



Board of Visitors

July 13, 2026

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
Lockesburg, Arkansas
July 13, 2026**

UA Cossatot Lockesburg Middle School Community Room

- I. Light Meal Served: 11:30 AM

- II. Opening Prayer:

Open Meeting:

Introduce Guests:

- III. Staff Reports
 - A. Chancellor’s Report by Steve Cole4-6
 - B. Financial Report by Charlotte Johnson7-21
 - C. Academic Services Report by Ashley Aylett22-23
 - D. Public Services & Workforce Development Report by Tammy Coleman.....24-28

- IV. Action Items
 - No. 1 Approve Minutes of May 4, 2026, Board Meeting33-35
 - No. 2 Review College Policy 415: Instructional Staff..... 36-37
 - No. 3 Review College Policy 501: Student Appeals & Complaints..... 38
 - No. 4 Review College Policy 504: Attendance 39
 - No. 5 Review College Policy 646: Testing & Verification of Student Identity..... 40
 - No. 6 Review College Policy 650: Calendar and Schedule..... 41

- V. Adjournment:
 - Motion:
 - Second:

Board of Visitors meeting schedule:

- July 13, 2026 UAC Lockesburg Middle School-Community Room
- September 14, 2026 UAC Lockesburg Middle School-Community Room
- November 2, 2026 UAC Lockesburg Middle School-Community Room
- January 11, 2027 UAC Lockesburg Middle School-Community Room
- March 1, 2027 UAC Lockesburg Middle School-Community Room
- May 3, 2027 UAC Lockesburg Middle School-Community Room

VI. Information Items

1. Faculty Council.....49

2. Employee Changes50

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

SUBJECT: Chancellor's Report

DR. STEVE COLE

The Hiring Conundrum

For years, UA Cossatot has enjoyed a reputation of not just being a pillar of education and community development, but one of the premier places to work in our region. Our culture of collaboration, family-first values, and mission-driven work made recruiting top talent a natural byproduct of who we were.

However, the regional economic landscape and labor market have shifted dramatically. Today, we face a challenging recruitment environment. We currently have several critical full-time vacancies across our campuses that are proving difficult to fill with qualified candidates. As of this report, our open full-time requisitions include:

- **Workforce Development Coordinator** (De Queen Campus)
- **Cybersecurity/Artificial Intelligence Instructor** (Nashville Campus)
- **Food Preparation Manager** (De Queen Campus)
- **Welding Instructor** (De Queen Campus)
- **Public Safety Officer** (De Queen Campus)
- **Agriculture Instructor/Program Developer** (All Campuses)

These openings sit at the very heart of our instructional delivery and student support operations. Failing to fill them efficiently puts undue strain on our current staff and risks slowing the momentum of our high-demand technical and workforce programs.

We are no longer just competing with neighboring educational institutions; we are competing with remote-work flexibility, aggressive private-sector wage growth, and streamlined corporate hiring practices. Candidates are looking for total compensation packages, modern flexibility, and a frictionless application process. To find the caliber of professionals our students deserve, we must re-evaluate how we position ourselves in the marketplace.

To pivot back to being the region's preferred employer, I am directing our administration to focus on three structural pillars over the next bi-monthly cycle:

1. **Total Compensation & Benefit Transparency:** While we operate under state and system salary structures, we must do a better job of marketing our total compensation. This includes actively promoting our exceptional Arkansas retirement matches, comprehensive health benefits, and tuition waivers, which private employers rarely match.
2. **Streamlining the Onboarding Pipeline:** We must work within our Workday ecosystem to ensure that our application process is as accessible and swift as possible.

3. **Targeted Regional Cultivation:** For highly specialized roles—such as our Welding and Cybersecurity/AI positions—we must aggressively recruit directly from industry pipelines, leveraging our workforce partnerships to find professionals ready to transition from the field into the classroom.

Securing the future of UA Cossatot requires that we invest as heavily in our human capital as we do in our physical campuses. I look forward to discussing our strategic adjustments further during our upcoming meeting, ensuring we remain an institution where the region's best talent wants to build their careers.

Our Current Charlotte Meter: 7.5

Respectfully submitted,



Dr. Steve Cole

Chancellor

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

SUBJECT: Financial Report

CHARLOTTE JOHNSON

Cossatot Community College of the University of Arkansas
Summary of Unrestricted & Auxiliary Revenues/Expenditure Report
As of April 2026

<u>REVENUES</u>	Fiscal Year 2024-2025		Fiscal Year 2025-2026	
	ACTUAL	BUDGETED	ACTUAL	BUDGETED
General Revenue	\$3,253,923.11	\$3,757,578.00	\$3,390,253.45	\$3,750,333.00
Workforce 2000	1,125,281.00	1,350,337.00	1,125,102.00	1,350,337.00
Tuition & Fees	3,811,757.90	4,432,287.00	4,661,144.05	4,652,245.00
Sales Tax Revenue	1,486,957.66	1,824,900.00	1,493,554.15	1,807,066.00
Other Income	399,167.96	473,000.00	423,413.72	775,556.00
Auxiliary Revenues (Book, Café, Sports)	411,366.75	917,500.00	665,619.97	1,131,500.00
TOTAL REVENUES	\$10,488,454.38	\$12,755,602.00	\$11,759,087.34	\$13,467,037.00
<u>EXPENDITURES</u>				
Salaries	\$4,736,141.10	\$6,329,093.00	\$5,343,321.34	\$6,816,077.00
Fringe Benefits	1,383,707.42	1,906,945.00	1,515,108.53	2,159,723.00
Travel, Conf. Expenses, Prof. Dev.	171,502.82	256,525.00	121,265.53	176,395.00
Supplies & Services	2,519,619.44	2,537,979.00	2,771,581.34	2,833,453.00
Utilities/Telephone	219,834.34	465,610.00	221,403.40	362,550.00
Professional & Administrative Fees	113,677.74	240,075.00	95,650.67	230,145.00
Miscellaneous Other	362,633.86	449,395.00	956,018.69	396,714.00
Debt Service *	233,510.11	267,300.00	253,826.51	270,000.00
Capital Outlay	176,460.21	302,680.00	82,749.86	221,980.00
TOTAL EXPENDITURES	\$9,917,087.04	\$12,755,602.00	\$11,360,925.87	\$13,467,037.00
Net Increase (Decrease) for Year	\$571,367.34	\$0.00	\$398,161.47	\$0.00
Unrestricted Cash Balance at Beginning of Year	\$3,284,863.00	\$3,350,000.00	\$2,413,337.00	\$3,641,420.00
Fund Balance at End of April	\$3,856,230.34	\$3,350,000.00	\$2,811,498.47	\$3,641,420.00

Cossatot Community College of the University of Arkansas
Accounts Receivable Month and Yearly Comparison
As of April 2026

	Jul-24	Jul-25	Yearly Change	
Student Accts Receivables (less allowances)	\$1,179,989.28	\$2,230,743.88	\$1,050,754.60	*All Fall Charges came on 7-15-25
	Aug-24	Aug-25	Yearly Change	
Student Accts Receivables (less allowances)	\$2,356,807.44	\$3,072,896.81	\$716,089.37	
	Sep-24	Sep-25	Yearly Change	
Student Accts Receivables (less allowances)	\$1,648,561.73	\$1,943,043.75	\$294,482.02	
	Oct-24	Oct-25	Yearly Change	
Student Accts Receivables (less allowances)	\$1,552,133.72	\$1,646,075.74	\$93,942.02	
	Nov-24	Nov-25	Yearly Change	* Spring Charges started on 11-15-25
Student Accts Receivables (less allowances)	\$1,273,226.76	\$2,353,556.38	\$1,080,329.62	This is a new process from previous years
	Dec-24	Dec-25	Yearly Change	
Student Accts Receivables (less allowances)	\$2,081,547.00	\$2,610,811.30	\$529,264.30	
	Jan-25	Jan-26	Yearly Change	
Student Accts Receivables (less allowances)	\$2,553,503.71	\$3,013,596.45	\$460,092.74	
	Feb-25	Feb-26	Yearly Change	
Student Accts Receivables (less allowances)	\$1,668,969.60	\$2,112,560.20	\$443,590.60	
	Mar-25	Mar-26	Yearly Change	
Student Accts Receivables (less allowances)	\$1,357,317.38	\$1,220,876.74	(\$136,440.64)	
	Apr-25	Apr-26	Yearly Change	
Student Accts Receivables (less allowances)	\$1,415,369.78	\$1,358,582.70	(\$56,787.08)	

Cossatot Community College of the University of Arkansas
Grants & Other Restricted Programs
As of April 2026

Grants	Expiration Date	Total Award Amount Remaining	Earned to Date
Adult Education ABE Grant	6/30/2026	\$214,640.89	159,253.61
Adult Education General Education Diploma GAE Grant	6/30/2026	266,595.64	201,966.16
Adult Education D & E (Direct & Equitable)	6/30/2026	115,659.27	86,242.52
Adult Education EL/Civics Grant	6/30/2026	22,938.00	15,498.65
Adult Education C/I Grant	6/30/2026	21,363.34	15,803.54
Adult Education SNAP State Grant	6/30/2026	22,546.22	15,135.90
Adult Educaiton State Carryover Grant	6/30/2026	18,486.72	17,124.59
ACE-Career Coaches State Grant	6/30/2026	229,219.00	173,945.17
ACE-Career Coaches High School Share	6/30/2026	205,718.91	163,312.96
Carl Perkins Grant	6/30/2026	105,576.00	95,956.33
Perkins Reserve Funds	6/30/2026	46,939.00	46,935.62
ACE-JAG De Queen Grant	6/30/2026	62,498.40	42,073.90
ACE-JAG Nashville Grant	6/30/2026	64,798.40	46,689.32
Career Pathways (TANF funds)	6/30/2026	244,207.00	255,037.70
Trauma EMS Training Grant	6/30/2026	2,963.00	2,963.00
Title III ALIGN Grant - 5 Yrs (\$2,226,660)	9/30/2025	558,093.19	153,225.69
EDA Wellness Education Learning and Living - 5 Yrs (2,000,000)	8/4/2026	1,239,661.00	33,520.24
Weyerhaeuser Giving Fund - Technology Grant 2025 Carryover	6/30/2026	17,560.31	17,560.31
Broadband Expansion Initiative (BEI) Grant Continuing	6/30/2026	264,995.59	195,144.01
Fiber Engineer Grant Continuing	6/30/2026	325,324.25	207,624.99
Economic Development Comm Block Grant Carryover	6/30/2025	271,004.07	221,868.73
Arkansas Community Foundation Delivering the Dream 2024 Carryc	12/31/2024	6,923.43	-
Domtar WEC Grant 2025	12/31/2025	18,023.60	18,023.59
Domtar WEC Grant 2026	12/31/2026	35,000.00	11,467.64
DOL POWER Grant - 4 Yrs (\$1,597,031)	2/28/2027	795,791.00	445,383.74
AACC Cyberskills Grant Carryover	2/28/2024	5,446.45	2,865.73
ADHE SOR Collegiate Recovery Funding Grant	9/29/2026	15,000.00	15,000.00
DOL Youthbuild II 2023 Grant - 3 Yrs (\$)	9/30/2026	335,631.00	223,933.71
USDA NIFA Lead Grant	8/14/2028	351,942.00	85,013.06
NSF HIS STEM Grant	9/30/2025	59,218.00	55,950.65
NIFA AG & Vet Tech Grant	2/28/2030	650,000.00	18,931.70
Sevier County FRIENDS 2025	12/31/2025	40,000.00	39,903.62
Sevier County FRIENDS 2026	12/31/2026	80,567.00	29,459.81
Sevier County Chamber 2026	12/31/2026	50,000.00	9,943.84
Little River County Intermodal FY2026	6/30/2026	79,475.00	66,426.67
Howard County Development 2025	12/31/2025	35,108.11	33,781.97
Howard County Development 2026	12/31/2026	65,000.00	23,892.07
ARNEC Consortium	6/30/2026	363,012.00	145,628.36
		\$7,306,925.79	3,392,489.10

Cossatot Community College of the University of Arkansas
Schedule of Bank Accounts
As of April 2026

Name of Account	Bank Name	Balance
Cash Fund Account	Farmer's Bank & Trust	\$3,802,193.78
General Revenue Account - Unrestricted	State Treasury	666,538.29
Financial Aid	Farmer's Bank & Trust	146,532.95
Scholarship Fund	First State Bank	1,564.25
Student Organizations	First State Bank	52,611.90
	Total	<u>\$4,669,441.17</u>

****Bank Balance as of April 2025 \$4,711,172.56***

**Cossatot Community College of the University of Arkansas
Schedule of Investments - Certificate of Deposits
As of April 2026**

Amount	Rate	Maturity Date	Bank	Term
College Funds on Certificate of Deposit				
\$336,956.92	4.00%	3/29/2027	Horatio State Bank	12 months
\$328,709.27	4.25%	6/26/2026	Horatio State Bank	12 months
\$329,102.89	4.75%	8/28/2026	Horatio State Bank	12 months
<u>\$123,124.77</u>	3.45%	11/6/2026	Diamond Bank	12 months
<u>\$1,117,893.85</u>			Total College CD Funds	

***CD Balance as of April 2025 \$1,071,619.50**

**University of Arkansas Pooled Investments
As of April 2026**

	<i>Beginning Balance 7/1/2025</i>	<i>Net Change</i>	<i>Ending Balance 4/30/2026</i>
Tier 2 Investments	567,280.09	15,280.22	582,560.31

*** UA Pooled Balance as of April 2025 \$564,457.57**

Cossatot Community College of the University of Arkansas
Schedule of Endowment Funds
As of April 2026

Endowment Funds on Certificate of Deposit				
Amount	Rate	Maturity Date	Bank	Term
\$75,000.00	Horatio State Bank	8/8/2026	Horatio State Bank	12 months
<u>\$75,000.00</u>	Total Endowment CD's			
Balance				
Endowment Funds in Checking				
\$185,499.33	Farmer's Bank & Trust			
<u>\$185,499.33</u>	Total Endowment Checking			
<u>\$260,499.33</u>	Total Endowment Funds			

**Endowment Fund Balance as of April 2025 \$208,837.96*

Cossatot Community College of the University of Arkansas
Summary of Unrestricted & Auxiliary Revenues/Expenditure Report
As of May 2026

<u>REVENUES</u>	Fiscal Year 2024-2025		Fiscal Year 2025-2026	
	ACTUAL	BUDGETED	ACTUAL	BUDGETED
General Revenue	\$3,515,532.16	\$3,757,578.00	\$3,674,117.77	\$3,750,333.00
Workforce 2000	1,237,809.10	1,350,337.00	1,237,612.20	1,350,337.00
Tuition & Fees	4,124,678.83	4,432,287.00	5,053,416.02	4,652,245.00
Sales Tax Revenue	1,598,664.45	1,824,900.00	1,483,079.91	1,807,066.00
Other Income	442,134.67	473,000.00	449,341.32	775,556.00
Auxiliary Revenues (Book, Café, Sports)	446,416.26	917,500.00	707,323.36	1,131,500.00
TOTAL REVENUES	\$11,365,235.47	\$12,755,602.00	\$12,604,890.58	\$13,467,037.00
<u>EXPENDITURES</u>				
Salaries	\$5,253,695.77	\$6,329,093.00	\$5,912,088.71	\$6,816,077.00
Fringe Benefits	1,523,490.88	1,906,945.00	1,665,226.83	2,159,723.00
Travel, Conf. Expenses, Prof. Dev.	195,547.22	256,525.00	132,498.59	176,395.00
Supplies & Services	2,774,054.32	2,537,979.00	2,899,517.52	2,833,453.00
Utilities/Telephone	238,493.94	465,610.00	228,631.97	362,550.00
Professional & Administrative Fees	124,917.74	240,075.00	95,650.67	230,145.00
Miscellaneous Other	379,818.94	449,395.00	959,099.90	396,714.00
Debt Service *	233,510.11	267,300.00	253,826.51	270,000.00
Capital Outlay	187,250.03	302,680.00	82,749.86	221,980.00
TOTAL EXPENDITURES	\$10,910,778.95	\$12,755,602.00	\$12,229,290.56	\$13,467,037.00
Net Increase (Decrease) for Year	\$454,456.52	\$0.00	\$375,600.02	\$0.00
Unrestricted Cash Balance at Beginning of Year	\$3,284,863.00	\$3,350,000.00	\$2,413,337.00	\$3,641,420.00
Fund Balance at End of May	\$3,739,319.52	\$3,350,000.00	\$2,788,937.02	\$3,641,420.00

Cossatot Community College of the University of Arkansas
Accounts Receivable Month and Yearly Comparison
As of May 2026

Student Accts Receivables (less allowances)	Jul-24 <u>\$1,179,989.28</u>	Jul-25 <u>\$2,230,743.88</u>	Yearly Change <u>\$1,050,754.60</u>	<i>*All Fall Charges came on 7-15-25</i>
Student Accts Receivables (less allowances)	Aug-24 <u>\$2,356,807.44</u>	Aug-25 <u>\$3,072,896.81</u>	Yearly Change <u>\$716,089.37</u>	
Student Accts Receivables (less allowances)	Sep-24 <u>\$1,648,561.73</u>	Sep-25 <u>\$1,943,043.75</u>	Yearly Change <u>\$294,482.02</u>	
Student Accts Receivables (less allowances)	Oct-24 <u>\$1,552,133.72</u>	Oct-25 <u>\$1,646,075.74</u>	Yearly Change <u>\$93,942.02</u>	
Student Accts Receivables (less allowances)	Nov-24 <u>\$1,273,226.76</u>	Nov-25 <u>\$2,353,556.38</u>	Yearly Change <u>\$1,080,329.62</u>	<i>* Spring Charges started on 11-15-25 This is a new process from previous years</i>
Student Accts Receivables (less allowances)	Dec-24 <u>\$2,081,547.00</u>	Dec-25 <u>\$2,610,811.30</u>	Yearly Change <u>\$529,264.30</u>	
Student Accts Receivables (less allowances)	Jan-25 <u>\$2,553,503.71</u>	Jan-26 <u>\$3,013,596.45</u>	Yearly Change <u>\$460,092.74</u>	
Student Accts Receivables (less allowances)	Feb-25 <u>\$1,668,969.60</u>	Feb-26 <u>\$2,112,560.20</u>	Yearly Change <u>\$443,590.60</u>	
Student Accts Receivables (less allowances)	Mar-25 <u>\$1,357,317.38</u>	Mar-26 <u>\$1,220,876.74</u>	Yearly Change <u>(\$136,440.64)</u>	
Student Accts Receivables (less allowances)	Apr-25 <u>\$1,415,369.78</u>	Apr-26 <u>\$1,358,582.70</u>	Yearly Change <u>(\$56,787.08)</u>	
Student Accts Receivables (less allowances)	May-25 <u>\$1,312,198.32</u>	May-26 <u>\$1,331,524.80</u>	Yearly Change <u>\$19,326.48</u>	

Cossatot Community College of the University of Arkansas
Grants & Other Restricted Programs
As of May 2026

Grants	Expiration Date	Total Award Amount Remaining	Earned to Date
Adult Education ABE Grant	6/30/2026	\$214,640.89	174,896.77
Adult Education General Education Diploma GAE Grant	6/30/2026	266,595.64	223,271.96
Adult Education D & E (Direct & Equitable)	6/30/2026	115,659.27	97,535.48
Adult Education EL/Civics Grant	6/30/2026	22,938.00	17,918.42
Adult Education C/I Grant	6/30/2026	21,363.34	17,371.01
Adult Education SNAP State Grant	6/30/2026	22,546.22	18,796.27
Adult Educaiton State Carryover Grant	6/30/2026	18,486.72	18,486.72
ACE-Career Coaches State Grant	6/30/2026	229,219.00	190,970.95
ACE-Career Coaches High School Share	6/30/2026	205,718.91	159,313.43
Carl Perkins Grant	6/30/2026	123,973.00	113,920.75
Perkins Reserve Funds	6/30/2026	46,939.00	46,935.62
ACE-JAG De Queen Grant	6/30/2026	62,498.40	46,782.84
ACE-JAG Nashville Grant	6/30/2026	64,798.40	49,987.51
Career Pathways (TANF funds)	6/30/2026	352,207.00	276,437.65
Trauma EMS Training Grant	6/30/2026	2,963.00	2,963.00
Title III ALIGN Grant - 5 Yrs (\$2,226,660)	9/30/2025	558,093.19	153,225.69
EDA Wellness Education Learning and Living - 5 Yrs (2,000,000)	8/4/2026	1,239,661.00	103,499.24
Weyerhaeuser Giving Fund - Technology Grant 2025 Carryover	6/30/2026	17,560.31	17,560.31
Broadband Expansion Initiative (BEI) Grant Continuing	6/30/2026	264,995.59	232,622.26
Fiber Engineer Grant Continuing	6/30/2026	325,324.25	249,731.83
Economic Development Comm Block Grant Carryover	6/30/2025	271,004.07	221,868.73
Arkansas Community Foundation Delivering the Dream 2024 Carryc	12/31/2024	6,923.43	-
Domtar WEC Grant 2025	12/31/2025	18,023.60	18,023.59
Domtar WEC Grant 2026	12/31/2026	35,000.00	14,332.57
DOL POWER Grant - 4 Yrs (\$1,597,031)	2/28/2027	795,791.00	479,219.91
AACC Cyberskills Grant Carryover	2/28/2024	5,446.45	2,865.73
ADHE SOR Collegiate Recovery Funding Grant	9/29/2026	15,000.00	15,000.00
DOL Youthbuild II 2023 Grant - 3 Yrs (\$)	9/30/2026	335,631.00	241,239.98
USDA NIFA Lead Grant	8/14/2028	351,942.00	99,509.41
NSF HIS STEM Grant	9/30/2025	59,218.00	55,950.65
NIFA AG & Vet Tech Grant	2/28/2030	650,000.00	22,975.98
Sevier County FRIENDS 2025	12/31/2025	40,000.00	39,903.62
Sevier County FRIENDS 2026	12/31/2026	80,567.00	41,051.93
Sevier County Chamber 2026	12/31/2026	50,000.00	14,795.70
Little River County Intermodal FY2026	6/30/2026	79,475.00	72,830.43
Howard County Development 2025	12/31/2025	35,108.11	33,781.97
Howard County Development 2026	12/31/2026	65,000.00	29,147.82
ARNEC Consortium	6/30/2026	363,012.00	162,543.32
		\$7,433,322.79	3,777,269.05

Cossatot Community College of the University of Arkansas
Schedule of Bank Accounts
As of May 2026

Name of Account	Bank Name	Balance
Cash Fund Account	Farmer's Bank & Trust	\$2,814,793.39
General Revenue Account - Unrestricted	State Treasury	1,062,912.81
Financial Aid	Farmer's Bank & Trust	152,550.15
Scholarship Fund	First State Bank	1,564.31
Student Organizations	First State Bank	56,571.81
	Total	<u>\$4,088,392.47</u>

****Bank Balance as of May 2025 \$4,431,784.26***

**Cossatot Community College of the University of Arkansas
Schedule of Investments - Certificate of Deposits
As of May 2026**

Amount	Rate	Maturity Date	Bank	Term
College Funds on Certificate of Deposit				
\$337,995.49	4.00%	3/29/2027	Horatio State Bank	12 months
\$329,857.50	4.25%	6/26/2026	Horatio State Bank	12 months
\$330,252.50	4.75%	8/28/2026	Horatio State Bank	12 months
<u>\$123,473.40</u>	3.45%	11/6/2026	Diamond Bank	12 months
<u>\$1,121,578.89</u>			Total College CD Funds	

***CD Balance as of May 2025 \$1,075,522.83**

**University of Arkansas Pooled Investments
As of May 2026**

	<i>Beginning Balance 7/1/2025</i>	<i>Net Change</i>	<i>Ending Balance 5/31/2026</i>
Tier 2 Investments	567,280.09	15,853.30	583,133.39

*** UA Pooled Balance as of May 2025 \$563,027.56**

Cossatot Community College of the University of Arkansas
Schedule of Endowment Funds
As of May 2026

Endowment Funds on Certificate of Deposit				
Amount	Rate	Maturity Date	Bank	Term
\$75,000.00	Horatio State Bank	8/8/2026	Horatio State Bank	12 months
<u>\$75,000.00</u>	Total Endowment CD's			
Balance				
Endowment Funds in Checking				
\$185,983.00	Farmer's Bank & Trust			
<u>\$185,983.00</u>	Total Endowment Checking			
<u>\$260,983.00</u>	Total Endowment Funds			

**Endowment Fund Balance as of May 2025 \$209,256.42*

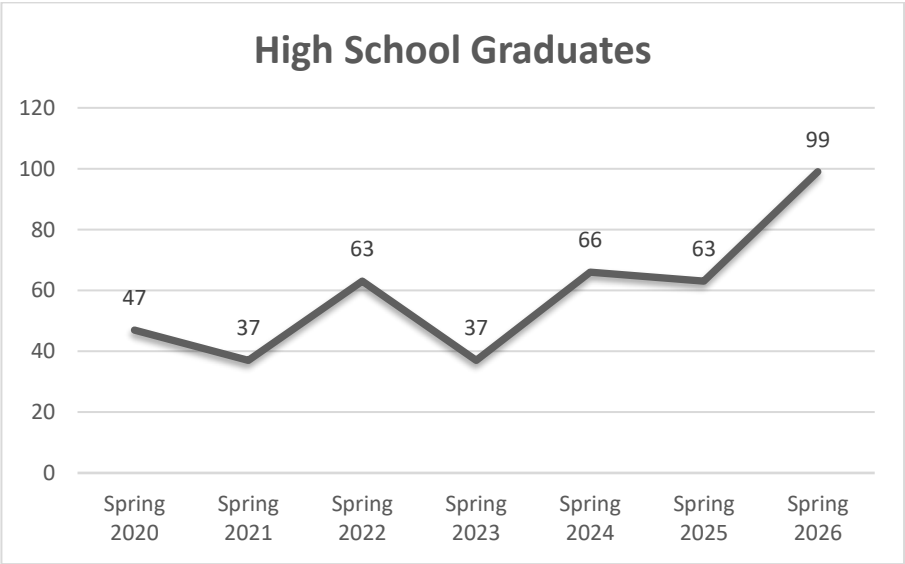
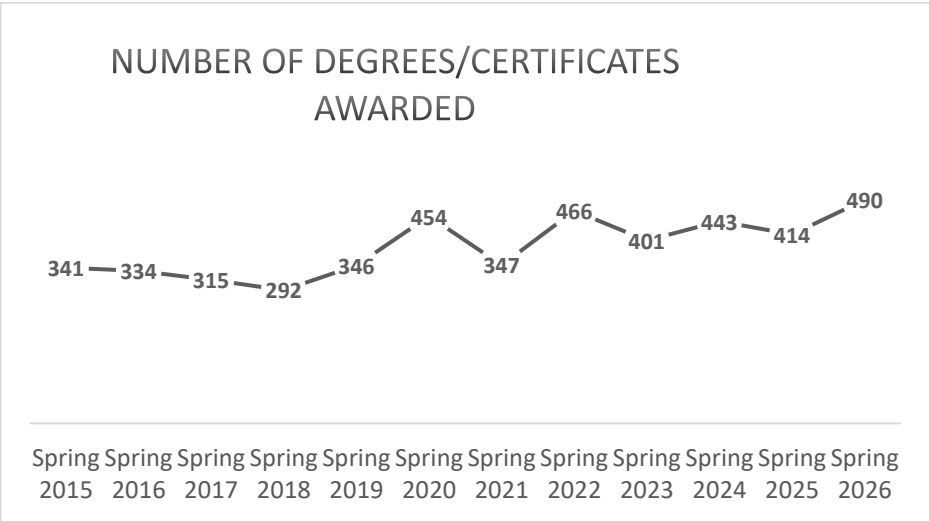
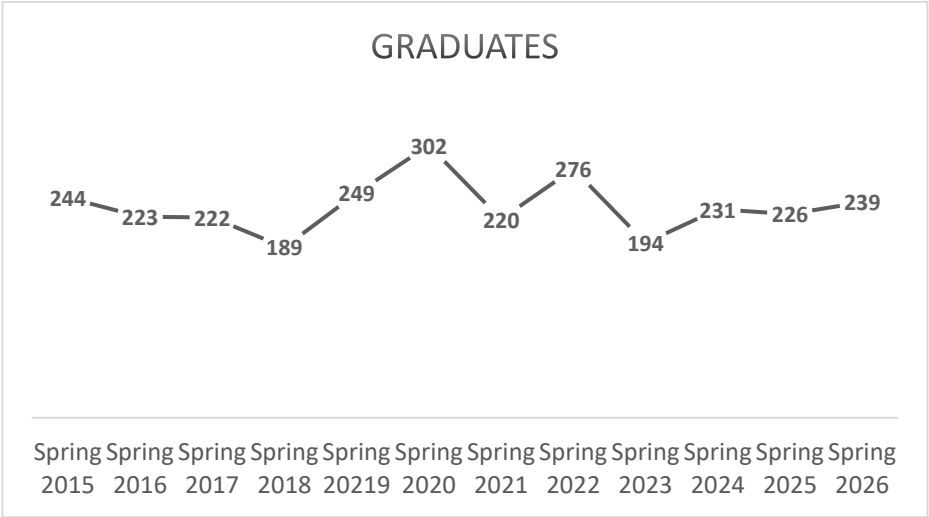
COSSATOT COMMUNITY COLLEGE OF THE
UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

SUBJECT: Academic Services Report

DR. ASHLEY AYLETT

Academic Services Report—July 2026



COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

SUBJECT: Public Services & Workforce Development

TAMMY COLEMAN

Public Services & Workforce Development Report

Contributing Team Members: Aerial Lineman Instructor, Dennis Davis; Career Pathways Director, Crystal Bell-Hunter; Continuing Education Coordinator, Nancy Tollett; Continuing Medical and Safety Education Coordinator, Waco Jackson; CRC Team Leader, Gina Duncan; Fiber Network Engineer Instructor, Marty Allen; Workforce Development Coordinator, Melisha Conatser Stiles; Youth Build Manager, Leslie Daniels; and Public Services and Workforce Development Director, Tammy Coleman.

1. Continuing Education and Workforce Development

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT	April 2026	May 2026
Hours of Classroom Instruction Offered	80	126.11
Registrations Processed	38	71

Courses offered:

- Aerial Lineman: Communications
- Arkansas Trauma Review
- Broadband Essentials
- EMS Documentation
- EMS Ethics & Professionalism
- Airway Management, Respiration, Artificial Ventilation
- Forklift Operator
- HeartCode BLS
- Heartsaver First Aid CPR AED: Total
- Motor Grader Operator: Applied Skills and Reinforcement
- Hundreds of non-credit courses made available online monthly in partnership with Cengage Learning

2. Career Pathways Initiative

CAREER PATHWAYS Grant Cycle Through May 2026	
Enrollment	93
Credentials Earned	29
Certificate of Proficiency - 4	
Technical Certificate - 6	
Associate Degree - 11	
Certificate of Completion/Industrial Certificate – 2	
Career Readiness Certification – 1	
Commercial Truck Driving – 2	
Clinical Medical Assistant – 2	

3. YouthBuild

YOUTHBUILD Grant Cycle Through May 2026	
Enrollment	62
Credentials Earned	304
29 – GED	
27 – Arkansas Workforce Alliance for Growth in Economy (WAGE) Certificates	
59 – Heartsaver First CPR AED Certifications	
59 – Bloodborne Pathogens	
16 – Forklift Operator Certification	
21 – OSHA 10: Construction Certifications	
37 – OSHA 30: Construction Certifications	
52 – National Center for Construction Education Research (NCCER) Core: Introduction to Basic Construction Skills Certifications	
04 – Arkansas Certified Nurse Aid License	
02 – Phlebotomy Technician Career Certificate	

Preparations are underway to enter into the close-out phase of the grant, during which administrative and financial closeout tasks will be completed, such as the:

- Submitting final financial and performance reports.
- Reconciling expenditures and ensuring compliance with cost restrictions.
- Documenting housing construction outcomes.
- Archiving records according to federal requirements.
- Participating in DOL closeout review.

4. Student Information System

Workday Student for Workforce Development and Continuing Education has completed the configuration phase, and the project has now moved into testing. Testing will continue through July, with go-live scheduled to occur immediately upon the successful completion of testing and any required corrections.

5. Career Readiness Certification Services

CAREER READINESS CERTIFICATION SERVICES	April 2026	May 2026
WorkKeys Curriculum	5	45
WorkKeys	4	65
Total Participants	9	110

AR NATIONAL CAREER READINESS CERTIFICATIONS EARNED	April 2026	May 2026
Platinum - Has core employability skills for approximately 99% of jobs profiled by WorkKeys	1	9
Gold - Has core employability skills for approximately 90% of jobs profiled by WorkKeys	0	15
Silver - Has core employability skills for approximately 65% of jobs profiled by WorkKeys	2	26
Bronze - Has Core employability skills for approximately 30% of jobs profiled by WorkKeys	1	17
Total Earned	4	67

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

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

BOARD OF VISITORS

ACTION ITEMS

Action Item No. 1: Approve Minutes of the May 4, 2026, Board of Visitors Meeting.

- Yeas:** **Nays:**

MINUTES OF MEETING
COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF
ARKANSAS BOARD OF VISITORS

May 4, 2026

Chair Mike Cranford convened the regular meeting of the Board of Visitors at 12:00 p.m. in the UA Cossatot Lockesburg Middle School Community Room, following a meal and an invocation.

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

Absent:	Barbara Horn	Joe Martinez
---------	--------------	--------------

Staff Reports

Dr. Steve Cole presented the Chancellor's Report, focusing primarily on the strategic vision for revitalizing the Nashville campus. He shared concerns regarding declining on-campus activity and enrollment despite the campus's modern facilities and emphasized the need for a comprehensive, data-driven approach to identify enrollment barriers and expand academic and student opportunities. Dr. Cole discussed several initiatives under consideration, including the addition of academic programs aligned with workforce needs, expanded student life opportunities, potential athletic programs, housing, enhanced food service, and increased agriculture programming. Dr. Cole also reported on several campus improvement projects, including construction of a new nursing simulation laboratory at the Ashdown campus utilizing grant funds. He emphasized that while Nashville remains a strategic priority, the college continues investing in all campuses to support student success and workforce development..

Vice Chancellor Charlotte Johnson presented the Financial Report. Charlotte reviewed the college's unrestricted and auxiliary revenues and expenditures through March 2026, reporting that the institution remains financially stable with revenues exceeding expenditures. Accounts receivable total approximately \$1.2 million, down 136,000 from this time last year. In Grants & Other Restricted programs the total award is 7.3 million. This includes a new NIFA AG & Vet Tech Grant that was added March 1st. The college has over 5.1 million in the bank in the Schedule of Bank Accounts. Investments and CDs are performing positively and have a total of 1.1 million. Endowment funds have increased, partially due to grant allocations. Charlotte then shared the quarterly financial reports that are submitted to the UA System. During discussion, Dr. Cole also updated the Board regarding the institution's approval to participate in federal direct student loans and explained that implementation has been delayed due to a technical issue within the federal processing system that is currently being addressed with assistance from state and federal officials.

Dr. Ashley Aylett presented the Academic Services Report. She highlighted the continued success of the Arkansas Transfer Achievement Scholarship, noting that 106 students have benefited from the program since its inception. She also provided updates on transfer partnership discussions with the University of Arkansas at Monticello and the University of Arkansas–Fort Smith to expand

bachelor's degree opportunities on UA Cossatot campuses. Dr. Aylett reminded the board of the upcoming Commencement that is scheduled for May 15th at 6:30 at the De Queen Amphitheater. For Spring 2026, we are expecting a total of 502 awards to be awarded and a total of 241 grads. Enrollment data for Fall 2026 showed a slight overall increase, with 253 high school students.

Tammy Coleman presented the Public Services and Workforce Development Report. She reported continued implementation of Workday Student for Workforce and Continuing Education, increased funding for the Career Pathways Initiative, YouthBuild outcomes, and successful completion of the new Motor Grader Operator Training Program. Discussion included opportunities to partner with Arkansas counties to expand heavy equipment training and increase workforce development opportunities throughout the service area.

Dr. Cole also provided an update regarding Foundation fundraising efforts to support athletic scholarships. He shared plans to increase corporate sponsorships, community partnerships, and fundraising events to ensure long-term sustainability of scholarship support while reducing reliance on Foundation reserves.

Action Items:

No. 1 Approve Minutes of January 5, 2026, Board Meeting. Angie Walker 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 2026-2027. Barbara Dixon motioned for review. Brenda Tate seconded the motion. The motion passed by a vote of 7-0.

No. 3 Review Operating Budget for 2026-2027. Tim Pinkerton motioned for review and Brenda Tate seconded the motion. The motion passed by a vote of 7-0.

No. 4 Review Tuition and Fees for 2026-2027. Barbara Dixon motioned for review. Brenda Tate seconded the motion. The motion passed by a vote of 7-0.

No. 5 Review Career Service Award for 2026-2027. Tim Pinkerton motioned for review and Dori Gutierrez seconded the motion. The motion passed by a vote of 7-0.

No. 6 Review Salaries for 2026-2027. Barbara Dixon motioned for review. Brenda Tate seconded the motion. The motion passed by a vote of 7-0.

No. 7 Review College Policy 404: Hiring. Tim Pinkerton motioned for review. Brenda Tate seconded the motion. The motion passed by a vote of 7-0.

Chair Mike Cranford asked for a motion to adjourn the meeting. Tim Pinkerton made the motion and with a second from Brenda Tate, Chair Mike Cranford adjourned the meeting at 1:24 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Angie Walker', written over the typed name.

Angie Walker, Secretary

wg

Board of Visitors Meeting – July 13, 2026

Action Item No. 2: Review College Policy 415: Instructional Staff.

1. **Background information:** The revisions were intended to provide greater clarity regarding faculty workload expectations while aligning institutional practices with current state guidance..

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

3. **Chancellor's Recommendation:** The Chancellor recommends the Board approves College Policy 415: Instructional Staff Teaching Load.

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

Motion by:

Seconded by:

Yeas:

Nays:

INSTRUCTIONAL STAFF

1. FULL-TIME FACULTY LOAD AND DUTIES

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-nursing 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 nursing 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 11 months and 40 hours on campus. Chairs do not earn annual leave but receive the same breaks as 9-month faculty. 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 15 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.

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.

Courses need a minimum of ten students to count toward load. Courses with less than ten may be cancelled by CAO. If courses are not cancelled, instructors may be required to teach the course at a per student rate. If a course does not count for load, the instructor will be required to pick up additional classes or be assigned alternative duties to reach the required point load. Instructors are required to teach their assigned load and may be considered insubordinate if they refuse to do so. See Procedure 605-1 for more details regarding points and course load requirements.

~~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~~

- A. **Office Time:** Separate from the teaching load is the requirement that each full-time faculty member be available for student consultations. 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 nursing programs may exist due to the contact time required.
- B. **Shared Governance:** All full-time faculty members are required to participate in the shared governance structure of the college through committees.
- C. **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. Should a faculty need to be absent from a graduation ceremony, the Vice Chancellor for Academics must approve.
- D. **Records and Grading:** All faculty members are expected to submit and maintain required records such as attendance, grades, outcomes assessment and other academic documentation, ~~etc.~~ at appropriate times. Faculty are expected to

provide timely grading and feedback to students and should strive to maintain a grading turnaround time of no more than two weeks for submitted assignments (no more than three days for nursing programs) unless extenuating circumstances arise. The faculty's supervisor should be notified if grading is delayed. In all cases, grades must be current and up to date by the institutional midterm reporting date and by the final date for student withdrawal each semester. Required assessment forms must also be submitted by the day grades are due in the fall and spring semesters.

- E. **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.
- F. **Volunteerism/Community Outreach:** Faculty members may participate in community service through volunteerism, community organizations, or activities agreed upon by the faculty member and Chair.
- G. **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. Nursing 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 AND DUTIES

Adjunct instructors are not contracted employees and are hired on a semester-by-semester basis. Adjunct instructors are generally limited to 9 credit hours per regular semester. Assignments exceeding 9 credit hours are discouraged and may occur only in limited circumstances with prior approval from the Vice Chancellor for Academics and review by Human Resources for ACA and institutional compliance considerations. Adjunct faculty may be required to disclose concurrent employment within the institution or with another higher education institution when evaluating workload assignments

~~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.~~

- A. Attendance and Availability: Adjunct faculty members are expected to be present and prepared during all scheduled instructional days and class meetings. Adjunct faculty must maintain regular engagement in their courses and consistent communication with students on at least a weekly basis. Adjunct faculty are also expected to remain reasonably accessible and responsive to students and supervisors throughout the semester. If a situation arises in which the adjunct may be unavailable for an extended period of time, the adjunct must notify their supervisor as soon as possible.
- B. Records and Grading: Adjunct faculty are expected to submit and maintain required records such as attendance, grades, outcomes assessment, and other academic documentation at appropriate times. Adjunct faculty are expected to provide timely grading and feedback to students and should strive to maintain a grading turnaround time of no more than two weeks for submitted assignments (no more than three days for nursing programs) unless extenuating circumstances arise. The faculty's supervisor should be notified if grading is delayed. In all cases, grades must be current and up to date by the institutional midterm reporting date and by the final date for student withdrawal each semester. Required assessment forms must also be submitted by the day grades are due in the fall and spring semesters.
- C. Professional Development: 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. Each adjunct faculty should submit the "Adjunct Faculty Record of Professional Development" form each calendar year.

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.

Policy History:

January 5, 2026	January 6, 2025	
July 8, 2024	July 11, 2022	March 2, 2020
July 9, 2019	May 6, 2019	
January 8, 2018	November 3, 2014	

Board of Visitors Meeting – July 13, 2026

Action Item No. 3: Review College Policy 501: Student Appeals & Complaints

1. **Background information:** The revisions were intended to provide greater clarity by distinguishing between grade appeals and non-grade complaints while establishing a more consistent, transparent, and timely process for students seeking resolution of concerns.

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

3. **Chancellor's Recommendation:** Chancellor Cole recommends the Board review College Policy 501: Student Appeals & Complaints.

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

Motion by:

Seconded by:

Yeas: Nays:

STUDENT APPEALS & COMPLAINTS INVOLVING STUDENTS

~~Non-Grade Issues~~

~~UA Cossatot does not tolerate actions by students or staff that interfere with student learning and safety. Students have the right to grieve an action by an employee or another student if the action related to improper conduct includes but is not limited to harassment of any kind, bullying, threatening another individual or the college, or terroristic threats.~~

~~-~~

~~Complaints for issues unrelated to improper conduct may be made to the appropriate Division Chair or program director who then has the ultimate responsibility to resolve the complaint.~~

~~-~~

~~Steps to be used in a formal, non-grade related appeal can be found in the Student Handbook and Catalog.~~

~~Refer to Policy and Procedure 206 for Title IX Complaints.~~

Grade Issues

~~If a student believes an error in a grade has occurred, the student should initiate a review of the grade no later than three business days of grade being posted. If the course is a FLEX or part of a medical program, the student should be initiate a review of the grade within twenty-four hours of the grade being posted.~~

~~Steps to be used in a formal, grade related appeal can be found in the Student Handbook and Catalog. The most up-to-date version will always be available online under student life—student policies.~~

The purpose of this policy is to provide students with a clear, fair, and timely process to resolve concerns related to academic and non-academic matters. The institution is committed to equitable treatment, due process, and resolution.

Grade Appeal

A **grade appeal** is a formal request by a student to review and potentially change a final course grade or a significant graded assignment when the student believes the grade was assigned improperly.

Grade appeals are limited to claims of:

- Calculation errors
- Inconsistent application of grading criteria as outlined in the syllabus
- Inconsistent grading
- Bias or discrimination that affected the grade
- Grade appeals are **not** based on:

- Disagreement with professional judgment of the instructor
- Desire for a higher grade without evidence of error or unfairness

If a student believes an error in a grade has occurred, the student should initiate a review of the grade no later than three business days of grade being posted. If the course is a FLEX or part of a medical program, the student should be initiate a review of the grade within twenty-four hours of the grade being posted.

Non-Grade Complaint

A non-grade complaint is a concern related to the student's educational experience that does not involve a dispute over a grade.

Examples include:

- Conduct or professionalism of a college staff member
- Classroom environment
- Course delivery concerns (e.g., deviation from syllabus not related to grading)
- Administrative processes or services
- Access to resources or support services
- Student organization or athletics concerns,
- Non-grade complaints do **not** include:
- Issues related to grades (these must follow the grade appeal process)
- Matters covered under separate institutional policies (e.g., discrimination, harassment, Title IX, or ADA accommodations).

STUDENT APPEALS COMMITTEE

Some appeals require an appeals committee to be developed.

The Student Appeals Committee exists to review and make recommendations regarding matters of student appeals. Members include the Vice Chancellor for Academic Services, Vice Chancellor of Business Services or designee, two Cossatot employees, one chosen by the student and one by the Vice Chancellor for Academic Services, and a Student Ambassador or a designee.

Policy History:

May 6, 2024
 May 2, 2022
 November 5, 2019
 January 8, 2018
 January 11, 2016

Board of Visitors Meeting – July 13, 2026

Action Item No. 4 Review College Policy 504: Attendance.

1. **Background information:** College Policy 504 includes new language to be in compliance with the UA Internal audit.

2. **Why action is needed at this time:** To keep our policies modern and up-to-date.

3. **Chancellor's Recommendation:** The Chancellor recommends the Board review College Policy 504: Attendance.

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

Motion by:

Seconded by:

Yeas: Nays:

ATTENDANCE

The college recognizes the correlation between student attendance and student retention, achievement and success. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Non-attendance may impact a student's financial aid. The college requires that instructors take and timely report student attendance.

Students are expected to attend all class sessions and laboratory periods for which they are enrolled. The class instructor defines circumstances under which an absence may be excused and absences are generally an individual matter between the student and instructor. Each instructor shall, in writing, at the beginning of each semester make clear to the students in the course the expectations regarding attendance. The attendance policy is located in syllabi or program handbooks. Students are responsible to instructors for class attendance and for any class work missed during an absence. Students are responsible for contacting instructors regarding work missed. Make-up assignments are only permitted with the approval of the instructor. Students who will be absent from class due to participation in athletics or a college-sponsored activity are responsible for completing all required coursework as provided by the instructor. The instructor determines how in-class activities associated with an absence(s) can be accommodated.

Instructors reserve the right to drop or withdraw students from classes due to lack of attendance at the point that a student has missed 25% of the class. Courses meeting twice a week correlates to 7 days; courses meeting once a week correlates to 4 days; online and summer courses correlate to 4 days. Certain programs may require more stringent attendance requirements.

Students are required to establish initial attendance in physical classes by the second week of class and in virtual classes by making a substantial contribution by the tenth (10th) business day of the semester. [fourth (4th) day of class for eight (8) week semesters, second (2nd) day of class for four (4) week semesters]. The instructor determines a substantial contribution as a homework assignment, a quiz or test, or an appropriately involved discussion board posting.

Students failing to establish initial attendance by the tenth (10th) business day of the semester will be reported as "no-shows" by their instructor. [Fourth (4th) day of class for eight (8) week semesters, second (2nd) day of class for four (4) week semesters.]

Student attendance in virtual classes will be established by weekly substantial contributions as defined above.

Students who wish to withdraw from a course must contact Student Services and/or the instructor to complete the drop process. Failure to withdraw can result in an "F" being posted on the student's transcript.

HLC Criterion: 4C

Leave of Absence

A Leave of Absence provides eligible students with the opportunity to temporarily interrupt their enrollment due to circumstances beyond their control while maintaining communication with the College regarding their academic plans. Students requesting a Leave of Absence should notify the Vice Chancellor for Academics as soon as possible. Requests should be submitted in writing and include the reason for the leave, the anticipated duration, and any supporting documentation, when applicable. Documentation may be required before a leave is approved.

A Leave of Absence may be granted for reasons including, but not limited to:

- Military service or military training obligations.
- Serious illness, injury, or other documented medical circumstances affecting the student or an immediate family member.
- Jury duty or other court-ordered civic obligations.
- Other extenuating circumstances that significantly interfere with the student's ability to continue enrollment, as determined by the College.
- The College will review each request on an individual basis. Approval of a Leave of Absence is not automatic and is subject to applicable policies and procedures.
- Upon approval of a Leave of Absence, the College will determine the appropriate academic action based on the timing of the leave, the student's academic progress, and the nature of the circumstances. In consultation with the student and the student's instructors, one of the following actions may occur:
- Withdrawal from Courses: Students who are unable to complete course requirements due to the approved leave may be administratively withdrawn from one or more courses in accordance with the College's withdrawal procedures and applicable academic calendar deadlines.
- Incomplete Grades: If a student has successfully completed a substantial portion of the coursework and can reasonably complete the remaining requirements after returning, the instructor may assign a grade of Incomplete (I) in accordance with the College's Incomplete Grade Policy. The student and instructor should develop a written plan for completing the remaining coursework within the established timeframe. If the

coursework is not completed by the deadline, the Incomplete grade will be converted according to College policy.

Students approved for a Leave of Absence are encouraged to meet with the appropriate College offices to discuss the potential impact on:

- Financial aid eligibility and repayment requirements.
- Scholarships and other institutional aid.
- Satisfactory Academic Progress (SAP).
- Degree completion timelines.
- Registration and course availability upon return.
- Veterans educational benefits, when applicable.

A Leave of Absence does not guarantee continued enrollment in a selective program.

Students planning to return should notify the Office of Admissions and Enrollment Management prior to the semester in which they intend to re-enroll. The College will assist returning students with the re-enrollment process and any additional requirements necessary to resume their academic program.

Students called to active military duty will receive all rights and protections afforded under applicable federal and state laws and University of Arkansas System policies. When possible, the College will work with military students to minimize academic and financial disruption.

Policy History:

March 2, 2020
January 12, 2015 May 23, 2015
December 3, 2012 July 30, 2001

Board of Visitors Meeting – July 13, 2026

Action Item No. 5 Review College Policy 646: Testing and Verification of Student Identity.

1. **Background information:** The revision provides additional guidance regarding the use of anti-plagiarism software, proctored assessments, remote proctoring services, and Respondus Monitor. Language was added to reinforce that high schools are not approved testing sites for proctored college assessments and that faculty are responsible for safeguarding testing credentials and access.

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

3. **Chancellor's Recommendation:** Chancellor Cole recommends the Board review College Policy 646: Testing and Verification of Student Identity.

4. Board of Visitors Action:

Motion by:

Seconded by:

Yeas: Nays:

TESTING AND VERIFICATION OF STUDENT IDENTITY

~~UAC operates in accordance with HLC Policy Number: FDCR.A.10.050 which states an institution offering distance education or correspondence education, as such terms may be defined in federal regulations, shall have processes through which the institution establishes that the student who registers in the distance education or correspondence education courses or programs is the same student who participates in and completes and receives the academic credit~~

Holistically, ~~Each student, upon admission to the college,~~ is assigned a permanent student number and a unique username upon admission to the college. This unique username, coupled with a student managed password, is used in order to securely log in and gain access to the online course management system as well as the online student service registration and records portal.

Faculty teaching courses through distance education methods hold primary responsibility for ensuring verification of student identity occurs in the course and to support academic integrity. Faculty hold the authority to determine the best method of student identification verification for their courses and may include:

- Use of anti-plagiarism software to evaluate written assignments.
- Use of proctored assessments. Assessments may be proctored by the instructor, through the campus testing centers, ~~through approved off-site testing facilities, or a remote proctoring service. Proctors should verify student identity by review of student photo identification.~~ or approved off-site testing facilities, or by a remote proctoring service. Proctors should verify student identity through review of a valid photo identification.
- High schools are not considered approved testing sites for proctored college assessments. Faculty are responsible for ensuring the use of Respondus Monitor when applicable and must not share passwords or access credentials with high school career coaches, counselors, facilitators, or any unauthorized individuals.

Faculty teaching either an online or hybrid course also have the autonomy to add additional layers of student verification at their discretion

Division Chairs are responsible for ensuring that faculty are aware of the identity verification process as part of academic integrity and responsible for ensuring that degree programs within their units comply with these provisions.

The Office of the Vice Chancellor for Academics is responsible for ensuring that there is college-wide compliance with the identity verification and academic integrity and is

responsible for coordinating and ensuring that college level processes remain in compliance with policy.

Policy History:

July 13, 2020
July 9, 2018

Board of Visitors Meeting – July 13, 2026

Action Item No. 6 Review College Policy 650: Calendar and Schedule.

1. **Background information:** Revision to this policy is to include new language to be in compliance with the UA Internal audit.

2. **Why action is needed at this time:** To keep our policies modern and up-to-date.

3. **Chancellor's Recommendation:** The Chancellor recommends the Board review College Policy 650: Calendar and Schedule.

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

Motion by:

Seconded by:

Yeas:

Nays:

CALENDAR AND SCHEDULE

The Board of Visitors will approve an academic calendar for the college each school year. The Board of Visitors will adopt a program of year-round education to include an appropriate number of semesters in a 12-month period.

The academic year consists of the fall, spring, and summer terms offered within a consecutive 12-month period. The academic year begins with the fall semester and concludes at the end of the summer term. Official academic calendars, including term start and end dates, registration periods, holidays, and other important deadlines, are established, approved, and published annually by the College.

Policy History:

March 2, 2015
January 1, 2011

COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS

BOARD OF VISITORS

INFORMATION ITEMS

COMMITTEE: Faculty Council

DATE: May 1, 2026

TIME: 9:00 A.M.

Members attending: Jennifer Sanderson, Ashley Dougherty, Haley Hadaway, Lance Lowery, Kathy Richards, and Relinda Ruth (adjunct representative)

Members Absent: Ron Smith, Angel Olguin, and Divesh Acharya

Non-Members attending: Kelly Plunk, Sheila Holcomb, and Debora Gatlin

AGENDA AND ACTIONS

Meeting was called to order by Jennifer Sanderson, Chair, at 9:13 a.m.

Item One: Blackboard Onboarding Course for New Faculty/Staff

Relinda is developing a Blackboard course to support faculty and staff onboarding. Members previewed the course and provided initial feedback.

Kelly requested that select faculty and staff be added to the course to further navigate its content and provide feedback. Relinda added faculty and staff volunteers to the course during the meeting.

Kelly noted that new hiring procedures are currently being developed, and this onboarding course will play a vital role in the updated process. As a result, timely and consistent feedback is needed from those reviewing the course.

Once the course is completed, all faculty and staff may be added so it can serve as an ongoing resource.

Final Actions:

A motion to adjourn the meeting was made as was a second. All members present voted to adjourn the meeting. The meeting was adjourned at 9:43 a.m.

Minutes were approved in email to be housed in the Teams folder for Faculty Council and to be sent to all faculty members.

Submitted by: Haley Hadaway, Recorder

EMPLOYEE CHANGES

Newly Hired

Nicole Carroll

Hire Date: April 1, 2026

Position: Academic Fieldwork Coordinator-OTA Program

Brandy Wilson

Hire Date: April 13, 2026

Position: ERC Tutor/Resource Assistant

Jeffrey Kimmel

Hire Date: May 12, 2026

Position: Maintenance Assistant

Samantha Shefelton

Hire Date: July 6, 2026

Position: Transfer Advisor