institution is required to honor academic clemency granted by another institution. However, students who receive academic clemency at UAC and plan to transfer should be allowed to petition for academic clemency under the provisions established by the receiving institution. Having been granted academic clemency at another institution does not preclude a student requesting academic clemency at UA Cossatot.
- Returning students may petition for clemency upon application for re-admission or upon enrollment. ~~The clemency will not take effect unless the student completes at least the next twelve (12) semester hours of credit with a 2.0 grade point average. If the student has not petitioned for academic clemency, it may be initiated at this point.~~
- Clemency is granted on a semester-by-semester (consecutive or nonconsecutive) basis with all grades in a semester being eliminated. In some cases, it may serve a student better to retake some classes in which poor grades were earned, rather than to eliminate all previous credit from that semester.
- Academic Clemency clears only grades earned for the courses for which clemency is granted. The student's transcript is a comprehensive academic record, therefore, the original grades for the requested clemency semester will remain on the student's transcript but will not be used in the computation of the cumulative grade point average.
- A notation will be placed on the transcript to show that academic clemency has been granted. This information cannot be removed and will become part of the student's permanent record.

- No credits for the requested clemency semester will count toward graduation requirements or be considered in future academic deliberations at UA Cossatot.
- For decisions regarding eligibility for financial aid, the College must still count all prior credits earned and attempted.
- Students must submit petition for academic clemency to the Vice Chancellor of Academics. Clemency petitions will not be accepted until all admission documentation is complete and there is no outstanding debt. Clemency may be granted only once per student.

HLC Criterion: 2.A

Policy History:

January 8, 2018	January 12, 2015
July 10, 2017	January 1, 2011
	July 30, 2001

Board of Visitors Meeting – September 12, 2022

Action Item No. 4: Review College Policy 463: Social Media Conduct.

1. **Background information:** The revision to College Policy 415 is to add the expectations of professional development for faculty. This stems from the Higher Education Commission. Safe Training is also included to this policy as a requirement for all faculty members.

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 College Policy 463: Social Media Conduct.

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

Motion by:

Seconded by:

Yeas: Nays:

SOCIAL MEDIA CONDUCT

Purpose

This Policy is intended to provide Cossatot Community College of the University of Arkansas (hereinafter UA Cossatot) employees with guidelines for appropriate online activity. Although this Policy cannot address every instance of inappropriate social media use, it is intended to offer guidelines to employees, thereby helping employees to avoid potentially costly mistakes online. The nature of the Internet is such that what you “say” online will be captured forever and can be transmitted endlessly without your consent or knowledge. Employees should remember that any information that is shared online instantly becomes permanent and public.

Serving the Public

UA Cossatot is a state-supported institution. The success of the College depends, to a large extent, on how its employees serve the public, our clients, and customers. Each employee plays an important role in building and maintaining good relations with the public because the College is judged not only on the quality of its graduates, but also on interactions with employees. Employees are encouraged to treat every member of the public courteously in all correspondence, emails, telephone conversations, and on campus personal interactions. Each employee can be considered an emissary of the college, or the face of the college, and should consider that when posting (or having something reposted) on social media.

Scope

This Policy applies to all employees’ use of the Internet, including participation in and use of social media, regardless of whether such use occurs in the workplace and regardless of whether such use involves the College’s electronic equipment or other property.

Association with the University of Arkansas System and UA Cossatot

Employees who identify themselves online as being associated with the University of Arkansas System or UA Cossatot must comply with the rules set forth in this section. If you disclose your affiliation or relationship with the College, for example in your online profile, you must use an appropriate disclaimer to make clear that you are speaking only on behalf of yourself and not on behalf of or as an agent of the College. An example of an appropriate disclaimer follows: The opinions and viewpoints expressed are those of the author and do not necessarily represent the position or opinion of the author’s employer. To ensure continuity of the College’s message, employees may not represent themselves to be speaking on behalf of the College unless expressly authorized to do so. Respect college time and property. College computers and time on the job are reserved for college-related business.

Prohibited Conduct Employees are prohibited from engaging in any of the following in their online activities and posts:

- Making any materially false or misleading statements regarding UA Cossatot or its employees;
- Promoting or endorsing violence;
- Promoting illegal activity, including the use of illegal drugs;
- Disclosing any confidential or proprietary information belonging to UA-Cossatot or obtained by the employee as a result of his employment with the College.
- Disclosing any information that does not adhere to college, state, and federal requirements such as Family Educational Rights and Privacy Act (FERPA) or the Health Insurance Portability and Accountability Act (HIPAA);
- Use of UA Cossatot's name to promote a product, cause, political party or candidate.

Digital files – text, photos, video or audio – are easily copied and extremely portable. Please think before you post or hit send. Many services archive all data posted, and viewers often copy or screen capture posts. Assume everything is archived somewhere – because it is. The key factor to remember is how difficult it will be to recover what you believe you deleted. Whatever you post can and often is shared globally.

Nothing in this Policy is intended to or will be applied in a manner that limits employees' rights to engage in protected concerted activity as prescribed by the National Labor Relations Act.

Corrective Actions

Social Media Policy infractions will be categorized as Group 3 offenses in the UA Cossatot Uniform Conduct Standards Policy, indicating that dismissal from the college may be warranted should a violation occur.

Policy History:

PROCEDURE: NONE

COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS

BOARD OF VISITORS

INFORMATION ITEMS

September 12, 2022

EMPLOYEE CHANGES

Newly Hired

Angela Powers

Hire Date: July 18, 2022

Position: ERC Tutor/Resource Specialist

Salary: \$28,633

Mark Monroe

Hire Date: July 27, 2022

Position: Institutional Services Assistant

Salary: \$24,413

Jason Richardson

Hire Date: August 8, 2022

Position: Public Safety Officer

Salary: \$34,350

Stan Asumnu

Hire Date: August 22, 2022

Position: Associate/Assistant Basketball Coach

Salary: \$35,000

Jennifer Ritchie

Hire Date: August 22, 2022

Position: Admin Spec III/ Testing Services Proctor

Salary: \$25,773

Hanna Sharp

Hire Date: September 1, 2022

Position: Career Pathways Counselor/Intake Specialist

Salary: \$31,400

Employee Position Changes

Katy Garcia, Financial Aid Specialist/Scholarship Coordinator

Hire Date: August 1, 2022

Position: Financial Aid Analyst

Salary: \$29,836

Chantal Alonso, Admin Specialist III-Receptionist & International Student Liaison

Hire Date: August 1, 2022

Position: Student Services Advisor

Salary: \$28,633

COMMITTEE: Distance Learning
TIME: 9:00 am

DATE: August 19, 2022

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

Guests: Crystal Sims

Members absent: Ashley Dougherty_

AGENDA AND ACTIONS

Item One: Review Minutes from April 15, 2022, for Approval

Minutes were approved through email before the close of the 2021-2022 school year.

Item Two: Chair, Vice Chair, Recorder

Recorder for 2022-2023 is Tabettha Nguyen, Vice-Chair for 2022-2023 is Michael Guillory, and Chair for 2022-2023 is Karen Arbuckle.

Item Three: COLT Rubric

Crystal meet with us to discuss the COLT Rubric. She took the COLT Rubric to Academic Council as the next step. There has been discussion to change scorecard to yes, no, maybe and adding a place for follow-up with the chair. The COLT Rubric was meet with positive feedback. With approval, the COLT Rubric would be implemented as an evaluation tool to strengthen course materials. Faculty would have the COLT Rubric and know when their courses would be reviewed. The COLT Rubric will be used for online and hybrid courses.

An Ultra template was discussed, like the one used in Original view. Discussion came out that there may be a best practices workshop in the future and a demo class for a visual.

An approval will be for the changes that were discussed and to start the review process this fall. The course review schedule will be announced soon after Crystal meets with chairs and department heads to allow faculty to know when reviews will be help. Guillory made a motion to approve. Karen seconded the motion. All voted. Motion carried.

Item Four: Communicating when BB is Down

It was discussed that in the future, students should be notified immediately if there are problems. It was suggested that in the future, should a problem arise such as Blackboard enrollment problems, that Dr. Ashley Aylett as the Vice-Chancellor of Academics email the students to let them know of the issue, updates, and when it is resolved.

It was also suggested that a note could be made on the institution page to announce that there is a problem and give the student directions of where to look for more information.

Final Actions: The next meeting is Friday, September 16 @9:00 am. Tammy made motion to dismiss; Karen seconded. Motion carried.

Committee Comments:

Submitted by: __*Tabetha Nguyen*____ Recorder



UA Cossatot

Campus Safety and Preparedness Committee

Date: 08/19/22
Time: 10:04-10:43
Ring Central

Moderator: Jason Curtis

Recorder: Alisa Cooke

- **Agenda Item 1** Election of officers

Chair- Jason Curtis

Vice Chair- Monte Stringfellow

Recorder- Alisa Cooke

- **Agenda Item 2 Discussion**

Some discussion about potential projects for the committee

Discussion about creating sub committees such as a wellness subcommittee and a safety subcommittee that will report back to the entire committee before information is disseminated.

A blood drive is scheduled for Sept 19. Until the creation of a subcommittee, Debbie Gatlin is assigned to ensuring notifications are made.

Fire Drills will be upcoming on all campuses. Notification will be sent by Jason as they are scheduled.

Next meeting will be Friday September 16th at 10:00am on the Dequeen campus. Room to be determined