Board of Visitors

May 1, 2023

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

UA Cossatot Mission Statement

Board of Visitors Meeting
De Queen, Arkansas
May 1, 2023

<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:

        May 1, 2023   UA Cossatot Lockesburg Community Room

VI.   Information Items

COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

May 1, 2023

SUBJECT: Chancellor's Report

DR. STEVE COLE

Relearning Managing People

Two weeks ago, our college received the results of our annual "Are We Making Progress" survey and it opened my eyes. Overall, we did really well in many different areas, but for several employees there was a very clear pattern developing that seemed to deal with stress and burnout.

While we could argue that the survey was overwhelmingly positive, it did make us think that we needed to take a closer look at the way we manage people. I hate to keep using the trite expressions "pre-Covid" or "post-Covid" to place blame on things that do not seem right but, I think in this case, it is warranted to use these expressions.

It seems that Covid changed the workplace. Use to, we would say "we have to pull up our bootstraps" and get the job done. I don't think that applies to a lot of employees anymore. Something in our personal lives and our work lives has changed…and I think Covid made that change happen. I think there are new stressors in our lives that have been exacerbated by Covid and the "Covid life", and while this was going on, we kept managing people in the same manner.

To make sure our college is being proactive in dealing with these potential changes to our employees, I have convened an independent committee (affectionately called our "Burnout Committee!) to study *US*…to see if there is burnout and find ways we can better understand and manage it. We feel that this is the pragmatic approach to handling something we thought we would never have to handle, at least not because of something like a world-wide pandemic.

We can always learn new ways to manage people…and the first step is to recognize we *need to learn new ways*…and I think in the past two weeks UA Cossatot took a large step in doing so!

Respectfully Submitted,

Dr. Steve Cole, Chancellor

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

May 1, 2023

SUBJECT: Financial Report

CHARLOTTE JOHNSON

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

	Fiscal Year 2021-2022		Fiscal Year 2022-2023	
REVENUES	**ACTUAL**	**BUDGETED**	**ACTUAL**	**BUDGETED**
General Revenue	$2,650,146.06	$3,591,046.00	$2,754,427.52	$3,808,951.00
Workforce 2000	900,224.80	1,350,337.00	900,224.80	1,350,337.00
Tuition & Fees	3,477,955.32	3,958,750.00	3,332,226.72	4,261,315.00
Sales Tax Revenue	854,351.97	1,485,000.00	955,595.57	1,692,000.00
Other Income	157,275.78	240,000.00	134,867.55	210,000.00
Auxiliary Revenues (Book, Café, Sports)	205,733.54	225,500.00	240,089.06	427,700.00
TOTAL REVENUES	**$8,245,687.47**	**$10,850,633.00**	**$8,317,431.22**	**$11,750,303.00**
EXPENDITURES				
Salaries	$3,512,924.56	$5,761,746.00	$3,639,523.22	$6,104,015.00
Fringe Benefits	1,008,354.67	1,858,094.00	922,825.67	1,982,424.00
Travel, Conf. Expenses, Prof. Dev.	33,803.92	135,380.00	93,959.31	155,586.00
Supplies & Services	981,292.00	1,440,035.00	1,860,580.50	1,814,163.00
Utilities/Telephone	308,915.52	450,825.00	337,364.59	448,545.00
Professional & Administrative Fees	467,116.10	259,895.00	114,303.22	345,724.00
Miscellaneous Other	179,726.47	185,200.00	209,885.60	182,914.00
Debt Service *	145,311.54	429,191.00	56,471.57	290,521.00
Capital Outlay	25,375.56	496,061.00	92,517.15	500,180.00
TOTAL EXPENDITURES	**$6,662,820.34**	**$11,016,427.00**	**$7,327,430.83**	**$11,824,072.00**
Net Increase (Decrease) for Year	**$1,582,867.13**	**($165,794.00)**	**$990,000.39**	**($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 February	**$6,413,980.52**	**$3,334,206.00**	**$5,522,813.31**	**$3,676,231.00**

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

	Jul-21	Jul-22	Yearly Change
Student Accts Receivables (less allowances)	$2,545,530.75	$1,826,509.40	($719,021.35)

	Aug-21	Aug-22	Yearly Change
Student Accts Receivables (less allowances)	$1,429,246.80	$1,876,267.08	$447,020.28

	Sep-21	Sep-22	Yearly Change
Student Accts Receivables (less allowances)	$741,315.24	$1,633,383.80	$892,068.56

	Oct-21	Oct-22	Yearly Change
Student Accts Receivables (less allowances)	$1,238,054.18	$1,558,343.01	$320,288.83

	Nov-21	Nov-22	Yearly Change
Student Accts Receivables (less allowances)	$1,239,988.84	$1,600,536.37	$360,547.53

	Dec-21	Dec-22	Yearly Change
Student Accts Receivables (less allowances)	$1,338,651.20	$1,565,423.12	$226,771.92

	Jan-22	Jan-23	Yearly Change
Student Accts Receivables (less allowances)	$1,543,028.09	$1,828,731.42	$285,703.33

	Feb-22	Feb-23	Yearly Change
Student Accts Receivables (less allowances)	$1,328,379.23	$1,647,291.57	$318,912.34

Note -- Recalculated all months for last year and this year to leave out Allowance for Bad Debts to give better picture.

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

Grants	Expiration Date	Total Award Amount Remaining	Earned to Date
Adult Education ABE Grant	6/30/2023	$262,901.36	157,524.94
Adult Education General Education Diploma GAE Grant	6/30/2023	221,060.99	139,225.42
Adult Education D & E (Direct & Equitable)	6/30/2023	88,166.98	43,115.14
Adult Education Special Projects TANF	6/30/2023	87,411.00	36,787.28
Adult Education EL/Civics Grant	6/30/2023	34,572.85	20,269.42
Adult Education SNAP State Grant	6/30/2023	22,546.22	14,892.07
Adult Education Carryover State Grant	6/30/2023	10,320.66	9,001.91
Adult Education Carryover Technology	6/30/2023	9,836.72	1,918.79
Adult Education Carryover GEER Grant	6/30/2023	2,251.45	611.72
Career Pathways (TANF funds)	6/30/2023	264,993.00	183,556.44
Carl Perkins Grant	6/30/2023	102,760.00	48,982.28
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	1,329.61
Weyerhauser Giving Fund - Technology Grant 2023	6/30/2023	4,000.00	3,889.67
Blue & You Foundation Grant 2023	12/15/2023	64,000.00	1,251.45
USDA RUS Distance Learning Grant	3/31/2023	400,587.00	410.96
ACE-Career Coaches State Grant	6/30/2023	167,143.00	79,562.87
ACE-Career Coaches High School Share	6/30/2023	145,324.00	72,065.64
ACE-JAG Grant	6/30/2023	81,632.00	62,630.13
ANCRC Lockesburg Restoration FY23	6/30/2023	331,800.00	4,415.00
Domtar WEC Grant 2022 Carryover	12/31/2022	18,684.67	18,677.81
Domtar WEC Grant 2023	12/31/2023	35,000.00	2,665.98
DOL Youthbuild Grant - 3 Yrs ($844,425)	3/31/2023	146,897.60	65,687.20
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 2022	9/30/2022	14,806.88	14,198.37
Arkansas Community Foundation Delivering the Dream 2023	*12/30/2023*	*17,000.00*	*0.00*
ADHE Food Pantry Grant	*6/30/2023*	*5,000.00*	*0.00*
Women in Cybersecurity (WiCyS) 2023	4/1/2023	2,000.00	0.00
AACC Cyberskills Grant	*2/28/2024*	*20,000.00*	*4,756.98*
UA Prepares Agriculture Grant - 3 Yrs ($141,387)	9/14/2023	115,348.57	12,176.58
GSTARS NSF Frant - 3 Yrs ($299,635)	6/30/2024	226,104.74	89,874.40
Title III ALIGN Grant - 5 Yrs ($2,226,660)	9/30/2025	1,687,166.95	221,364.08
DOL POWER Grant - 4 Yrs ($1,597,031)	*2/28/2027*	*1,597,031.00*	*0.00*
SBA Community Navigator 2 Yrs (1,000,000)	11/30/2023	870,580.28	171,065.73
EDA Wellness Education Learning and Living - 5 Yrs (2,000,000)	8/4/2026	2,000,000.00	17,974.63

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	10,271.83
Economic Development Commission Community Block Grant (CDBG)	6/30/2023	314,578.00	8,121.75
Sevier County FRIENDS 2022	12/31/2022	17,385.65	17,385.65
Sevier County FRIENDS 2023	12/31/2023	95,467.20	6,193.37
Little River County Intermodal	6/30/2023	58,000.00	42,516.72
ARNEC Consortium	6/30/2023	347,135.00	216,699.78
SSARP Absolute Priority 4	7/13/2023	288,441.00	144,220.00
HEERF II Cares Act Institutional Funds Grant	6/1/2023	202,944.13	28,667.17
HEERF III Cares Act Institutional Funds Grant	6/1/2023	1,030,414.28	802,343.06
HEERF II Cares Act Student Emergency Relief Funds Grant	5/12/2023	512.00	512.00
IHEERF III Cares Act Student Emergency Relief Funds Grant	5/12/2023	409,317.00	409,317.00
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		**$13,260,612.40**	**$3,186,784.94**

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

Name of Account	Bank Name	Balance
Cash Fund Account	Farmer's Bank	$4,773,011.51
General Revenue Account	State Treasury	371,757.25
Financial Aid	Farmer's Bank	29,503.90
Scholarship Fund	First State Bank	4,872.64
Student Organizations	First State Bank	56,970.34
Crit Maint/Construction Acct	First State Bank	31,873.70
	Total	**$5,267,989.34**

Bank Balance as of February 2022 $6,844,118.19

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

Amount	Rate	Maturity Date	Bank	Term

College Funds on Certificate of Deposit

Amount	Rate	Maturity Date	Bank	Term
$294,198.81	1.50%	3/29/2023	Horatio State Bank	12 months
$288,597.01	1.50%	6/26/2023	Horatio State Bank	12 months
$288,166.68	2.00%	8/28/2023	Horatio State Bank	12 months
$109,989.47	1.25%	7/27/2023	Diamond Bank	36 months
$980,951.97			**Total College CD Funds**	

CD Balance as of February 2022
$965,798.95

University of Arkansas Pooled Investments
As of February 28, 2023

	Beginning Balance 10/15/2022	Net Change	Ending Balance 2/28/2023
Tier 2 Investments	500,000.00	5,398.69	505,398.69

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

Endowment Funds on Certificate of Deposit

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

Balance				

Endowment Funds in Checking

$48,461.70		Farmer's Bank	
$48,461.70			**Total Endowment Checking**
$123,461.70			**Total Endowment Funds**

Endowment Fund Balance as of February 2022
$84,443.30

COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

May 1, 2023

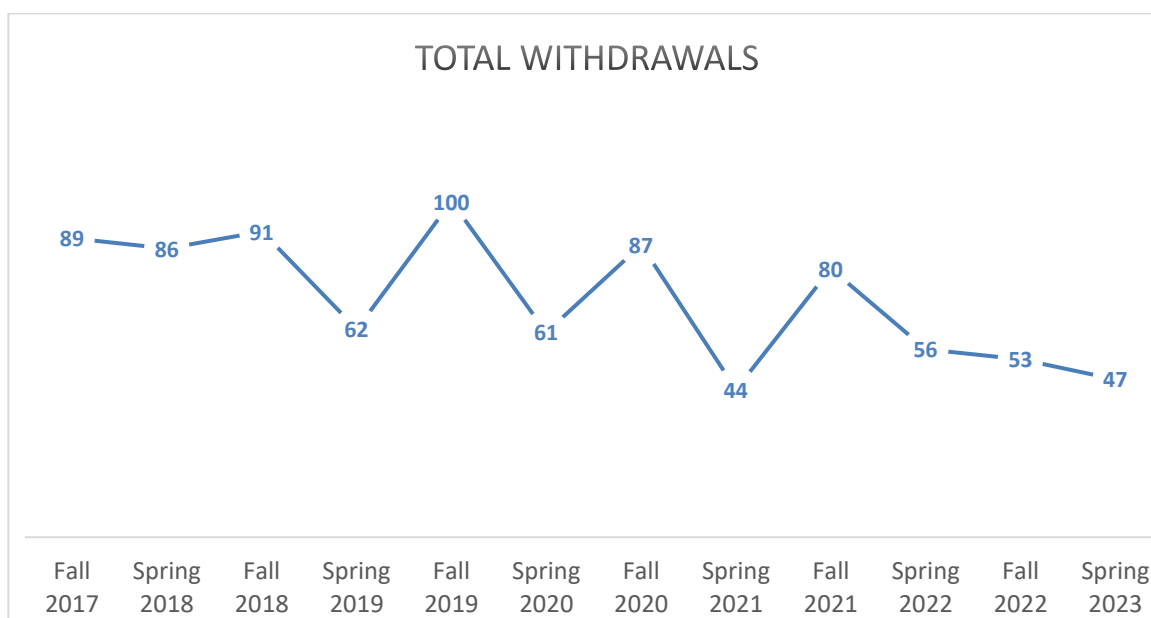SUBJECT: Academic Services Report

DR. ASHLEY AYLETT

- The Accreditation Team attended the Higher Learning Commission conference in March to help the college prepare for our upcoming Assurance Argument (due September 11, 2023) and our HLC site visit (October 2023). Stay tuned for more information/details to help YOU prepare for this visit!
- Financial Aid had an on-site VA Audit March 29th.
- Hosted mid-level manager training March 31 through Arkansas Community Colleges.
- International Student site visit on April 11th

Program Updates
- OTA 100% pass rate for December 2022 grads.
- PTA 100% pass rate for December 2022 grads.
- Upcoming Board of Nursing site visit in May.

Spring 2023 Withdraws

TOTAL WITHDRAWALS

	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2022	Spring 2023
	89	86	91	62	100	61	87	44	80	56	53	47

Graduation

Commencement is scheduled to be held Friday, May 12th @ 7pm at our De Queen Amphitheater. Venue will be moved in the event of rain.

Spring 2023
Total awards: 439
Total graduates: 210
High School student awards: 85
High school students: 41

<u>Compared to Spring 2022</u>

Total awards: 464

Total graduates: 271

High School student awards: 62

High school students: 63

<u>Compared to Spring 2021</u>

Total Awards: 348

Total graduates: 221

<u>Summer and Fall 2023 Enrollment Updates</u>

Provided @ the meeting for most current numbers.

Adult Education

- 22 students who have earned there GEDs,
- Currently have 8 students enrolled in an integrated education and training CNA course We are partnering with Workforce Education. All are paid through a TANF, WAGE 2, or migrant farmers scholarships except two.

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

May 1, 2023

SUBJECT: Facilities Report

MIKE KINKADE

Facilities Update
as of 25 April 2023

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

Middle School Project

As you know, we received approval from ANCRC, and began cleaning out our stored items and "demo-ing" old electrical conduit and light fixtures at the Lockesburg Middle School. We are lining up contractors and materials to get this project started.

Simulation Labs and MLT

I reported last meeting the architectural drawings for our Medical Lab Technician project at DQ as well as the Simulation Labs on the four campuses were received – they were approved, allowing us to get these projects started. We recently met with our administrative agent, S.W. AR Planning and Development District (SWAPDD) to determine next steps, and are currently soliciting bid for a general contractor to work with more familiar than I am on federally funded projects (lots of requirements on contracts, payroll records, minority contracts, etc). We are anxious to get these projects moving, so as soon as possible there will be movement here.

Welding Shop Expansion – Lockesburg

We are adding a 30 ft x 80 ft additional shop area to our Lockesburg campus – directly next to the current shop. Initially it will be mostly open, set up to grinding and welding storage space. However, we are constructing it where it will be easy to enclose and insulate should we need it to be a more controlled environment.

Other projects

- the **Blue Darter Heritage Days** paver project. (Pavers are purchased and on-site.) We are meeting with engravers to get pricing for engraved – (this project previously handled by former Foundation Director.)
- We continue our work with several of our UA universities, colleges, and partners to develop a collaborative solar project beneficial to the whole System. More information will be available soon through communication via UA System office
- Completed the HVAC replacement project for UAC 2022 – adding a few additional units as we move into 2023
- Aerial Lineman Pole Yard in DQ – poles are up, trucks are approved and ordered - side x sides are approved and ordered - – looking for bucket trucks
- Cybersecurity Lab – NV campus – awaiting UALR technicians

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

May 1, 2023

SUBJECT: Public Services & Workforce Development

TAMMY COLEMAN

Public Services & Workforce Development Report

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

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

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT	February 2023	March 2023
Hours of Classroom Instruction Offered	286.11	188.64
Registrations Processed	129	42

Courses offered:
- Accounting Fundamentals
- Active Shooter
- Basic Life Support (BLS) Renewal
- Bunny Pals Painting
- Commercial Truck Driving (Arkansas Truck Driving Academy)
- Conversational Spanish
- Emergency Medical Technician (EMT): Parts 11 & 13
- Forklift Operator Program
- Heartsaver CPR AED
- Heartsaver CPR AED+
- Heartsaver First Aid CPR AED
- Heartsaver First Aid CPR AED: Total
- Heartsaver First Aid CPR AED: Total+
- Heartsaver Pediatric CPR AED
- Intermediate Microsoft Excel 2019/Office 365
- Introduction to QuickBooks
- Landing Zone Safety
- NREMT NCCP 24
- Nursing Assistant Program
- Nutrition & Health
- Pharmacy Technician Program
- Phlebotomy Technician Program
- Hundreds of non-credit courses made available online monthly in partnership with Cengage Learning

2. Career Pathways activity was as follows for February – March 2023.

CAREER PATHWAYS INITIATIVE	February 2023	March 2023
Active Participants	85	87
Credentials Earned	3	0

Three (3) credentials earned, including:

One (1) Commercial Driver's License (CDL)

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.

Career Pathways Director, Crystal Bell-Hunter, participated in a Career Pathways workshop in Little Rock in February regarding case management and different practices to increase enrollments and attainments.

3. Career readiness certification services were provided as follows for February – March 2023.

CAREER READINESS CERTIFICATION SERVICES	February 2023	March 2023
WorkKeys Curriculum	20	52
WorkKeys	15	49
Total Participants	35	101

AR NATIONAL CAREER READINESS CERTIFICATIONS EARNED	February 2023	March 2023
Platinum - Has core employability skills for approximately 99% of jobs profiled by WorkKeys	6	7
Gold - Has core employability skills for approximately 90% of jobs profiled by WorkKeys	5	21
Silver - Has core employability skills for approximately 65% of jobs profiled by WorkKeys	3	15
Bronze - Has Core employability skills for approximately 30% of jobs profiled by WorkKeys	0	3
Total Earned	14	46

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

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

- Verify job seekers have an Arkansas Job Link Account

- Administer WorkKeys Curriculum Pretests to determine if the job seeker is ready to take the WorkKeys assessments

- Provide remediation training using WorkKeys Curriculum, if the individual does not score adequately on the WorkKeys Curriculum Pretest

- Conducts WorkKeys Assessments

- Prints and distributes AR National Career Readiness Certificates (AR NCRCs) to successful examinees

4. Employer engagement with the virtual career center was as follows for February – March 2023.

VIRUTAL CAREER CENTER EMPLOYER ENGAGEMENT	February 2023	March 2023
NATIONWIDE		
Nationwide Job Postings	1372	1955
Nationwide Employers Added	113	140
ARKANSAS		
Arkansas Jobs Postings	43	51
Arkansas Employers Added	3	3

5. Several milestones have been achieved in the development of the Aerial Lineman Program. However, due to supply-chain issues, the launch of the program has been delayed. The training schedule will be published and registration will be opened when the delivery dates for essential equipment and supplies are made known by the vendors, which is anticipated to occur the later part of May.

Meanwhile:

- Curriculum has been finalized (see attachment A).

- The utility pole installation in the pole yard is complete.

- Some equipment and instructional materials have arrived, while other items are on back order.

- Due to the lack of immediate availability of bucket trucks for purchase, a rental option is being pursued.

- The current full-time instructor, whose expertise has been invaluable during the set-up phase, will be resigning and a new instructor will be onboarded in May.

- This partnership between the Arkansas Office of Skills Development and Arkansas Community Colleges, which includes UA Cossatot and two other community colleges, has been branded as the Arkansas Fiber Academy. The Arkansas Fiber Academy is being promoted via social media and a website has been developed and may be viewed at https://www.arkansascc.org/arkansasfiberacademy. The training program overview is also available at https://cccua.edu/conted. Once the training schedule is published and registration is open, local promotion efforts will be initiated.

6. The Continuing Education and the Sevier County Economic Development departments continue to provide recipients of the Community Navigator Scholarship free online small business training through November 2023. The scholarship, funded by the SBA Community Navigator Pilot Program Grant, enables Sevier County, Arkansas, residents or anyone owning a business in Sevier County free access to:
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

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

May 1, 2023

SUBJECT: College Relations

College Relations May 2023

UAC Foundation

The Foundation operated without a director for much of the past couple of months. Because of this, College Relations has spent a large amount of time and effort planning the upcoming Fiesta Fest on Saturday, May 6th in downtown De Queen. This event is a tremendous fundraiser for the Foundation, and gives our college an opportunity to show community involvement with this family friendly event.

Madelyn Jones took over her duties as Foundation Director in mid April, and we welcome her expertise to our College Relations team.

Commuity Involvement

College Relations, through our radio stations and social media, helped promote a number of civic and charitable causes over the past two months, including:

Cossatot Volunteer Fire Department fundraiser interview – March 16

Sevier County Chamber of Commerce interview – March 17

Horatio High School softball fundraiser interview – March 17

Sevier County Eclipse 2024 public meeting live stream – March 17

Lockesburg City Park Spring Fling interview – March 27

And we live streamed the NARCAN training session from our Nashville campus on April 19th.

College Promotion

On April 12, the College Relations team conducted an interview with UAC Professional and Technical Programs division Chair Sarah Chessir, to promote the college's cosmetology program.

We also promoted the efforts of our Secondary Career Center welders who were successful at a recent competition in El Dorado.

Sports Information

 College Relations provided social media coverage of Colts Shooting Sports signing ceremonies at Horatio (March 30), Foreman (April 3), and Genoa Central (April 12). And we hosted an interview with Dr. Steve Cole and Colts soccer coach Justin Hinman on April 14.

Ed 88 Radio

The college radio station Facebook page provided coverage of several events in March and April including:

Sevier County Quorum Court meeting on March 13

Department of Education secretary Jacob Oliva at the De Queen – Mena Educational Coop on March 29

Sevier County Medical Center Board of Directors meeting on April 13

Upcoming and Ongoing Projects

Fiesta Fest – May 6

UA Cossatot Graduation – May 19

Official Launch of the new UA Cossatot website – May 2023

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

BOARD OF VISITORS

ACTION ITEMS

May 1, 2023

Board of Visitors Meeting – May 1, 2023
Action Item No. 1: Approve Minutes of the March 6, 2023, Board of Visitors Meeting.

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

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

3. **Chancellor's Recommendation:** The Chancellor recommends the Board approve the minutes of the March 6, 2023, Board of Visitors Meeting as submitted.

4. **Board of Visitors Action:** The Board of Visitors approved the minutes of the March 6, 2023, Board of Visitors meeting.

   Motion by: Brenda Tate

   Seconded by: Dori Gutierrez

   Yeas: 6   Nays: 0

MINUTES OF MEETING
COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF
ARKANSAS BOARD OF VISITORS
March 6, 2023

Chair Tyler Davis called the regular meeting of the Board of Visitors to order at 12:00 p.m. following a light meal at the UA Cossatot Lockesburg Community Room.

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

Absent: Barbara Horn   Ellen Moreland
                    Mike Cranford   Barbara Dixon

Staff Reports

Chancellor Cole reported on the Great Agriculture Expansion. Dr. Cole spoke to Rotary Club in Nashville last week on this topic. The college has a wonderful agriculture program on the De Queen campus. While we have always had a great program that has produced great graduates, there has always been a need to expand the program and program offerings. UA Cossatot plans to enhance our current Agriculture program by expanding offerings to our Nashville campus. The college currently has written two large agriculture grants to help fund this new process. Dr. Cole added as the program grows, we are outgrowing the space in De Queen, and this is a good way to expand and offer Agriculture on our Nashville campus.

Vice Chancellor Charlotte presented the most recent financial report to the board. As of January in the summary of Unrestricted & Auxiliary Revenues/Expenditures, total revenues are running at about 7.6 million. The expenditure stands at 6.5 million. This usually happens when all the tuition for spring hits it will start to dwindle down over the course of the semester. Accounts Receivable are up, and we are running 285,000 from this time last year. We are working on paying off more old balances with grant funds. In Grants & Other Restricted Programs the college has about 2.8 million earned to date. The college added two new grants. In the Schedule of Bank Accounts, the college has a little over 5.4 million in the bank. This is down from this time last year as we invested some funds in the UA Pooled Investments. Charlotte proceeded to report that the college is at almost 1 million in Schedule of Investments- Certificate of Deposits from this time last year. The Tier 2 Investments for the UA Pooled Investments the college invested half a million in the middle of October and we stand at 511,000 at the end of January. The total endowment funds are at about 100,800.

Vice Chancellor Dr. Ashley Aylett presented the most recent Academic Services report. Dr. Aylett reported registration will be opening soon. Currently enrolled students will be able to register the week of March 27 and full registration will open the week of April 10. Our Spring enrollment is down 78 students from Spring 2023 compared to Spring 2022. The college had 90% of returning students. Concurrent enrollment is growing, and we expect to see a growth with Home Schooled students. Dr. Aylett informed four programs have experienced limited student enrollment resulting in a low graduation rate. All programs can be considered non-viable to the institution at present. We are in the processing of revamping our Business programs to hopefully boost enrollment. We plan to delete the Associate of Applied Science in Digital Media and Marketing and embed the Technical Certificate and Certificate of Proficiency in

Digital Media and Marketing. During the month of February, we hosted area juniors on our campuses for our annual Come Fall in Love recruiting event.

Vice Chancellor of Facilities Mike Kinkade reported on the recent projects where our Facilities, Maintenance, or Building and Grounds departments are involved. Mike has received approval of our submitted architectural drawings from ANCRC. The college has received a bid for the Lockesburg Welding shop expansion. Blue Darter Heritage Days paver project is moving along. The solar project continues to move forward with several other UA universities, colleges, and partners. The maintenance department has replaced 96 HVACs and continues to add a few additional units as we move into 2023. Our Cybersecurity Lab came to a halt as we awaited UALR technicians. We are working on getting all the equipment to get the Aerial Lineman Pole Yard in De Queen started.

Action Items:

No. 1 Approve the Minutes of January 9, 2023, Board of Visitors Meeting. Angie Walker motioned for passage and Brenda Tate seconded the motion. The motion passed with a vote of 6-0.

No. 2 Review UAC Curriculum Proposal Form- Esthetician. Angie Walker motioned for review. Dori Gutierrez seconded the motion. The motion passed by a vote of 6-0.

No. 3 Review UAC Curriculum Proposal Form- Nail Technician. Angie Walker motioned for review and Dori Gutierrez seconded the motion. The motion passed by a vote of 6-0.

Chair Tyler Davis asked for a motion to adjourn the meeting. Dr. Glenn Lance made the motion and with a second from Brenda Tate, Chair Tyler Davis adjourned the meeting at 12:50 p.m.

Respectfully submitted,

Angie Walker, Secretary

wg

Board of Visitors Meeting – May 1, 2023
Action Item No. 2: Review Board of Visitors Meeting Schedule for 2023-2024.

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

2. **Why action is needed at this time:** This is the last Board of Visitors meeting prior to the beginning of the 2023-2024 Fiscal Year.

3. **Chancellor's Recommendation:** The Chancellor recommends the Board approves the Board of Visitors Meeting Schedule for 2023-2024.
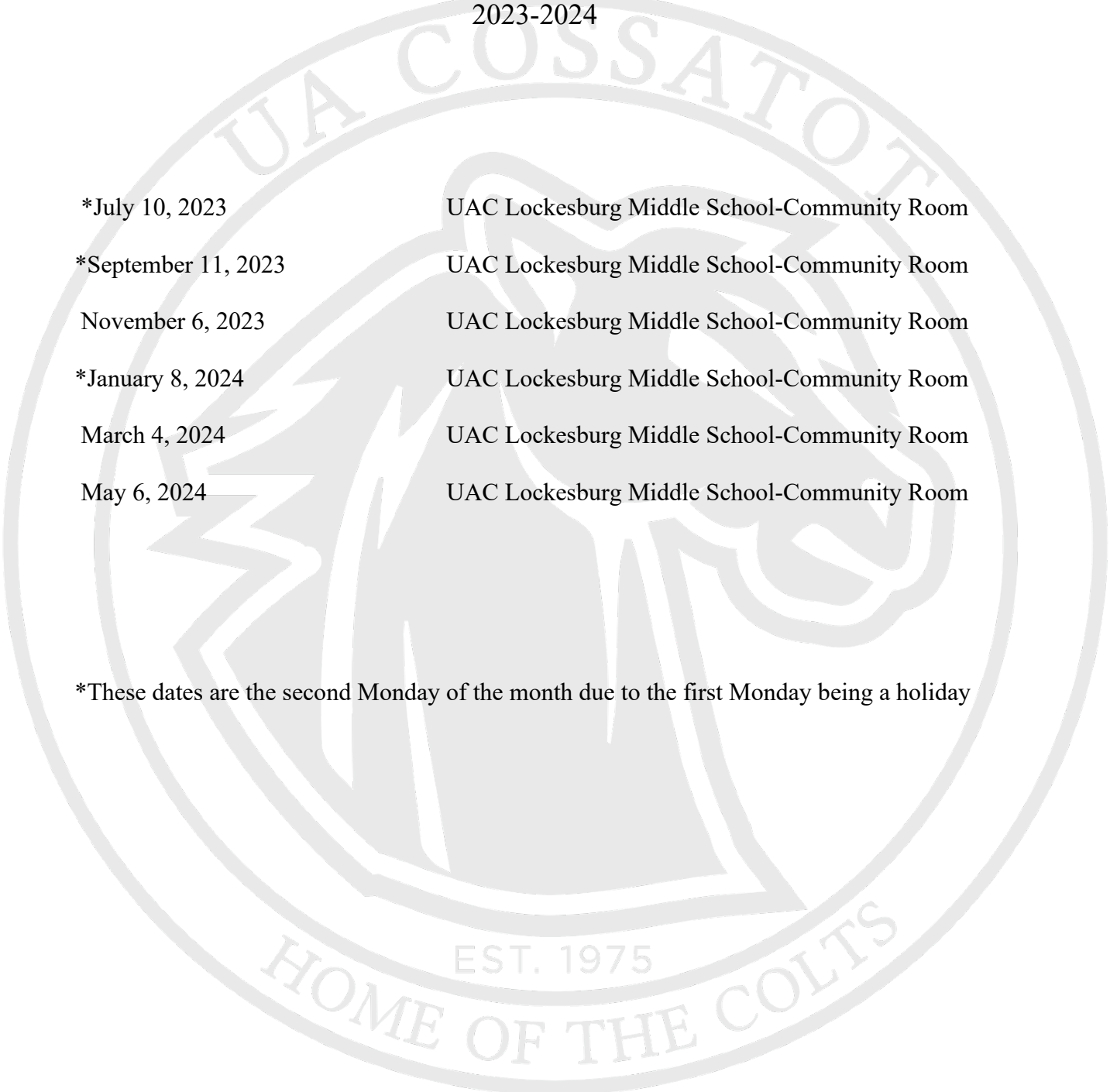
4. **Board of Visitors Action**: The Board reviewed the meeting schedule for 2023-2024.

   Motion by: Mike Cranford

   Seconded by: Ellen Moreland

   Yeas: 6   **Nays:** 0

UA Cossatot
Board of Visitors
Meeting Schedule
2023-2024

 *July 10, 2023   UAC Lockesburg Middle School-Community Room

*September 11, 2023   UAC Lockesburg Middle School-Community Room

 November 6, 2023   UAC Lockesburg Middle School-Community Room

*January 8, 2024   UAC Lockesburg Middle School-Community Room

 March 4, 2024   UAC Lockesburg Middle School-Community Room

 May 6, 2024   UAC Lockesburg Middle School-Community Room

*These dates are the second Monday of the month due to the first Monday being a holiday

Board of Visitors Meeting – May 1, 2023
Action Item No. 3: Review Operating Budget for 2023-2024.

1.   **Background information:** The Board of Visitors reviews the Operating Budget each year contingent upon approval by the University of Arkansas Board of Trustees

2.   **Why action is needed at this time:** This is the last time the Board of Visitors will meet before the beginning of 2023-2024 Fiscal Year.

3.   **Chancellor's Recommendation:** Chancellor Cole recommends the Board review the Operating Budget for 2023-2022

4.   **Board of Visitors Action:** The Board reviewed the Operating Budget for 2023-2024.

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Motion by: Mike Cranford

Seconded by: Brenda Tate

Yeas: 6   **Nays:**0

Board of Visitors Meeting – May 1, 2023
Action Item No. 4 Review Tuition and Fees for 2023-2024

1. **Background information:** It is customary the board reviews the Tuition and Fees Schedule for the next Fiscal Year.

2. **Why action is needed at this time:** This is the last time the Board of Visitors will meet prior to the beginning of 2023-2024 Fiscal Year.

3. **Chancellor's Recommendation:** The Chancellor recommends the Board review the Tuition and Fees for 2023-2024.

4. **Board of Visitors Action:** The Board approved the Tuition and Fees for 2023-2024 pending the approval of the UA System Board of Trustees.

Motion by: Ellen Moreland

Seconded by: Tim Pinkerton

Yeas: 6   **Nays**: 0

Board of Visitors Meeting – May 1, 2023
Action Item No. 5 Review Career Service Awards for 2023-2024

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

2. **Why action is needed at this time:** This is the last time the Board of Visitors will meet prior to the beginning of 2023-2024 Fiscal Year.

3. **Chancellor's Recommendation:** Chancellor Cole recommends the Board review the Career Service Awards for 2023-2024.

4. **Board of Visitors Action:** The Board reviewed the Career Service Award for 2023-2024.

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Motion by: Mike Cranford

Seconded by: Dori Gutierrez

Yeas: 6   **Nays**: 0

Board of Visitors Meeting – May 1, 2023
Action Item No. 6 Review Salaries for 2023-2024

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

2. **Why action is needed at this time:** This is the last time the Board of Visitors will meet prior to the beginning of 2023-2024 Fiscal Year.

3. **Chancellor's Recommendation:** The Chancellor recommends the Board review Salaries for 2023-2024.

4. **Board of Visitors Action:** The Board reviewed the salaries for the 2023-2024.

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Motion by: Mike Cranford

Seconded by: Brenda Tate

Yeas: 6   **Nays**: 0

Board of Visitors Meeting – May 1, 2023
Action Item No. 7 Review College Policy 215: Record Retention Policy.

1. **Background information:** New language was added to this existing policy to include the data UA Cossatot has stored locally on our systems as well as data stored on third-party systems. Sections for Data Inventory, Data Duplication, and Data destruction were added as well.

2. **Why action is needed at this time:** This is the first time the Board of Visitors has met since the revision has been made.

3. **Chancellor's Recommendation:** The Chancellor recommends the Board review the revised College Policy 215: Record Retention Policy.

4. **Board of Visitors Action:** The Board of Visitors reviewed the College Policy 215: Record Retention Policy

Motion by: Ellen Moreland

Seconded by: Mike Cranford

Yeas: 6   **Nays**: 0

RECORD RETENTION POLICY

Purpose and Overview

UA Cossatot is committed to meeting its administrative, fiscal, legal and historical obligations through the systematic and consistent management of all records, regardless of medium or format, created and/or maintained by employees of the college in the course of the academic and administrative business functions.

The effective management of the college's records will:

1. Meet legal standards for protection, storage, accessibility, and disposition;
2. Protect the privacy of students, faculty, and staff as required by law;
3. Ensure optimal and efficient usage of space and other resources;
4. Promote a culture of clarity and transparency;
5. Contribute to the documentation of the college's historical records; and
6. Support the effective governance and management of the college.

This records retention policy will ensure compliance with applicable federal and state laws and regulations and industry best practices. All records must be retained, at a minimum, for the time period and in the manner required by these applicable laws and regulations. Records should also be retained for a specified period and in a manner that will reasonably assure availability when needed by the college.

Each department shall be responsible for establishing their own Records Retention Schedule and Disposal Guidelines. This document shall guide individual departments in the decisions related to the maintenance and purging of college records. A records retention schedule contains, at a minimum, a list of categories of records and the length of time that each category of records must be retained by the department responsible for the record.

This policy covers all data collected by and stored on UA Cossatot systems, regardless of location. Data may be stored locally on college-owned systems or stored at a service provider facility (e.g., cloud storage). The policy applies to both data collected and held electronically and data that is collected and stored as hard copy or paper files. The need to retain certain information may be mandated by federal or state law, federal regulations, or UA System policies.

Data Inventory

An inventory of data managed and maintained by the college is documented in the UA Cossatot Data Inventory. This document also contains the risk classification and data retention standards for each identified data type. The Chief Information Officer is responsible for maintaining this document. This document is reviewed annually or as needed when new data sets are introduced.

Data Duplication

UA Cossatot will avoid duplication in data storage whenever possible, though there may be instances in which for programmatic or other business reasons it is necessary for data to be held in more than one place. This policy applies to all data in UA Cossatot' s possession, including duplicate copies of data or backup retention policies.

Data Destruction

Data destruction ensures that UA Cossatot manages the data it controls and processes in an efficient and responsible manner. When the retention period for the data as outlined above expires, UA Cossatot will actively destroy the data covered by this policy. If an individual believes that there exists a legitimate business reason why certain data should not be destroyed at the end of a retention period, he or she should identify this data to his/her supervisor and provide information as to why the data should not be destroyed. Any exceptions to this data retention policy must be approved by UA Cossatot in consultation with legal counsel. In rare circumstances, a litigation hold may be issued by legal counsel prohibiting the destruction of certain documents. A litigation hold remains in effect until released by legal counsel and prohibits the destruction of data subject to the hold.

HLC Criterion: 2A.2

Policy History:

July 11, 2016

Board of Visitors Meeting – May 1, 2023
Action Item No. 8 Review College Policy 472: Data Classification.

1. **Background information:** In College Policy 472 data classifications were changed from Confidential, Internal, and Public to High Risk, Moderate Risk, and Low Risk. This simplifies the classifications of data types and also more closely aligns our policy with industry standards.

2. **Why action is needed at this time:** This is the first time the Board of Visitors has met since the revision has been made.

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

4. **Board of Visitors Action:** The Board of Visitors reviewed the revision to College Policy 472: Data Classification.

Motion by: Ellen Moreland

Seconded by: Mike Cranford

Yeas: 6   **Nays**: 0

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~~ High Risk
- ~~Internal~~ Moderate Risk
- ~~Public~~ Low Risk

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~~ High Risk– 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~~ Moderate Risk: ~~Internal~~ Moderate risk 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~~ Moderate risk 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~~ Moderate Risk 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~~ Moderate Risk 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~~ Low Risk: ~~public~~ Low Risk data is information to which the public may be granted access in accordance with UA Cossatot policy or standards. ~~Public~~ Low Risk data 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:

November 7, 2022
March 09, 2023

Board of Visitors Meeting – May 1, 2023
Action Item No. 9 Review New College Policy 473: Website Privacy Policy.

1. **Background information:** College Policy 473 defines the official websites of UA Cossatot, addresses collection and use of information in connection with such websites and describes under what circumstances the college may disclose such information.

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

3. **Chancellor's Recommendation:** The Chancellor recommends the Board review New College Policy 473: Website Privacy Policy.

4. **Board of Visitors Action:** The Board of Visitors reviewed the New College Policy 473: Website Privacy Policy.

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Motion by: Ellen Moreland

Seconded by: Mike Cranford

Yeas: 6   **Nays**: 0

WEBSITE PRIVACY POLICY

Website Privacy Policy
Thank you for visiting the UA Cossatot website and reviewing our privacy policy.

Policy Overview
This policy defines the official websites of UA Cossatot, addresses collection and use of information in connection with such websites and describes under what circumstances the college may disclose such information, consistent with Ark. Code § 25-1-114.

The college adheres to all applicable federal and state laws, as well as general college policies that are applicable to the use of computing resources. These include, but are not limited to, the laws and policies contained in Appendix A.

Official College Websites
Except as noted, the information in this privacy policy applies to all official UA Cossatot websites, which are defined as those administered through the college content management system, such as college departments, divisions, or other units typically reporting to or deemed official by the chancellor, vice chancellors, directors and/or department heads/chairs. These sites comply with the college design template, graphics and Web standards as managed by the Office of College Relations.

Other Websites, Third Party Applications, and Links
Within the UA Cossatot domain (cccua.edu) are links to various websites and applications that are not maintained by the college. These applications and websites may or may not be hosted on college-owned servers. The college cannot warrant or be responsible for the privacy policies of these sites. Users are encouraged to become familiar with the privacy policies of third party or off-campus sites and applications. This privacy policy only applies to official college websites.

Information Collected
The college, while reserving its right to monitor communications via college websites for legal, policy or business reasons, including security and functionality, will not monitor the content of communications as a matter of normal business practice. However, the fact that communication occurred (such as when a user visits a college website or utilizes college websites to search for information or submit a form), may be routinely logged as a normal business practice.

Common information logged includes, but is not limited to, the following:

- the IP address of the user's computer
- the date and time a user's computer accessed our site
- the IP address and URL of a referring website
- the page the user requested from the college's site

- the information that a user's Web browser software sends, which typically identifies the browser software and may also indicate the operating system and type of CPU used in the user's computer
- in the case of email, the sender and recipient's email addresses

Google Analytics

The college website uses Google Analytics, a Web analytics service provided by Google, Inc. to collect information such as URLs, Internet domain and hostnames, browser software, date, and time the site was visited, etc.

Voluntary Personal Information

Services are provided through college websites via forms (e.g., admissions, financial aid requests, job applications), surveys, etc., whereby individuals are required to enter personal information to process the request, such as name, physical and email addresses, phone numbers, and financial data. If information requested is not entered, the services and/or requests cannot be accomplished online. The college will use the information provided for internal use only. UA Cossatot does disclose information to third parties, unless required by law.

How Personal Data Is Used

As a rule, the college does not track individual visitor profiles. This data is used to analyze aggregate traffic/access information for resource management, site planning, advertising, and marketing.

When personally identifiable information is entered through college websites, typically the information requested and collected is only used to provide the information or services sought by the requester, just as a person might provide such information when visiting a college office in person or submitting the information via paper, for example, an application for admission.

However, the college may also use any information gathered through college websites or exchange such information with other entities to carry out normal college business operations, including marketing and subcontractor services. Legal requirements concerning use and disclosure of sensitive information will be applied to information maintained with these resources to the same extent that the requirements are applied to other records kept or maintained by the college. The college does not sell information collected through college websites to other entities.

Cookies

Websites can use cookies to provide the user with tailored information from a website. A cookie is an element of data that a website can send to a browser, which may then store it on the user's system. Some applications may require the user to accept cookies for the application to work properly. Two types of cookies exist, session cookies and persistent cookies. Session cookies contain data through which the Web application the visitor is using can maintain the continuity and state of a session. Session cookies expire upon user logout, closing of the browser or timed-out sessions. Persistent cookies contain information that may be useful across multiple sessions, such as identifying the user or other persistent attributes, and are typically not deleted. Data from cookies may also be used to identify user trends and patterns, provide services and record session information. Web browsers can be configured to refuse cookies, accept cookies, disable cookies, and remove cookies as needed or desired.

E-Commerce Sites
The college has sites that enable encrypted online payments. The confidential information entered for these payment transactions is only to be used for purposes defined within/for the transaction. Some transactions are isolated from campus systems and managed by a third party.

Security
In addition to complying with all applicable laws and regulations, the college strives to implement and maintain systems and policies to protect the confidentiality and integrity of personal information provided by users. Despite these security measures, the college does not represent or warrant that personal information will be protected against loss, misuse, or alteration by third parties.

Disclosure of Data Collected
The college is required to comply with the Arkansas Freedom of Information Act (FOIA) (Ark. Code Ann. § 25-19-101 et seq.) and may be required to disclose records maintained in the daily operations of the college unless such records are exempt from disclosure under federal or state law. Therefore, some data collected through college websites may be subject to disclosure upon receipt of a valid FOIA request.

Additionally, at times, the college may be legally required to disclose information collected through college websites in response to a valid subpoena or court order or to comply with a legally permitted inquiry by a governmental agency or regulatory body.

Subject to governing law and other applicable college policies, the college reserves the right to disclose information collected on its websites to governmental authorities in connection with suspected unlawful activity or to aid an investigation into suspected unlawful activity. In addition, the college reserves the right to release information collected on college websites to appropriate governmental authorities if college officials determine, in their sole judgment, that college policies have been violated, or that release of information is necessary to protect the rights, health, safety or property of persons or the college or to protect the integrity of college computer networks. Further, the college reserves the right to disclose information as college officials believe necessary to exercise the college's legal rights, to defend against actual or potential legal claims, or as otherwise permitted or required by college policy.

Updates
This policy is subject to periodic review and update by college officials.

Website Privacy Policy Appendix A
The college adheres to all applicable federal and state laws, as well as college policies that are applicable to the use of computing resources.

State and Federal Laws
- Family Education Rights and Privacy Act (FERPA)
- Electronic Communications Privacy Act of 1986
- Gramm-Leach-Bliley Act
- Health Insurance Portability and Accountability Act (HIPAA)

- USA Patriot Act
- Children's Online Privacy Protection Rule
- Arkansas Freedom of Information Act
- 18 U.S.C. § 1030
- Ark. Code. § 5-41-101 et seq.
- Ark. Code. § 13-2-701 et seq.
- Ark. Code. § 25-1-114

College Policies

- UA Cossatot Policies and Procedures
- University of Arkansas Board of Trustees Policies

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

BOARD OF VISITORS

INFORMATION ITEMS

May 1, 2023

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

Curriculum Committee Agenda/Minutes
March 7, 2023 via Ring Central

Members:

Ashley Aylett	X	**Bruce Franklin**	X		
Arwen McDaniel	X	**Robyn Slagle**	X	**Jacynda Davis**	X
Denise Hammond		**Haley Hadaway**	X	**Heather Orr**	X
Stacy White	X	**Kelli Harris**	X	**Jimmy Washburn**	X
Jocelin Galvez	X	**Julie Rhodes**	X	**Lauren Volarvich**	
Lauren Young	X	**Mary Collom**	X	**Sarah Chesshir**	X
Tammy Coleman	X	**Tiana Kelly**	X	**Carolyn Armstrong**	X
Brett Blackburn	X	**Thom Copeland**	X	**Kacie Metzger**	

Meeting called to order at 8:15 AM

Request 1: PTA courses : change in course credit (Heather Orr)
PTA 2424 Clinical Practicum I, during the Summer term, will change to mirror OTA <u>one day a week integrated clinical experience</u> with emphasis on professionalism and patient interaction therefore, course will reduce to a 2 CH course.
(PTA 2422 Clinical Practicum I)

PTA 2212 Orthopedic Conditions will increase to a 3 CH course:
(PTA 2213 Orthopedic Conditions)

PTA 2502 PTA Seminar will increase to a 3 CH course:
(PTA 2503 PTA Seminar)

PTA 1112 Introduction to PTA course name will change to:

PTA 1112 Concepts of Physical Therapy Profession

Motion to Approve: Arwen McDaniel   Seconded: Jacynda Davis
All voted to approve.

Request 2: Addition of Applied Math lab (presented by Ashley Aylett for Crystal Sims)

51

- Work from Math Pathways and Strong Start to Finish along with a large amount of data review has led us to moving to a multiple measures placement for fall 2023. With this, we need to offer a co-req for Applied Math like we've done for College Algebra and Comp I.

Motion to Approve: Heather Orr   Seconded: Sarah Chesshir
All voted to approve.

Request 3: Change in Cosmo program placement scores (Sarah Chesshir)
The Cosmetology program will require Reading and Writing scores, but not Math scores as the Math for the Cosmetology program is embedded into program curriculum. Because written and oral communication are also heavily included in this curriculum, we believe it's acceptable to lower reading/writing placements scores from a 17 to a 15 equivalency. Below is the proposed placement chart:

Score Requirements			
Subject	Next Gen	ACT	Accuplacer
Reading	225	15	57
Writing	244	15	71
Math	Math is embedded into the program curriculum		

Effective Fall 2023, students who do not meet score requirements in reading and writing will need to complete developmental courses prior to entering the cosmetology program.

Motion to approve by Julie Rhodes; seconded by Brett Blackburn.
All voted in favor of approval.

Request 4: Move the AAS Digital Media and Marketing degree to Inactive
- Some classes will be deleted through this. We will keep the TC and CP and embed those into the AAS General Business. By reducing the number of courses offered we hope this will increase course enrollment numbers. I have reviewed AAS DMM majors and visited with Tiana about plans for these students. This change will allow a student to earn the AAS General Business, a TC in Accounting, TC in Business Management, TC in DMM, CP Accounting, CP Business Management, CP DMM. This should look very good on their resumes.

Motion to approve by Brett Blackburn; seconded by Arwen McDaniel.
All voted in favor to approve.

- DMM Deletions
    - Graphic Software Applications
    - Media Production
    - Mass Comm in Mass Media/Society
    - Digital Retail Management
    - Search Display & Advertising

Motion to approve by Jim Washburn; seconded by Jacynda Davis.
All voted in favor to approve.

Request 5: Delete the Business Capstone Course and replace with a new Business Ethics class.

Motion made by Haley Hadaway; seconded by Tammy Coleman.
All voted to approve.

Request 6: Name changes to several courses to better streamline to peers AND make the names more modern:
- o   Business Law to Legal Environment of Business
- o   Computerized Apps for Accounting to Quickbooks
- o   Small Business Management to Entrepreneurship
- o   Human Relations and Supervision to Human Resource Management

Motion made by Arwen McDaniel; seconded by Mary Collom
All voted to approve.

Request 7: Removal of pre-reqs
- o   Remove College Reading from Principles of Management
- o   Remove Spreadsheets from Marketing Analytics

Motion made by Haley Hadaway; seconded by Jim Washburn
All voted to approve.

Ashley also notified the committee of the move to Muliple Measures placement for Fall 2023. Crystal will send an email out this week with more information for the group.

Motion to adjourn meeting at 8:38am made by Brett Blackburn and seconded by Jim Washburn.

AA

Curriculum Committee Agenda/Minutes
March 21, 2023 via email

Member Voting:

Ashley Aylett		Bruce Franklin	X		
Arwen McDaniel	X	Robyn Slagle	X	Jacynda Davis	X
Denise Hammond		Haley Hadaway	X	Heather Orr	X
Stacy White	X	Kelli Harris		Jimmy Washburn	X
Jocelin Galvez	x	Julie Rhodes	X	Lauren Volarvich	X
Lauren Young	X	Mary Collom	X	Sarah Chesshir	X
Tammy Coleman	X	Tiana Kelly	X	Carolyn Armstrong	X
Brett Blackburn	X	Thom Copeland	X	Kacie Metzger	X

Meeting via email

Request 1: Remove the Speech requirement and the 2 Social Science electives and change this to 9 credit hours of any electives. This is more in line with the AGS and will allow the students to receive the CGS before they graduate, which is how it was intended.

Majority voted approves.

AA

Curriculum Item for Approval--CGS

Ashley Aylett
To ⊞ Curriculum Committee

⟲ Reply   ⟲ Reply All   → Forward

Non-Sensitive

📄 Curriculum_CGS Revision_2023.docx
51 KB

Good morning!

We have a small curriculum item we need to run through the committee. I think we can handle it via email vs a face-to-face.

We would like to make minor changes to the Technical Certificate in General Studies. Please see the attached. The actually curriculum is included with the form so you can visualize the change.
In a nutshell: Remove the Speech requirement and the 2 Social Science electives and change this to 9 credit hours of any electives. This is more in line with the AGS and will allow the students to receive the CGS before they graduate, which is how it was intended. Credit hours will remain the same.

Please REPLY ALL with any questions you have AND your vote when you are ready.
I know we try to avoid using reply all, but it is helpful in these type situations.

Dr. Ashley Aylett
Vice Chancellor for Academics

UA Cossatot

De Queen • Nashville • Ashdown • Lockesburg
183 College Drive, DeQueen, AR 71832

UA Cossatot

Academic Council Meeting	**DATE:** March 13, 2023 **TIME:** 9:00 **LOCATION:** RC

Members Present: Ashley Aylett, Crystal Sims, Julie Rhodes, Relinda Ruth, Tiana Kelly, Toni Wartinger/Testing Center, LaDonna White, Shawna Stinnett, Jocelin Galvez Denise Hammond, Misti Eudy, Eda Lopez

Members Absent: Sarah Chesshir (Workforce meeting), Kim Dickerson, Erika Buenrrostro, Suzanne Ward (QC meeting), Thom Copeland

Others Attending: Candance Silva, Tammy Heminger

Ashley called the meeting to order at 9:01 am

CCSSE
Shawna brought up we will be conducting the student CCSSE survey soon in an online format. This will be the first time we utilize the online format. In hopes to receive a good amount of feedback, we would like to offer incentives for students completing the survey. The group brainstormed the best way to accomplish this and it was decided students will screenshot the completion screen and email to Shawna. Names will be submitted into a drawing to receive various prizes. Prizes could include merch, print cards, COLT bucks, etc.
We will open the survey after Spring Break and leave open until May 1.
Since this is during open enrollment, advisors should remind their advisees to complete the survey.
Students MUST be 18 to complete the survey, so this eliminates many concurrent students.

Certificate of General Studies
Crystal brought the TC of General Studies to the council and mentioned we are unable to award this to many students because of the Speech requirement and elective block. The council recommended removing the restrictions and allowing elective choice block along with the removal of requiring Speech. Students will complete 9 elective hours of their choice with the change. This better aligns with our AGS degree and stack ability.

Relinda made a motion to adjourn; Tiana seconded. Meeting adjourned at 9:43am

AA

UA Cossatot

COMMITTEE: Distance Learning   **DATE: March 31, 2023**
TIME: 9:00am Ring Central

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

Not attending:

AGENDA AND ACTIONS

The meeting was called to order at 9:04 am by Karen Arbuckle, committee chair.

Follow-up Items

February minutes were reviewed and approved. Guillory motioned to approve the minutes; Cole seconded, and all approved. The motion carried.

A question was asked about students being enrolled in enhancements from the fall term. Cole gave the update on the issue of course enhancements that had students showing up enrolled in a class they had already taken. Cole said it was likely that some enhancements were missed in removal of students but the issue has been resolved. The issue was addressed when brought to the committee previously, so this was just a follow-up.

Item One: HLC Site Visit Preparations

A PowerPoint from the recent HLC Conference was sent to the committee. The committee has been tasked with making sure distance education learning is meeting all of the HLC Accreditation for online learning. It was mentioned that the Distance Education Committee, as well as Ashley Aylett and Crystal Sims, will likely be called on to address any concerns from HLC about online learning. We need to be available and prepared for that meeting. Information will be shared with the committee on what needs to be addressed so everyone is aware. One thing that possibly needs to be addressed in course syllabi and the online course is the difference between online learning and correspondence course learning for students to have clear expectations. Another thing to possibly address is active instructor engagement with the students, such as instructor interaction with students on discussion boards. The Distance Education Committee will be working on ideas for our college to share. Discussion was brought with what other colleges may do, so there will be a gathering of information of what we do, what we need to do, and what we need to produce. Some of the information we need to be aware of for online teaching will be in the COLT Rubric. The committee will produce an information sheet to share about what is the overall expectations of an online faculty member at Cossatot.

Discussion took place over how to insure student authenticity in the online class. One idea was a syllabus "quiz," and another idea was recognition of a statement of the academic integrity policy before proceeding with course materials. Ideas were discussed but nothing was decided at this time.

Item Two: Course Assignments for COLT Rubric

The team will be piloting the COLT Rubric on courses of committee members. Each evaluated committee member will be evaluating a course of another committee member. This will allow us to see how the COLT Rubric works on classes in Ultra and Classic views and what needs to be tweaked on the rubric. Then it can be released to faculty so

they can prep their classes with the COLT Rubric. An updated COLT Rubric will be sent to committee members. Reviews are due before the next meeting where findings will be discussed to determine if changes are needed.

Final Actions:

The next meeting will be Friday, April 21 at 9:00 am. Guillory moved to adjourn the meeting; Kathy seconded. Motion carried. The meeting was adjourned at 9:45 am.

Committee Comments:

Submitted by: __Tabetha Nguyen_____ Recorder

UA Cossatot

COMMITTEE: Distance Learning   **DATE: April 21, 2023**
TIME: 9:00am Ring Central

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

Not attending: Tamla Heminger (non-evaluated)

AGENDA AND ACTIONS

The meeting was called to order at 9:05 am by Karen Arbuckle, committee chair.

Follow-up Items

March minutes were reviewed and approved. Cole motioned to approve the minutes; Faith seconded, and all approved. The motion carried.

Information Sheet about Online Faculty Teaching: This will be a work in progress and continued by email discussion. This will need to be put in to place no later than when faculty return in August to be shared with faculty prior to the new term starting.

Item One: New Business: Discussion of COLT Rubric Review Findings

Concerns about certain questions were discussed. Some statements need clarification, and some statements need to be moved to a different section. It was decided that everyone would send a list of their findings to Karen so that she can compile those concerns. The process and how we are using this document needs to be explained at the start of the review. Guillory and Ashley will work together to build the FAQ for faculty expectations for HLC and the information page on how to do the rubric. They will seek input from Crystal Sims as well. They will also have the list of classes and when those classes will initially be reviewed on a two-year schedule. Kathy proposed that initial reviews should be done between the faculty member and reviewer. This will facilitate open communication during the review process.

Final Actions:

Future Items for Discussion:
- Is Distance Education still required to approve classes to be in the online format since so many processes have changed? What is the procedure? If so, approval is needed for Anatomy and Physiology I and II as online courses. This has not been done due to Covid and the changes happening since that time.
- Review and approve FAQ for online faculty teaching expectations based on HLC requirements.
- Review and approve the informational section for the COLT Rubric.
- The next meeting will be held by email in May. Tabetha motioned and Ashley seconded. Guillory moved to adjourn the meeting; Kathy seconded. Motion carried. The meeting was adjourned at 10:20 am.

Committee Comments:

Submitted by: __Tabetha Nguyen_____ _{Recorder}