



# Board of Visitors

July 11, 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  
July 11, 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 Cole .....4-5
  - B. Financial Report by Charlotte Johnson .....6-7
  - C. Academic Services Report by Ashley Aylett .....8-10
  - D. Facilities Report by Mike Kinkade.....11-13
  - E. Public Services & Workforce Development .....14-17
  - F. College Relations.....18-21
  
- IV. Action Items
  - No. 1 Approve Minutes of May 2, 2022, Board Meeting .....23-26
  - No. 2 Approve Election of Officers for 2022-2023 .....27-28
  - No. 3 Review College Policy 415: Instructional Staff Teaching Load.....29-32
  
- V. Adjournment:
  - Motion:
  - Second:

Board of Visitors meeting schedule:

July 11, 2022	UA Cossatot Bank of Lockesburg Gymnasium
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 .....	34
2. Thank You from Arkansas Archeological Survey Team .....	35

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

July 11, 2022

SUBJECT: Chancellor's Report

STEVE COLE

## Challenging the Great Resignation

The “Great Resignation” is upon us now. The “Great Resignation” is an ongoing economic trend that started right after the worst part of the COVID epidemic was ending. This trend has seen record numbers of workers simply quit their jobs. While the experts can’t agree on exactly what has caused this phenomenon, it has wreaked havoc on the United States workforce, and it has started to affect our college. If you visit UA Cossatot’s Employment Opportunities website right now, you will see 11 jobs that are posted. This is an incredibly high number of jobs that we need to fill, and the number of applicants that apply for any of the posted jobs is much lower than usual.

To keep doing the great things that we do at UA Cossatot we have to be successful in recruiting and retaining great employees. The “Great Resignation” has made this harder than ever, especially in the number of great applicants that we receive for open positions. What we need to be ready to do as a college is identify the reasons people are leaving their jobs (wages, dissatisfaction, work/life balance, etc.) and also how we can attract more qualified applicants for our open positions.

I feel we 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* (we feel we are already a great place to work!) and hopefully, we can keep attracting and retaining great talent as there are great things we still need to do at UA Cossatot!

UA Cossatot will challenge the “Great Resignation”.

Respectfully submitted,



Dr. Steve Cole, Chancellor

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

July 11, 2022

SUBJECT: Financial Report

CHARLOTTE JOHNSON

A copy of the financials report  
will be presented the day of the  
July board meeting.

# COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS

## REPORT TO THE BOARD OF VISITORS

July 11, 2022

SUBJECT: Academic Services Report

ASHLEY AYLETT



## Academic Services Report—July 2022

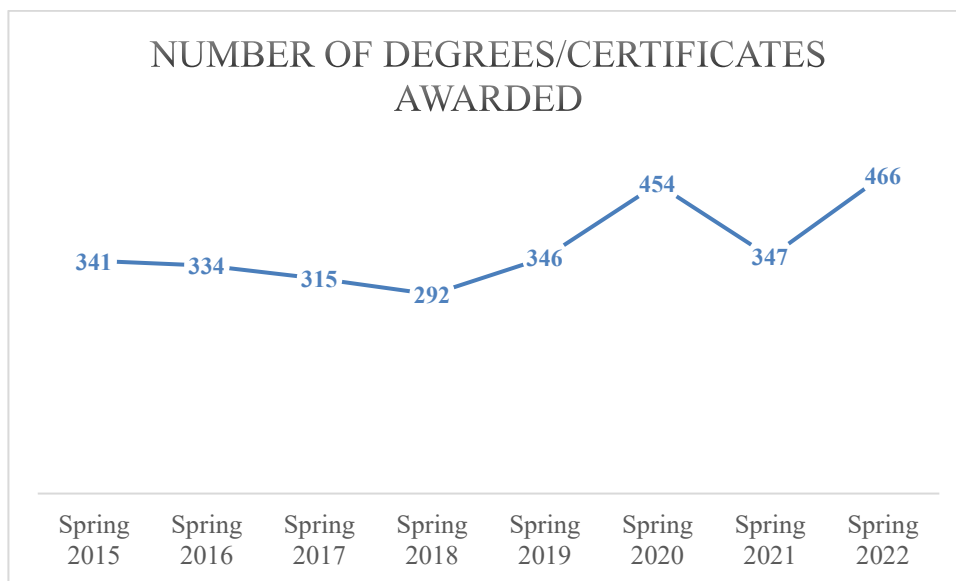
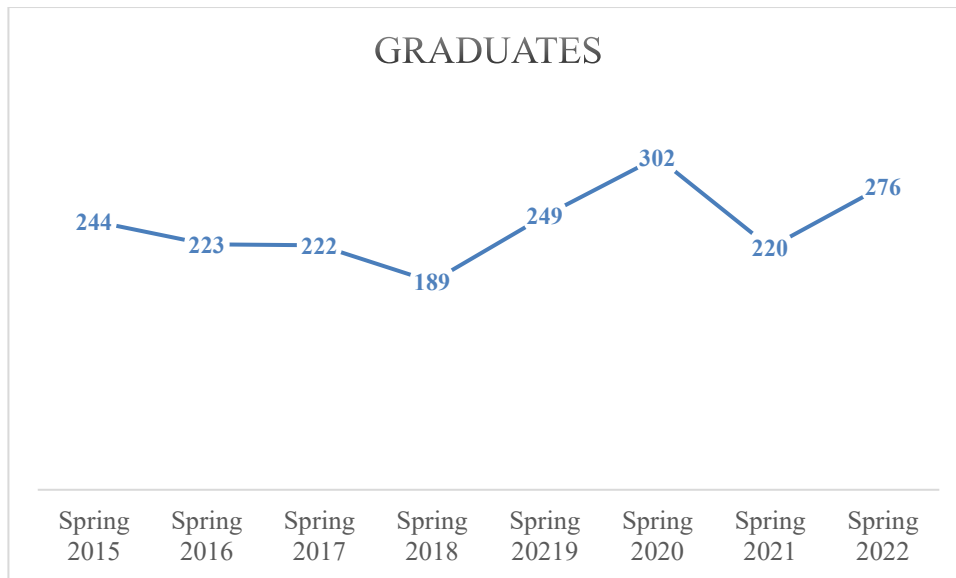
### Accreditation Updates

Interim Report due May 31, 2022 based on areas found needing more information during our 2020 reaffirmation process received positive feedback.

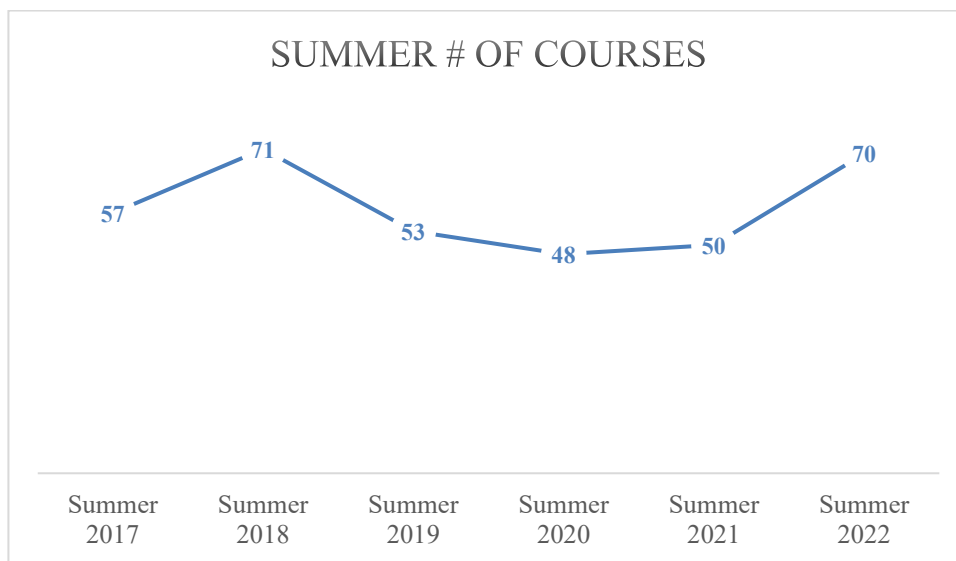
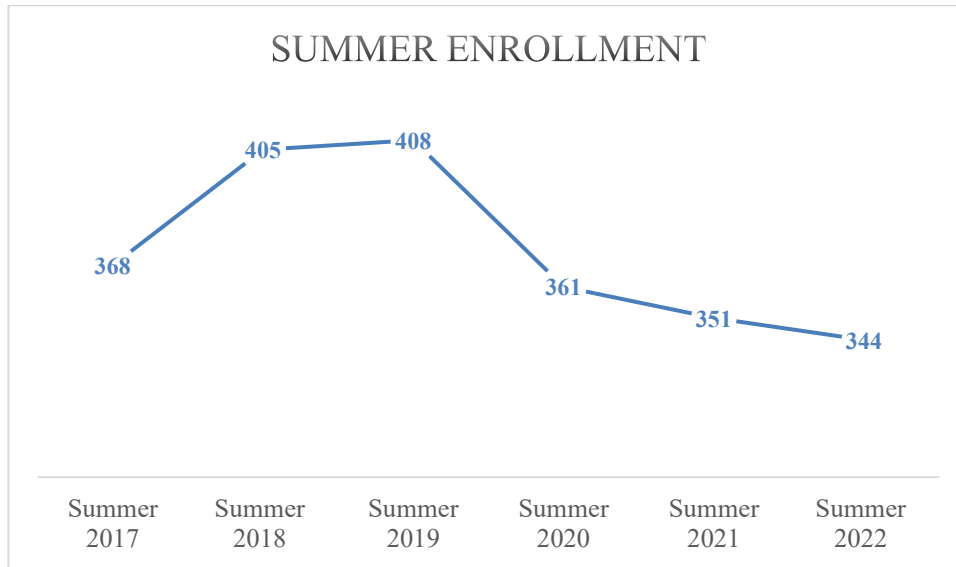
HLC Assurance Argument Due: September 2023

HLC Site-Visit : October 9 and 10, 2023

### Spring 2022



## Summer Enrollment



COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

July 11, 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

July 11, 2022

SUBJECT: Public Services & Workforce Development

TAMMY COLEMAN

## Public Services & Workforce Development Report

April – May 2022	
<b>Total Number Served</b>	<b>270</b>
<b>Continuing Education/Workforce Development</b>	119
<b>Arkansas Career Readiness Certificate Services</b>	51
<b>Career Pathways</b>	100

**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 227 hours of classroom instruction April – May 2022, including the courses/services/activities listed below, and processed 119 registrations.
  - Addressing Poor Performance
  - Basic Capnography
  - Basic Cricut
  - Basic Life Support Renewal
  - Beautiful Buttercream Designs
  - Coaching for Peak Performance
  - Commercial Truck Driving/Arkansas Truck Driving Academy (ArkTA)
  - Driving Change
  - Forklift Operator Safety
  - Fire Hoses
  - Firefighter Work Environment
  - HeartCode BLS
  - Making High Quality Decisions
  - Mommy & Me Art
  - National Continued Competency Program (NCCP) Operations Component
  - Pediatric Emergencies
  - Resolving Workplace Conflict
  - Stroke Recognition
  - Watercolor: Capture the Essence of Spring Flowers
  - Hundreds of non-credit courses made available online monthly in partnership with Cengage Learning

2. Fifty-one (51) students received career readiness services during April – May 2022.

	<b>April 2022</b>	<b>May 2022</b>
<b>Career Readiness Certificates Services</b>	<b>Students</b>	<b>Students</b>
WorkKeys Curriculum	17	9
WorkKeys	16	9
<b>Total Students</b>	<b>33</b>	<b>18</b>

Twenty-six (26) 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.

<b>AR NATIONAL CAREER READINESS CERTIFICATIONS April – May 2022</b>	<b>CRC's Awarded</b>
<b>Platinum</b> Has core employability skills for approximately 99% of jobs profiled by WorkKeys	1
<b>Gold</b> Has core employability skills for approximately 90% of jobs profiled by WorkKeys	9
<b>Silver</b> Has core employability skills for approximately 65% of jobs profiled by WorkKeys	14
<b>Bronze</b> Has Core employability skills for approximately 30% of jobs profiled by WorkKeys	2
<b>Incomplete</b> Has not completed all three of the assessments required for certification	0

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.



3. During April – May 2022, the Career Pathways Initiative at UA Cossatot served 100 active participants. Six (6) credentials were earned.

Two (2) Certificate of Proficiency

- (1) Certificate of Proficiency: MIG Welding
- (1) Certificate of Proficiency: MIG Welding

Four (4) Technical Certificates

- (3) Technical Certificate: Health Professions
- (1) Technical Certificate: Welding

4. UA Cossatot's Workforce Recruitment/Virtual Career Center activity:

**VIRTUAL CAREER CENTER**

<b># of Current Registered Student/Alumni/Community Accounts</b>	947
<b># of Current Registered Employer Accounts</b>	260
<b># Active Jobs Posted in VCC in April 2022</b>	37
<b># Active Jobs Posted in VCC in May 2022</b>	21

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](http://www.collegecentral.com/cossatot). Students may access the Virtual Career Center at [www.cccua.edu/getajob](http://www.cccua.edu/getajob)

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

July 11, 2022

SUBJECT: College Relations

## College Relations July 2022

### **UA Cossatot Foundation**

The annual Fiesta Fest, sponsored by the UA Cossatot Foundation was a huge success. The May 7<sup>th</sup> all day event featured over 100 vendors, drew over 1500 visitors to downtown De Queen and grossed over \$20,000 for the Foundation.

The UA Cossatot Foundation recently received a \$500 gift from Mrs. Jana Bradford of Glenwood, Arkansas, to the Foundation's 50 & Forward Campaign as well a \$500 gift from Johnny and Alisa Cooke of Lockesburg, Arkansas, to establish the My Dream, My Future Scholarship.



### **Community Involvement**

The College Relations team helped promote and took an active role in a number of area events in May and June including:

The Little River Chamber of Commerce Awards Banquet – May 12<sup>th</sup>

Peach Blossom Festival in Nashville - May 14<sup>th</sup>

De Queen City Park Splash Pad Ribbon Cutting – May 27<sup>th</sup>

Sevier County Senior Citizens' Appreciation Day – June 4<sup>th</sup>

Ben Lomond Block Party – June 14<sup>th</sup>

De Queen Lions' Club Youth Fishing Derby – June 18<sup>th</sup>



### **College Promotion and Recruitment**

On May 18<sup>th</sup>, UA Cossatot hosted one of the largest ever graduation events at the UAC Amphitheater in De Queen.



The College Relations team provided promotional press releases, radio announcements, and social media postings to promote the event and was also responsible for photography, sound, and livestreaming services for the celebration.

We provided the same services for the LPN pinning ceremony in Lockesburg on June 24<sup>th</sup>. As well as providing press releases, and social media postings to promote the UA Cossatot Colts shooting sports team, including the announcement of the signing of three student athletes to the new program.

In addition, the College Relations team advertised the UAC Summer Classes and the upcoming Fall Semester on radio, newspaper, and social media.

### **Ed 88 Radio**

The college radio station was the home of the 2022 Howard County Children's Center Radiothon on June 16<sup>th</sup>, which raised over \$30,000 for the Center in Nashville. Ed 88 also promoted the Arkansas Archeological Society's dig in Sevier County, as well as events hosted by the Southwest Arkansas Beekeepers Association and the Sevier County Farmers Market.

### **Social Media**

The College Relations team produced a series of videos highlighting ten of our graduates, which we posted to Facebook prior to the May 18<sup>th</sup> Commencement Ceremony. We posted numerous pictures and stories about UAC, including the news of the recent \$300,000 grant to rehabilitate another building on the Lockesburg campus. We are currently filming and posting videos of some of our successful graduates of

UA Cossatot's Skilled and Technical programs to help promote enrollment in those classes. UA Cossatot's various Facebook pages now have a total audience of over 24,000 followers.

### **Upcoming Events and Ongoing Projects**

The college has entered into an agreement with VisionPoint Marketing so we can do an even better job of marketing our college. One of our top priorities for the summer is to promote fall enrollment. And we are close to launching the new UA Cossatot website.

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

BOARD OF VISITORS

ACTION ITEMS

July 11, 2022

**Action Item No. 1: Approve Minutes of the May 2, 2022, Board of Visitors Meeting.**

- Yeas:**            **Nays:**

MINUTES OF MEETING  
COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF  
ARKANSAS BOARD OF VISITORS  
May 2, 2022

Chair Jimmy Tumey called the regular meeting of the Board of Visitors to order at 11:58 p.m. following a light meal at the UA Cossatot Bank of Lockesburg Gymnasium.

Present:	Brenda Tate	Jimmy Tumey
	Ellen Moreland	Tyler Davis
	Tim Pinkerton	Barbara Dixon
	Dr. Glenn Lance	

Absent:	Barbara Horn	Angie Walker
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### **Staff Reports**

Dr. Cole introduced our guest for the meeting, Dori Gutierrez was in attendance to observe and get an insight of the work board members put in. Dr. Cole reported to the Board of Visitors the opportunities the college will be working towards. Over the past years our college has not seek outside help to work with outside parties. Lately we have been reaching out other organizations to create new things for the college. Dr. Cole listed four main areas where the college will tap into consultant expertise. Employee training, grant writing, enrollment management, and branding/marketing. We have started discussions on these topics with different organizations outside of the college. The college will be hiring a social media specialist that will spend all their time branding the college throughout social media. In the coming months you will see a great deal of third-party consortiums working with the college.

Vice Chancellor Charlotte proceeded to present the latest financials to the board. In the summary of Unrestricted & Auxiliary Revenues/Expenditures, at the end of March the college was up about 500,000 in revenues overall from this time last year. The college is also ahead in expenditures at this time. Net increase is at 1.6 million.

In Accounts Receivable, we were still able to still pay off old balances with HEERF funds. Yearly change has decreased about 320,000 from this time last year. In Grants & Other Restricted Programs the college has collected over 12 million currently. The college has earned to date close to 4.3 million this fiscal year. The numbers for the Schedule of Bank Accounts are at little over 6.8 million in all accounts. The college has a total of 960,000 in Schedule of Investments- Certificate of Deposits. UA Cossatot received 15,000 in endowment funds from Title III to be used for scholarships. The total endowment funds stand at 99,000. Dr. Cole added to the report on the budgeting process and the monthly meetings that involve all employees. Charlotte then proceeded in explaining the quarterly reports.

Vice Chancellor Dr. Ashley Aylett reported the latest Academic Services report. Dr. Aylett spoke to the board about the total withdrawals for the Spring 2022 semester. There has been a slight increase of withdrawals compared to Spring 2021. Student services typically work with the students to try to avoid a total withdrawal. Dr. Aylett the upcoming Commencement ceremony that will take place Friday, May 13<sup>th</sup>. UA Cossatot has a total of 297 graduates this Spring with 450 awards. The Center for Student Success has been busy with many projects for JAG and Ambassadors such as the pantry, food cards and food bags for students, as well as trainings like Time Management, professionalism, team building, leadership conference,



etc. Dr. Aylett discussed the progress of Adult Education and hours completed. 34 students attained their GED this Spring. Fall and summer enrollment data was presented as well to the board. This data of information included enrollment data comparison, enrollment by degree level, enrollment by academic division, and enrollment by student demographics

Vice Chancellor Mike presented the Facilities report with the continuing renovation of the old Middle School building in Lockesburg. It is starting to wind down as doors are being demoed and concrete flooring has been sand and sealed. The exterior windows for phase one of this building have been installed. The replacement classroom doors are painted and awaiting placement. Minor exterior painting and interior touch up is to be done in the following weeks. A new PVC roof for the gym was originally scheduled to be installed early April 2022 but has been pushed back by the contractor to the second week of May. Mike mentioned the progress of the Solar project. The college entered into an agreement with a solar provider last year to conduct an Investment Grade Audit (IGA) of our energy consumption and to look at the financial benefit of a solar array to the college. The Medical Arts Grants is also making slow progress to add training opportunities to our Medical Programs

#### **Action Items:**

**No.1 Approve the Minutes of March 7, 2022, Board of Visitors Meeting.** Tyler Davis motioned for passage and Brenda Tate seconded the motion. The motion passed with a vote of 7-0.

**No. 2 Review Board of Visitors Meeting Schedule for 2022-2023.** Dr. Glenn Lance motioned for review. Tim Pinkerton seconded the motion. The motion passed by a vote of 7-0.

**No. 3 Review Operating Budget for 2022-2023.** Tyler Davis motioned for review. Brenda Tate seconded the motion. The motion passed by a vote of 7-0.

**No. 4 Review Tuition & Fees for 2022-2023.** Barbara Dixon motioned for passage and Tyler Davis seconded the motion. The motion passed by a vote of 7-0.

**No. 5 Review Career Service Award for 2022-2023.** Tyler Davis motioned for review. Tim Pinkerton seconded the motion. The motion passed by a vote of 7-0.

**No. 6 Review Salaries for 2022-2023.** Dr. Glenn Lance motioned for passage and Tim Pinkerton seconded the motion. The motion passed by a vote of 7-0.

**No. 7 Review College Policy 501: Student Grievance.** Barbara Dixon motioned for review. Ellen Moreland seconded the motion. The motion passed by a vote of 7-0.

**No. 8 Review College Policy 468: Information Technology Risk Management.** Barbara Dixon motioned for passage and Ellen Moreland seconded the motion. The motion passed by a vote of 7-0.

**No. 9 Review College Policy 469: Information Technology Incident Response.** Barbara Dixon motioned for review. Ellen Moreland seconded the motion. The motion passed by a vote of 7-0.

**No. 10 Review New Student Organization: Purposefully Living by Design.** Barbara Dixon motioned for passage and Tyler Davis seconded the motion. The motion passed by a vote of 7-0.

Chair Jimmy Tumey asked for a motion to adjourn the meeting. Tim Pinkerton made the motion and with a second from Brenda Tate, Chair Jimmy Tumey adjourned the meeting at 1:14 p.m.

Respectfully submitted,

Angie Walker, Secretary

wg

**Board of Visitors Meeting – July 11, 2022**

**Action Item No. 2: Approve Election of Officers 2022-2023.**

1. **Background information:** This is a routine action for the Board each year to elect a Chair, Vice-Chair, and a Secretary.
  
2. **Why action is needed at this time:** This action is customary at the first Board of Visitors meeting of each new fiscal year.
  
3. **Chancellor's Recommendation:** The Chancellor recommends the Board elects a Chair, Vice-Chair, and a Secretary to serve for the fiscal year 2022-2023.

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

**Motion by:**

**Seconded by:**

**Yeas:**

**Nays:**

# **UA COSSATOT BOARD OF VISITORS**

## **OFFICERS ELECTED**

2022-2023

Chair \_\_\_\_\_

Vice Chair \_\_\_\_\_

Secretary \_\_\_\_\_

**Board of Visitors Meeting – July 11, 2022**

**Action Item No. 3: Review College Policy 415: Instructional Staff Teaching Load**

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:** To keep our policy up to date.
  
3. **Chancellor's Recommendation:** Chancellor Cole recommends the Board review the Revised College Policy 415: Instructional Staff Teaching Load.

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

**Motion by:**

**Seconded by:**

**Yeas:            Nays:**

## INSTRUCTIONAL STAFF TEACHING LOAD

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### 1. FULL-TIME FACULTY LOAD

Full-time faculty are scheduled for a combination of instructional time and office time that best meets the needs of the Division.

9-month faculty are required to be on campus 30 hours each week and a total of 180 working days per academic year.

10-month teaching faculty work 30 hours a week on campus, non-teaching 10-month employees work 40 hours on campus, and both work through the last day in May. Annual leave is not earned, but these employees receive the same breaks as 9-month faculty.

11-month teaching faculty work 30 hours a week on campus, non-teaching 11-month employees work 40 hours on campus, and both work through the last day in June. Annual leave is not earned, but these employees receive the same breaks as 9-month faculty.

12 month non-medical teaching faculty work 40 hours on campus and accrue annual leave to be used for any time off.

12 month faculty assigned to teach in medical or healthcare programs are required to work at least 30 hours on campus and accrue annual leave. The reduced teaching load is intended to accommodate these faculty members' clinical work in order to ensure teaching and curriculum are consistent with current evidence based practice in their respective fields.

All Division Chairs work 40 hours on campus. 10 and 11 month chairs do not earn annual leave, but receive the same breaks as 9 month faculty. 12-month chairs earn annual leave. Teaching loads for chairs vary. Overloads are determined by the Vice Chancellor for Academics and Chancellor and payment follows the adjunct pay scale.

#### *a) Teaching assignments*

The institution uses a points system based on the model below. Full-time instructional employees are assigned 18 points of teaching duties per semester, which may include extension sites, combinations of day and evening classes, and/or Internet classes. The Vice Chancellor for Academics must approve any faculty scheduled to teach more than 21 points in a regular fall and spring 16-week semester or more than 12 points in an 8-week summer session. Waivers may apply for lab-based courses up to 24 points or under unique situations with Vice Chancellor for Academics approval.

#### *i. Pure Lecture and Lecture/Lab courses*

Points are determined at a 1:1 ratio. 1 student contact hour=1 point\*

ii. *Technical Skills Laboratory and Clinical Laboratory courses*

Points are determined at a 2:1 ratio. 2 student contact hours=1 point\*

*\*Definitions follow the Office of Postsecondary Education (OPE) guidelines*

Full-time faculty on 9 month appointments are not required to teach during summer terms, but may serve as an adjunct during this time and will follow the adjunct pay scale.

b) *Alternative duties*

If scheduled classes are canceled because of low enrollment, alternative duties such as community service classes, curriculum development, assessment activities, tutoring or other special projects may be assigned to make a full workload.—Attempts will be made to assign alternative duties consistent with the education, training, and professional status of the faculty member. The faculty member and the Division Chair will discuss as to the nature and scope of the alternative duties prior to assignment. Alternative time must be approved by the Vice Chancellor for Academics and the Chancellor.

c) *Non-classroom responsibilities*

- i. **Office Time:** Separate from the teaching load is the requirement that each full-time faculty member be available for student consultations that may be scheduled in the faculty office or in the E R C . Faculty schedules must be posted on the faculty's office door, Blackboard course, and will be filed with the appropriate Division Chair, Vice Chancellor of Academics, and front desks. 4 hours of faculty's 30 hour week must be solely used for office time—not committee meetings, committee tasks, general meetings, etc. Exceptions for faculty teaching in technical or medical programs may exist due to the contact time required.
- ii. **Shared Governance:** All full-time faculty members are required to participate in the shared governance structure of the college through committees.
- iii. **Attendance:** Full-time faculty members are expected to be present on campus during days of in-service, and monthly meetings. Full-time faculty are required to attend graduation ceremonies as part of their required days. The Vice Chancellor for Academics must approve a faculty to be absent and the faculty must submit leave in the amount of 3 hours.
- iv. **Records:** All faculty members are expected to submit required records such as attendance, grades, outcomes assessment, etc. at appropriate times.
- v. **Advising:** Faculty members serving as academic advisors are expected to advise students throughout the academic year. Chairs, Student Services, or the Vice Chancellor for Academics will serve as “stand-by advisors” as needed or during time outside the academic calendar when faculty members are not available.

- vi. Volunteerism/Community Outreach: Faculty members may participate in community service through volunteerism, community organizations, or activities agreed upon by the faculty member and Chair.
- vii. Professional Development: All faculty are expected to participate in activities designed to maintain their effectiveness in their respective disciplines, education in general, and assessment. Full-time faculty are required to complete four professional development items per calendar year related to their discipline, content, or field of education such as technology, classroom management, etc. Medical and technical instructors may use outside work or licensure requirements that ensure the faculty is staying current in best practices and trends of the discipline. Adjunct faculty should complete two professional development items per calendar year related to their discipline, content, or field of education such as classroom management, technology, etc.  
Required Safe Trainings of the college should not be included in these items, but may be documented on the faculty's annual professional development plan. Each faculty should submit a professional development plan outlining all professional development completed over the past calendar year with each annual evaluation.

## 2. ADJUNCT FACULTY LOAD

The assignment of course load to adjunct faculty is contingent on departmental need and at the discretion of the Division Chair. An adjunct instructor may teach no more than 9 points per regular 16 week semester or during a summer term. The maximum weekly load for part-time faculty paid by the hour on a timesheet is 25 hours. Adjunct faculty must meet the same educational requirements as regular faculty. Assignment beyond 9 points may occur only in special circumstances and requires approval by the Vice Chancellor for Academics.

## 3. ADMINISTRATORS' TEACHING RESPONSIBILITIES

Administrators and Directors may be required to teach some classes as part of their other duties as assigned. Division Chairs may be required to teach up to 9 points per semester. Overload payments for administrators or directors are determined by the Vice Chancellor for Academics and Chancellor and follow the adjunct pay scale.

HLC Criterion: 3C.2; 3C.6

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### Policy History:

March 2, 2020  
July 9, 2019  
May 6, 2019  
January 8, 2018  
November 3, 2014

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COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

BOARD OF VISITORS

INFORMATION ITEMS

July 11, 2022

## **EMPLOYEE CHANGES**

### **Newly Hired**

Karen Walker

Hire Date: May 26, 2022

Position: Administrative Specialist III- Community Navigator Network

Salary: \$26,288

Robyn Slagle

Hire Date: June 13, 2022

Position: Student Services Advisor

Salary: \$29,206

Thomas Copeland

Hire Date: July 1, 2022

Position: Transfer Advisor

Salary: \$28,633

Rachel Servante

Hire Date: July 1, 2022

Position: Administrative Specialist I- Medical Professions

Salary: \$24,413

### **Employee Position Changes**

Bryant Pagan II, Assistant Coach

Hire Date: June 11, 2022

Position: Athletic Director/Head Basketball Coach

Salary: \$51,000

Shawna Stinnett, Financial Aid Analyst

Hire Date: July 1, 2022

Position: Director of Institutional Research and Assessment

Salary: \$52,014

**From:** Alex W. Barker <barkeraw@uark.edu>  
**Sent:** Sunday, June 26, 2022 11:07 AM  
**To:** Steve Cole; Wendy Garcia; Marilyn Knapp  
**Cc:** Don Bobbitt  
**Subject:** EXTERNAL EMAIL - thank you from ARAS

**[EXTERNAL EMAIL]** This email originated from outside of UA Cossatot. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Steve,

Now that the dust has settled a bit, I wanted to take a moment to formally thank you and your staff for all your assistance during the 2022 Arkansas Archeological Survey/Arkansas Archeological Society Training Program. I'm deeply appreciative of your graciousness and hospitality, and for making the campus such an accessible and welcoming headquarters for the program.

We got an enormous amount done, both archeologically and pedagogically. We'd entered the season planning to simply reconcile data from previous excavations at a precontact Caddoan saltmaking site, and ended up with all that plus an early 19<sup>th</sup>-century postcontact saltmaking site and furnace, of a form only documented once before, and with it a whole range of fascinating new questions and issues to address in the future. We also ended up with the motto "more sherds than dirt."

All of the attendees from around the state (and neighboring states) left with a greater appreciation of UA Cossatot and the people of DeQueen, and while they missed the fish fry you'd so kindly planned—an active case of COVID in camp made that change a regrettable but prudent precaution—I do hope we'll get a chance to enjoy it at some future date.

Again, thank you!

All my best,

Alec

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