



# Board of Visitors

November 4, 2024

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

UA Cossatot Mission Statement

**Board of Visitors Meeting  
De Queen, Arkansas  
November 4, 2024**

**UA Cossatot Lockesburg Middle School Community Room**

- I. Light Meal Served: 11:30a
  
- II. Opening Prayer:  
  
Open Meeting:  
  
Introduce Guests:
  
- III. Staff Reports
  - A. Chancellor’s Report by Steve Cole .....4-5
  - B. Financial Report by Charlotte Johnson .....6-18
  - C. Academic Services Report by Ashley Aylett .....19-20
  - D. Public Services & Workforce Development Report .....21-26
  - E. College Relations Report.....27-29
  
- IV. Action Items
  - No. 1 Approve Minutes of July 8, 2024, Board Meeting..... 31-33
  - No. 2 Review Academic Calendars for 2025-2026 .....34-39
  - No. 3 Review College Policy 101: Authority and Board of Visitors Guiding Principles 40-41
  - No. 4 Review College Policy 108: Membership in State and National Associations ...42-43
  - No. 5 Review College Policy 201: Organizational Structure .....44-45
  - No. 6 Review College Policy 450: Grievance Policy .....46-47
  - No. 7 Delete College Policy 102: Statement of Guiding Principles .....48-49
  - No. 8 Delete College Policy 111: Attendance at Professional Meetings..... 50-51

No. 9 Delete College Policy 113: Conflict of Interest..... 52-53

No. 10 Delete College Policy 202: Organizational Chart..... 54-55

No. 11 Delete College Policy 210: Chancellor Cabinet ..... 56-57

V. Adjournment:

Motion:

Second:

Board of Visitors meeting schedule:

July 8, 2024	UAC Lockesburg Middle School-Community Room
September 9, 2024	UAC Lockesburg Middle School-Community Room
November 4, 2024	UAC Lockesburg Middle School-Community Room
January 6, 2025	UAC Lockesburg Middle School-Community Room
March 3, 2025	UAC Lockesburg Middle School-Community Room
May 5, 2025	UAC Lockesburg Middle School-Community Room

VI. Information Items

1. Employee Changes ..... 59

2. Academic Council Committee Meeting ..... 60-61

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

November 4, 2024

SUBJECT: Chancellor's Report

DR. STEVE COLE



## The Budget Season

*(I write this report while remembering Larry Mashburn, who was so instrumental in helping UA Cossatot grow into what it is today!)*

December is upon us and that can only mean it is once again “budget season” at UA Cossatot. Managing four different campuses on an eleven million dollar budget is challenging every year. This is the reason we start our budget process so early. Over the next six months, all of our leadership will be dissecting budgets to fit what revenues our college receives from the state. We receive an ever-shrinking share (as a percentage of our overall budget) of general revenues, Workforce 2000 funds, three local sales taxes, and our tuition and fees. These monies pay the bills for the college.

This year I will once again request that all departments submit a flat budget as part of our budgeting process. This request is in response to the volatility of our revenues and the ever-increasing costs associated with compensating our talent properly and insuring that our campuses are beautiful and well kept.

To make all of this “fit” and to keep the college financially sound (yet lean) I will be needing the Board’s assistance in making sure that we have the proper tuition and fees in place in the upcoming fiscal year. Once our process is complete this spring, that is when we will bring the budget to the Board for approvals/comments/questions.

Each year as we continue to grow and add new and exciting things, the budget process becomes more challenging. We have many new programs that need infusions of cash, while our student growth calls for more employees to better serve them. As we increase square footage (education/athletics), we also must find ways to maintain this square footage.

I guess you could call these challenges “growing pains”, but the key word is “growing” and it is a nice problem to have. You can count on our leadership to lead our college in a financially responsible way and it all begins now with our new budget season.

Respectfully submitted,



Dr. Steve Cole

Chancellor

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

November 4, 2024

SUBJECT: Financial Report

CHARLOTTE JOHNSON

**Cossatot Community College of the University of Arkansas**  
**Summary of Unrestricted & Auxiliary Revenues/Expenditure Report**  
**As of August 2024**

<u>REVENUES</u>	Fiscal Year 2023-2024		Fiscal Year 2024-2025	
	ACTUAL	BUDGETED	ACTUAL	BUDGETED
General Revenue	\$646,789.40	\$3,783,425.00	\$621,396.56	\$3,757,578.00
Workforce 2000	225,056.20	1,350,337.00	225,056.20	1,350,337.00
Tuition & Fees	1,888,760.07	4,284,483.00	580,558.31	4,432,287.00
Sales Tax Revenue	301,040.78	1,814,000.00	300,480.18	1,824,900.00
Other Income	50,093.56	286,900.00	75,641.45	473,000.00
Auxiliary Revenues (Book, Café, Sports)	137,587.20	718,700.00	54,240.26	917,500.00
<b>TOTAL REVENUES</b>	<b>\$3,249,327.21</b>	<b>\$12,237,845.00</b>	<b>\$1,857,372.96</b>	<b>\$12,755,602.00</b>
 <u>EXPENDITURES</u>				
Salaries	\$830,534.95	\$6,199,917.00	\$563,040.39	\$6,329,093.00
Fringe Benefits	237,434.54	2,066,150.00	255,857.54	1,906,945.00
Travel, Conf. Expenses, Prof. Dev.	19,092.29	197,250.00	26,566.26	256,525.00
Supplies & Services	554,396.02	1,704,855.00	894,249.78	2,537,979.00
Utilities/Telephone	43,264.45	455,710.00	61,694.55	465,610.00
Professional & Administrative Fees	433,659.71	803,791.00	31,286.71	240,075.00
Miscellaneous Other	21,579.17	227,004.00	53,089.33	449,395.00
Debt Service *	0.00	262,988.00	0.00	267,300.00
Capital Outlay	13,437.93	320,180.00	30,876.06	302,680.00
<b>TOTAL EXPENDITURES</b>	<b>\$2,153,399.06</b>	<b>\$12,237,845.00</b>	<b>\$1,916,660.62</b>	<b>\$12,755,602.00</b>
Net Increase (Decrease) for Year	\$1,095,928.15	\$0.00	(\$59,287.66)	\$0.00
Unrestricted Cash Balance at Beginning of Year	\$3,236,229.98	\$4,200,000.00	\$3,284,863.00	\$3,350,000.00
Fund Balance at End of August	\$4,332,158.13	\$4,200,000.00	\$3,225,575.34	\$3,350,000.00

Cossatot Community College of the University of Arkansas  
 Accounts Receivable Month and Yearly Comparison  
 As of August 2024

	Jul-23	Jul-24	Yearly Change	
Student Accts Receivables (less allowances)	<u>\$1,575,416.22</u>	<u>\$2,010,495.95</u>	<u>\$435,079.73</u>	<i>*July 2024 -Revised - now includes Fall 2024 bills</i>
	Aug-23	Aug-24	Yearly Change	
Student Accts Receivables (less allowances)	<u>\$1,666,170.76</u>	<u>\$2,356,807.44</u>	<u>\$690,636.68</u>	

**Cossatot Community College of the University of Arkansas**  
**Grants & Other Restricted Programs**  
**As of August 2024**

Grants	Expiration Date	Total Award Amount Remaining	Earned to Date
Adult Education ABE Grant	6/30/2025	\$214,640.89	29,369.34
Adult Education General Education Diploma GAE Grant	6/30/2025	320,066.37	54,870.55
Adult Education D & E (Direct & Equitable)	6/30/2025	105,866.61	9,153.01
Adult Education EL/Civics Grant	6/30/2025	22,938.00	1,909.00
Adult Education C/I Grant	6/30/2025	21,363.34	3,262.84
Adult Education SNAP State Grant	6/30/2025	22,546.22	3,612.06
ACE-Career Coaches State Grant	6/30/2025	190,630.70	27,457.27
ACE-Career Coaches High School Share	6/30/2025	167,130.70	25,954.14
Carl Perkins Grant	6/30/2025	105,576.00	14,298.43
ACE-JAG De Queen Grant	6/30/2025	56,463.25	7,611.80
ACE-JAG Nashville Grant	6/30/2025	59,510.15	9,032.89
ACE-JAG PIM Grant	6/30/2025	89,300.00	11,957.38
Career Pathways (TANF funds)	6/30/2025	288,202.00	34,983.17
Trauma EMS Training Grant	6/30/2025	4,372.00	2,994.61
Title III ALIGN Grant - 5 Yrs (\$2,226,660)	9/30/2025	1,033,527.35	68,753.73
USDA RUS Distance Learning Grant	3/16/2024	57,418.05	0.00
EDA Wellness Education Learning and Living - 5 Yrs (2,000,000)	8/4/2026	1,672,843.40	57,981.45
Weyerhaeuser Giving Fund - Technology Grant 2022- Carryover	6/30/2025	1,813.20	0.00
Weyerhaeuser Giving Fund - Technology Grant 2023- Carryover	6/30/2025	110.33	0.00
Weyerhaeuser Giving Fund - Technology Grant 2024	6/30/2025	3,500.00	1,487.47
Weyerhaeuser Giving Fund - Technology Grant 2025	6/30/2025	4,915.00	0.00
Broadband Expansion Initiative (BEI) Grant	6/30/2025	506,229.00	64,472.25
Arkansas Community Foundation Delivering the Dream 2024	12/31/2024	20,870.04	20,870.04
Domtar WEC Grant 2024	12/31/2024	18,194.03	5,599.03
Sevier County FRIENDS 2024	12/31/2024	79,011.53	12,769.74
DOL POWER Grant - 4 Yrs (\$1,597,031)	2/28/2027	1,286,545.95	50,564.66
AACC Cyberskills Grant Carryover	2/28/2024	6,972.93	1,526.48
DOL Youthbuild II 2023 Grant - 3 Yrs (\$ )	9/30/2026	777,032.55	76,916.56
USDA NIFA Design Grant	12/31/2024	77,829.06	25,929.35
Little River County Intermodal	6/30/2025	76,000.00	12,671.52
Howard County Development	12/31/2024	35,774.02	11,551.67
ARNEC Consortium	6/30/2025	364,485.00	41,008.21
<b>Totals</b>		<b>\$7,691,677.67</b>	<b>\$688,568.65</b>

**Cossatot Community College of the University of Arkansas**  
**Schedule of Bank Accounts**  
**As of August 2024**

Name of Account	Bank Name	Balance
Cash Fund Account	Farmer's Bank & Trust	\$2,586,198.65
General Revenue Account - Unrestricted	State Treasury	846,044.94
Financial Aid	Farmer's Bank & Trust	95,107.36
Scholarship Fund	First State Bank	1,906.98
Student Organizations	First State Bank	50,876.60
	<b>Total</b>	<b><u>\$3,580,134.53</u></b>

***\*Bank Balance as of August 2023 \$4,386,853.91***

**Cossatot Community College of the University of Arkansas  
Schedule of Investments - Certificate of Deposits  
As of August 2024**

Amount	Rate	Maturity Date	Bank	Term
<b>College Funds on Certificate of Deposit</b>				
\$313,843.78	4.50%	3/29/2025	Horatio State Bank	12 months
\$305,652.91	4.50%	6/26/2025	Horatio State Bank	12 months
\$305,205.26	4.75%	8/28/2024	Horatio State Bank	12 months
<u>\$115,254.67</u>	5.13%	11/6/2024	Diamond Bank	12 months
<b><u>\$1,039,956.62</u></b>	<b>Total College CD Funds</b>			

**\*CD Balance as of August 2023 \$994,055.81**

**University of Arkansas Pooled Investments  
As of August 2024**

	<i>Beginning Balance 7/1/2024</i>	<i>Net Change</i>	<i>Ending Balance 8/31/2024</i>
Tier 2 Investments	534,138.14	13,314.63	547,452.77

**\* UA Pooled Balance as of August 2023 \$514,594.67**

**Cossatot Community College of the University of Arkansas  
Schedule of Endowment Funds  
As of August 2024**

<b>Endowment Funds on Certificate of Deposit</b>				
Amount	Rate	Maturity Date	Bank	Term
\$75,000.00	Horatio State	8/28/2024	Horatio State Bank	12 months
<b>\$75,000.00</b>	<b>Total Endowment CD's</b>			
<b>Balance</b>				
<b>Endowment Funds in Checking</b>				
\$87,882.05	Farmer's Bank & Trust			
<b>\$87,882.05</b>	<b>Total Endowment Checking</b>			
<b>\$162,882.05</b>	<b>Total Endowment Funds</b>			

*\*Endowment Fund Balance as of August 2023 \$156,209.25*



**Cossatot Community College of the University of Arkansas**  
**Summary of Unrestricted & Auxiliary Revenues/Expenditure Report**  
**As of September 2024**

<u>REVENUES</u>	Fiscal Year 2023-2024		Fiscal Year 2024-2025	
	ACTUAL	BUDGETED	ACTUAL	BUDGETED
General Revenue	\$1,071,613.36	\$3,783,425.00	\$1,033,129.47	\$3,757,578.00
Workforce 2000	337,584.30	1,350,337.00	337,584.30	1,350,337.00
Tuition & Fees	1,950,534.01	4,284,483.00	953,214.55	4,432,287.00
Sales Tax Revenue	451,540.78	1,814,000.00	453,157.41	1,824,900.00
Other Income	100,771.37	286,900.00	153,970.01	473,000.00
Auxiliary Revenues (Book, Café, Sports)	155,172.00	718,700.00	110,212.05	917,500.00
<b>TOTAL REVENUES</b>	<b>\$4,067,215.82</b>	<b>\$12,237,845.00</b>	<b>\$3,041,267.79</b>	<b>\$12,755,602.00</b>
 <u>EXPENDITURES</u>				
Salaries	\$1,339,556.24	\$6,199,917.00	\$1,090,554.39	\$6,329,093.00
Fringe Benefits	370,453.23	2,066,150.00	396,991.84	1,906,945.00
Travel, Conf. Expenses, Prof. Dev.	37,954.61	197,250.00	36,802.46	256,525.00
Supplies & Services	701,017.76	1,704,855.00	1,124,219.44	2,537,979.00
Utilities/Telephone	71,215.57	455,710.00	86,454.48	465,610.00
Professional & Administrative Fees	450,833.90	803,791.00	43,406.71	240,075.00
Miscellaneous Other	71,773.49	227,004.00	80,292.02	449,395.00
Debt Service *	0.00	262,988.00	0.00	267,300.00
Capital Outlay	18,268.80	320,180.00	56,626.11	302,680.00
<b>TOTAL EXPENDITURES</b>	<b>\$3,061,073.60</b>	<b>\$12,237,845.00</b>	<b>\$2,915,347.45</b>	<b>\$12,755,602.00</b>
 Net Increase (Decrease) for Year	 \$1,006,142.22	 \$0.00	 \$125,920.34	 \$0.00
Unrestricted Cash Balance at Beginning of Year	\$3,236,229.98	\$4,200,000.00	\$3,284,863.00	\$3,350,000.00
 Fund Balance at End of September	 \$4,242,372.20	 \$4,200,000.00	 \$3,410,783.34	 \$3,350,000.00

Cossatot Community College of the University of Arkansas  
 Accounts Receivable Month and Yearly Comparison  
 As of September 2024

	Jul-23	Jul-24	Yearly Change	
Student Accts Receivables (less allowances)	<u>\$1,575,416.22</u>	<u>\$2,010,495.95</u>	<u>\$435,079.73</u>	<i>*July 2024 -Revised - now includes Fall 2024 bills</i>
Student Accts Receivables (less allowances)	<u>\$1,666,170.76</u>	<u>\$2,356,807.44</u>	<u>\$690,636.68</u>	
	Sep-23	Sep-24	Yearly Change	
Student Accts Receivables (less allowances)	<u>\$1,380,732.79</u>	<u>\$1,648,561.73</u>	<u>\$267,828.94</u>	

**Cossatot Community College of the University of Arkansas  
Grants & Other Restricted Programs  
As of September 2024**

Grants	Expiration Date	Total Award Amount Remaining	Earned to Date
Adult Education ABE Grant	6/30/2025	\$214,640.89	46,735.10
Adult Education General Education Diploma GAE Grant	6/30/2025	320,066.37	79,380.99
Adult Education D & E (Direct & Equitable)	6/30/2025	105,866.61	24,479.57
Adult Education EL/Civics Grant	6/30/2025	22,938.00	3,701.57
Adult Education C/I Grant	6/30/2025	21,363.34	4,795.15
Adult Education SNAP State Grant	6/30/2025	22,546.22	5,418.40
Adult Educaiton State Carryover Grant	6/30/2025	7,659.99	0.00
ACE-Career Coaches State Grant	6/30/2025	190,630.70	42,858.95
ACE-Career Coaches High School Share	6/30/2025	167,130.70	39,602.67
Carl Perkins Grant	6/30/2025	105,576.00	27,010.29
ACE-JAG De Queen Grant	6/30/2025	56,463.25	10,648.43
ACE-JAG Nashville Grant	6/30/2025	59,510.15	12,925.19
ACE-JAG PIM Grant	6/30/2025	89,300.00	17,355.14
Career Pathways (TANF funds)	6/30/2025	288,202.00	54,258.40
Trauma EMS Training Grant	6/30/2025	4,372.00	3,156.10
Title III ALIGN Grant - 5 Yrs (\$2,226,660)	9/30/2025	1,033,527.35	141,830.12
USDA RUS Distance Learning Grant	3/16/2025	57,418.05	0.00
EDA Wellness Education Learning and Living - 5 Yrs (2,000,000)	8/4/2026	1,672,843.40	159,723.20
<b>DOTD Capacity Building Support Grant</b>	<b>1/1/2025</b>	<b>5,000.00</b>	<b>707.24</b>
Weyerhaeuser Giving Fund - Technology Grant 2022- Carryover	6/30/2025	1,813.20	0.00
Weyerhaeuser Giving Fund - Technology Grant 2023- Carryover	6/30/2025	110.33	0.00
Weyerhaeuser Giving Fund - Technology Grant 2024	6/30/2025	3,500.00	2,967.16
Weyerhaeuser Giving Fund - Technology Grant 2025	6/30/2025	4,915.00	0.00
Broadband Expansion Initiative (BEI) Grant	6/30/2025	506,229.00	86,560.52
Arkansas Community Foundation Delivering the Dream 2024	12/31/2024	20,870.04	0.00
Domtar WEC Grant 2024	12/31/2024	18,194.03	8,398.58
Sevier County FRIENDS 2024	12/31/2024	79,150.53	18,974.31
DOL POWER Grant - 4 Yrs (\$1,597,031)	2/28/2027	1,286,545.95	79,024.65
AACC Cyberskills Grant Carryover	2/28/2024	6,972.93	1,526.48
DOL Youthbuild II 2023 Grant - 3 Yrs (\$ )	9/30/2026	777,032.55	113,625.76
USDA NIFA Design Grant	12/31/2024	77,829.06	33,136.13
<b>USDA NIFA Lead Grant</b>	<b>8/14/2028</b>	<b>400,000.00</b>	<b>370.68</b>
Little River County Intermodal	6/30/2025	76,000.00	19,084.19
Howard County Development	12/31/2024	35,774.02	16,596.34
ARNEC Consortium	6/30/2025	364,485.00	43,675.57
<b>Totals</b>		<b>\$8,104,476.66</b>	<b>\$1,098,526.88</b>

**Cossatot Community College of the University of Arkansas**  
**Schedule of Bank Accounts**  
**As of September 2024**

Name of Account	Bank Name	Balance
Cash Fund Account	Farmer's Bank & Trust	\$3,278,160.84
General Revenue Account - Unrestricted	State Treasury	540,305.95
Financial Aid	Farmer's Bank & Trust	95,455.41
Scholarship Fund	First State Bank	1,907.06
Student Organizations	First State Bank	51,449.24
	<b>Total</b>	<b><u>\$3,967,278.50</u></b>

***\*Bank Balance as of September 2023 \$4,941,177.42***

**Cossatot Community College of the University of Arkansas  
Schedule of Investments - Certificate of Deposits  
As of September 2024**

Amount	Rate	Maturity Date	Bank	Term
<b>College Funds on Certificate of Deposit</b>				
\$315,016.61	4.50%	3/29/2025	Horatio State Bank	12 months
\$306,821.09	4.50%	6/26/2025	Horatio State Bank	12 months
\$306,386.78	4.75%	8/28/2025	Horatio State Bank	12 months
<u>\$115,756.64</u>	5.13%	11/6/2024	Diamond Bank	12 months
<b><u>\$1,043,981.12</u></b>	<b>Total College CD Funds</b>			

**\*CD Balance as of September 2023 \$997,601.95**

**University of Arkansas Pooled Investments  
As of September 2024**

	<i>Beginning Balance</i> <u>7/1/2024</u>	<i>Net Change</i>	<i>Ending Balance</i> <u>9/30/2024</u>
Tier 2 Investments	534,138.14	18,258.07	552,396.21

**\* UA Pooled Balance as of September 2023 \$514.854.03**

**Cossatot Community College of the University of Arkansas  
Schedule of Endowment Funds  
As of September 2024**

<b>Endowment Funds on Certificate of Deposit</b>				
Amount	Rate	Maturity Date	Bank	Term
\$75,000.00	Horatio State	8/28/2025	Horatio State Bank	12 months
<b><u>\$75,000.00</u></b>			<b>Total Endowment CD's</b>	

<b>Balance</b>
----------------

<b>Endowment Funds in Checking</b>	
\$129,175.77	Farmer's Bank & Trust
<b><u>\$129,175.77</u></b>	
<b>Total Endowment Checking</b>	
<b><u>\$204,175.77</u></b>	
<b>Total Endowment Funds</b>	

*\*Endowment Fund Balance as of September 2023 \$156,528.63*

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

November 4, 2024

SUBJECT: Academic Services Report

DR. ASHLEY AYLETT

## Academic Services Report—November 2024

### **PTA CAPTE Accreditation Visit**

PTA site review team visited Ashdown campus October 20-22. The visit went very well, with extremely positive feedback.

**Spring 2025 Registration**—Spring registration for currently enrolled students opened the week of October 21. Full registration opens November 4.

### **Student Services**

Hosted College Fair on the Lockesburg campus 10/22 for high school juniors.

### **Disabled Youth Hunt**

Several from the college volunteered to feed lunch to the youth participating in the disabled hunt at Jones Ranch on October 25.

### **Fall Graduation Ceremony**—Friday, December 13

- PTA 11am
- OTA 12:30pm
- RN 2:00pm
- General Ceremony 5:30pm



COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

November 4, 2024

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, Michelle Burrell; Youth Build Manager, Leslie Daniels; and Public Services and Workforce Development Director, Tammy Coleman.

1. The Arkansas Office of Skills Development awarded \$399,341 to UA Cossatot through a grant to Arkansas Community College Association in October to develop and deliver a Fiber Network Engineer program. This short-term non-credit career training program will be designed to ensure students understand and master FTTH networks, routing, and switching. The first cohort is scheduled to begin training in spring 2025.
2. Continuing Education and Workforce Development, August – September 2024:

<b>CONTINUING EDUCATION &amp; WORKFORCE DEVELOPMENT</b>	<b>August 2024</b>	<b>September 2024</b>
<b>Hours of Classroom Instruction Offered</b>	414.12	51
<b>Registrations Processed</b>	436.87	56

Courses offered:

- Aerial Lineman: Communications
- Airway Management, Respiration and Artificial Ventilation
- Basic Cardiology
- Basic Life Support Renewal
- Bloodborne Pathogens
- Broadband Essentials
- Commercial Truck Driving
- Forklift Operator
- HeartCode BLS
- Medical Billing & Coding
- National Registry of EMTs National Continued Competency Program
- Nursing Assistant Program
- Pharmacy Technician
- Total First Aid CPR AED
- Hundreds of non-credit courses made available online monthly in partnership with Cengage Learning

3. YouthBuild, August – September 2024:

<b>YOUTHBUILD</b>	<b>August 2024</b>	<b>September 2024</b>
<b>Enrollment</b>	39	50
<b>Credentials Earned</b> 3 – GED 3 – WAGE 1 – Nursing Assistant Certificate of Completion	4	3

Note: Enrollment includes the total enrollment for the grant cycle through the reported month.

- Cohort 3 of the YouthBuild program began in September 2024 with eleven (11) new participants, totaling 50 enrollments since the launch of the program. The newly enrolled participants will go through a two-week Mental Toughness orientation to get an introduction to the YouthBuild program and ready them to select an occupational pathway.
- One (1) participant successfully completed the YouthBuild program and is employed within the construction field.
- Program participants earned the following credentials
  - (3) GED
  - (3) WAGE
  - (1) Certificate of Completion
- A Nursing Assistant course concluded in September. Upon successful completion of training, participants continue to receive YouthBuild services as they progress through both the knowledge and skills portions of the state competency exam to be added to the Arkansas Nurse Aide Registry and work as a nurse aide in Arkansas.
- Guest speakers volunteer throughout participant’s YouthBuild experience to teach them how to prepare for in-demand careers, learn about available resources, life skills and more. The overall goal is to empower and equip them to continually achieve. The most recent topics and presenters included:
  - Making Good Choices, Sevier County Community Outreach Center
  - Understanding Consumer Credit, Red River Federal Credit Union
  - Communication, UAC Center for Student Success/JAG Program
  - Campus Police Services & Title IX, UAC Police Department
  - Nursing Careers, Dierks Health and Rehab Center
  - Get in Formation: Community Safety, Cornerstone Counseling

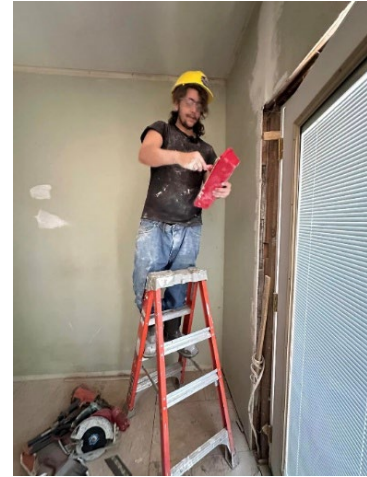
- Participants completed an awning, a community service project, at the Little Bitty City Enrichment Center and are continuing to gain hands-on experience at the jobsite made available to the program by AHW, LLC.



*Above: Little Bitty City Enrichment Center Jobsite*



*Right: YouthBuild Participants at the AHW, LLC Jobsite*



#### 4. Career Pathways Initiative, August – September 2024:

<b>CAREER PATHWAYS INITIATIVE</b>	<b>August 2024</b>	<b>September 2024</b>
<b>Enrollment</b>	85	85
<b>Credentials Earned</b> 1 – Clinical Medical Certificate of Completion	1	0

Note: Enrollment includes the total enrollment for the grant cycle through the reported month.

#### **Kaitlynn Currence's Success Story**



In January 2016, I started my journey back at UA Cossatot to transition as a Licensed Practical Nurse to a Registered Nurse through the UA/ARNEC program. At the time, I was a full-time working mother of two babies, ages 3 years and 3 months old, having to dramatically reduce my hours to be able to complete my degree. With this shift in my financial situation, I was able to qualify for Career Pathways to assist me. The Carrer Pathways program provided me assistance with the financial burden of childcare for my children on my newly decreased income, assistance with various fees/costs required throughout the program, and assistance with educational tuition funding not covered by my financial aid. With this help, I was able to graduate from UA Cossatot with my degree, Associate of Applied Science in Nursing, and sit for my registered nursing exam without any student loan debt.

Fast forward to today, I have now been practicing in healthcare as an RN for the last 8 years. I have been able to work in various fields within the healthcare system including emergency

rooms, patient care units, hospice, cardiac travel nursing, primary care, and now, my newest role, Director of Nursing Programs at UA Cossatot. Returning to campus as a former LPN and RN student is a very "full circle" moment for me. This college, and this program, helped changed my life for the better. It helped my children's lives for the better. I am without a doubt achieving success in my career from the opportunities I was given back when I didn't realize the depth of the benefit. I am forever thankful for this college and for the Career Pathways program for changing my life. ~ Kaitlynn Currence

5. Career readiness certification services, August – September 2024:

<b>CAREER READINESS CERTIFICATION SERVICES</b>	<b>August 2024</b>	<b>September 2024</b>
<b>WorkKeys Curriculum</b>	20	7
<b>WorkKeys</b>	12	2
<b>Total Participants</b>	<b>32</b>	<b>9</b>
<b>AR NATIONAL CAREER READINESS CERTIFICATIONS EARNED</b>	<b>August 2024</b>	<b>September 2024</b>
<b>Platinum</b> - Has core employability skills for approximately 99% of jobs profiled by WorkKeys	3	1
<b>Gold</b> - Has core employability skills for approximately 90% of jobs profiled by WorkKeys	3	0
<b>Silver</b> - Has core employability skills for approximately 65% of jobs profiled by WorkKeys	4	1
<b>Bronze</b> - Has Core employability skills for approximately 30% of jobs profiled by WorkKeys	2	0
<b>Total Earned</b>	<b>12</b>	<b>2</b>

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

REPORT TO THE BOARD OF VISITORS

November 4, 2024

SUBJECT: College Relations

# College Relations November 2024

## Social Media

Our social media pages continue to be our best pathway to promote our college to the community and prospective students. We make several posts per day on a number of our individual department pages, especially the UA Cossatot and Ed 88 Facebook pages. Other promotional posts touted our cosmetology, adult ed, continuing education, and athletic programs, as well as several posts regarding the 2024-25 Student Ambassadors.



## Promotion of Colts Athletics

The Colts Athletic Department kept us busy in September and July as we worked through the soccer season, promoted our shooting sports team, and prepared for basketball for the upcoming seasons. We provided live broadcasts on our college radio station website and promoted all sports through social media posts for shooting sports and soccer, and were at the “Meet The Colts” basketball event in Lockesburg, providing public announcing, livestream, and photography services. In addition, the College Relations team planned and pitched in to help with our “Meet The Colts” fried fish fundraisers on October 4 in Lockesburg, October 23 in Nashville, and October 28 in De Queen.



## **UA Cossatot Foundation**

The Foundation hosted the annual UAC Scholarship banquet in Lockesburg, which is an excellent opportunity for our scholarship recipients to meet our donors face- to-face. In addition, Foundation Director Madelyn Jones worked tirelessly on planning and executing another successful round of Colts fish fries. In the coming days, the Foundation will be busy planning for Giving Day on December 1<sup>st</sup>, the biggest day each year for donations to our college.



## **Ed 88**

The college radio station staff produced several social media videos in September and October, promoting events and community efforts including flu shot clinics, food drives, the Sevier County Chamber of Commerce Denim and Diamonds event, as well as college events such as the upcoming Career Fair on the UAC Nashville campus on November 6.

## **Upcoming Projects**

In the coming weeks, the College Relations team will be busy promoting and broadcasting Colts and Lady Colts basketball as well as preparing for our annual Veterans Day Breakfasts on our UAC campuses. And we shall begin promoting registration for the Spring 2025 semester.

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

BOARD OF VISITORS

ACTION ITEMS

November 4, 2024



MINUTES OF MEETING  
COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS  
BOARD OF VISITORS  
September 9, 2024

Vice Chair Tim Pinkerton called the regular meeting of the Board of Visitors to order at 12:14 p.m. following a light meal at the UA Cossatot Lockesburg Community Room.

Present:	Barbara Dixon	Dori Gutierrez	Tim Pinkerton
	Brenda Tate	Dr. Glenn Lance	Joe Martinez

Absent:	Barbara Horn	Ellen Moreland
	Mike Cranford	Angie Walker

**Staff Reports**

Chancellor Dr. Cole reported to the Board on the enrollment cliff. Early this summer there was initial concern about declining enrollment figures. However, Full-time Equivalent Enrollment has increased compared to last fall, which is positive development. The rise in enrollment is attributed to successful outreach to high school students and improved retention of existing students. Dr. Cole has highlighted the role of athletics in enrollment. All student athletes must be full-time, contributing to higher overall enrollment numbers. Athletes tend to achieve better academic outcomes due to support systems like tutoring. Dr. Cole discussed ongoing efforts to address the enrollment cliff through improved recruitment. Chancellor Cole proceeded to report on the current status of facilities management following the retirement of Vice Chancellor Mike Kinkade. Mike will continue working part-time to oversee ongoing construction projects and day to day operations.

Vice Chancellor Charlotte reported on the financials of the college. The End of Year financials the college ended with approximately \$3.5 million at the end of June. Our Accounts Receivable is about \$2 million, a \$100,000 increase from last year. In Grants & Other Restricted Programs we have \$10.6 million, earning nearly \$5 million for the year. In the Schedule of Bank Accounts, the college is at \$4.5 million in cash, up from this time last year. The college is at about \$1.1 million in CDs and investments. In our pooled investments, the college has earned \$534,000 which is doing well. In the schedule of endowment funds total, the college is at \$162,000. Charlotte proceeded to report the financials for the end of July. The revenues were at \$192,000 in summer tuition. The college has been tracking closely to last year. The total expenditures were at \$1.3 million. The Accounts Receivable was about \$1.1 million. In Grants for July, we have \$7 million in active grants with additional funding expected. Schedule of Bank Accounts the college has \$3.8 million. Cash is down due to purchasing new land. In Schedule of Investments, total CDs are at 1 million this is an increase compared to this time last year. For total endowment funds, the college was at \$162,000.

Vice Chancellor Dr. Ashley Aylett reported an update for Summer 2024. We had a total of 60 summer graduates and 92 credentials were awarded. Dr. Aylett shared with the board data trends on Fall-to-Fall enrollment as well as Fall to Fall FTE. An important accreditation visit for PTA program is coming up in October. The college recently hosted a Career Exploration event that engaged local students, showcasing various careers and hands on experiences on the Lockesburg Campus.

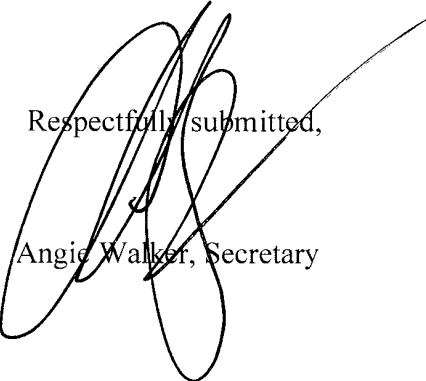
Chancellor Cole briefly reported for the Public Services/Workforce Development as they are working on a new fiber optic technician program that will start in the Spring.

**Action Items:**

**No. 1 Approve Minutes of July 8, 2024, Board Meeting.** Dr. Glenn Lance motioned for passage and Brenda Dixon seconded the motion. The motion passed with a vote of 6-0.

Vice Chair Tim Pinkerton asked for a motion to adjourn the meeting. Barbara Dixon made the motion and with a second from Brenda Tate, Vice Chair Tim Pinkerton adjourned the meeting at 1:09 p.m.

Respectfully submitted,

A large, stylized handwritten signature in black ink, appearing to read 'Angie Walker', is written over the typed name.

Angie Walker, Secretary

wg

**Board of Visitors Meeting – November 4, 2024**

**Action Item No. 2: Review Academic Calendars for 2025-2026 Academic Year.**

1. **Background information:** It is customary the board reviews the Academic Calendar for 2025-2026 Academic Year.

2. **Why action is needed at this time:** Action is needed at this time to meet deadlines for publishing Academic Calendars 2025-2026.

3. **Chancellor's Recommendation:** The Chancellor recommends the Board review the Academic Calendar for 2025-2026 Academic Year.

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

**Motion by:**

**Seconded by:**

**Yeas:**

**Nays:**



## FALL 2025 ACADEMIC CALENDAR

<b>Term Dates</b>		
<b>Fall 16 Week Term</b>		
Monday	August 18	Courses Begin
Wednesday	August 20	Registration Ends
Friday	August 29	Students Last Day to Withdraw and Receive a Refund Faculty Submit Roster Certifications
Friday	October 10	Mid-Term Grades Posted
Monday	November 10	Last Day to Withdraw
Monday-Thursday	December 8-11	Final Exams
Thursday	December 11	Courses End
Monday	December 15	All Grades Due
<b>August—September Flex 8 (Flex I)</b>		
Monday	August 18	Courses Begin
Tuesday	August 19	Last Day to Register
Friday	August 22	Students Last Day to Withdraw and Receive a Refund Faculty Submit Roster Certification
Friday	September 12	Mid-Term Grades Due
Friday	September 20	Last Day to Withdraw
Monday-Wednesday	October 6-8	Final Exams
Thursday	October 9	Grades Due @ Noon
<b>October—December Flex 8 (Flex II)</b>		
Monday	October 13	Course Begin/Last Day to Register
Friday	October 17	Students Last Day to Withdraw and Receive a Refund Faculty Submit Roster Certification
Friday	November 7	Mid-Term Grades Due
Monday	November 10	Last Day to Withdraw
Monday-Thursday	December 8-11	Final Exams
Thursday	December 11	Courses End
Monday	December 15	All Grades Due



## FALL 2025 ACADEMIC CALENDAR

<b>August</b>		
Monday	August 4	Faculty Return to Work
Monday	August 18	First Day of Classes
Friday	August 22	Submit Roster Certification for FLEX I courses
Friday	August 29	10 <sup>th</sup> Class Day/Submit Roster 16 week courses

<b>September</b>		
Monday	September 1	<i>College Closed: Labor Day Holiday</i>
Tuesday	September 2	11 <sup>th</sup> Class Day/ADHE Census Date
Friday	September 5	Last Day to Change "I" Grades from Summer Term
Friday	September 12	Mid-Term Grades due for FLEX I courses
Tuesday	September 16	Fall Pell Disbursement
Friday	September 20	Last Day to Withdraw FLEX I courses
Tuesday	September 30	Application to Graduate Deadline

<b>October</b>		
Friday	October 10	Mid-Term Grades due for 16 week courses
Friday	October 17	Roster Certifications due for FLEX II courses
	October 1-19	VIP Spring 2026 Registration for Current Students
Monday	October 20	Spring 2026 Registration for all Students
Friday	October 31	Priority Deadline for Spring Pell And SEOG

<b>November</b>		
Friday	November 7	Mid-Term Grades for FLEX II Courses Due
Monday	November 10	Last day to withdraw 16 week courses/FLEX II courses
Monday-Friday	November 24-28	No Classes. Faculty Thanksgiving Break
Thursday-Friday	November 27-28	<i>Campuses Closed: Thanksgiving</i>

<b>December</b>		
Monday-Thursday	December 8-11	Finals: Follow Special Test Schedule
Friday	December 12	Graduation @ Lockesburg gymnasium (practice 4:00; ceremony 5:00)
Monday	December 15	All Grades Due
Tuesday	December 16	Employee Christmas party
Tuesday	December 16	Faculty Last Work Day for Fall
December 22—January 2		<i>Campuses Closed: Winter Holiday</i>





## SPRING 2026 ACADEMIC CALENDAR

Term Dates		
<b>Spring 16 Week Term</b>		
Monday	January 12	Courses Begin
Wednesday	January 14	Registration Ends
Friday	January 23	Students Last Day to Withdraw and Receive a Refund Faculty Submit Roster Certification
Friday	March 6	Mid-Term Grades Due
Monday	April 13	Last Day to Withdraw
Monday-Thursday	May 4-7	Final Exams
Thursday	May 7	Courses End
Monday	May 11	Grades Due
<b>January-March Flex 8 (Flex I)</b>		
Monday	January 12	Courses Begin
Wednesday	January 14	Registration Ends
Friday	January 16	Students Last Day to Withdraw and Receive a Refund Faculty Submit Roster Certification
Friday	February 6	Mid-Term Grades Due
Monday	February 13	Last Day to Withdraw
Monday-Wednesday	March 2-4	Final Exams
Wednesday	March 4	Courses End
Thursday	March 5	Grades Due @Noon
<b>March-May Flex 8 (Flex II)</b>		
Monday	March 9	Courses Begin/Registration Ends
Friday	March 13	Students Last Day to Withdraw and Receive a Refund Faculty Submit Roster Certification
Friday	April 10	Mid-Term Grades Due
Monday	April 13	Last Day to Withdraw
Monday-Thursday	May 4-7	Final Exams
Thursday	May 7	Courses End
Monday	May 11	Grades Due



## SPRING 2026 ACADEMIC CALENDAR

January		
Thursday	January 1	<i>College Closed: Observance of New Years Day</i>
Friday	January 2	<i>Campus Closed—Winter Holiday</i>
Monday	January 5	All Employees Return to Campus
Monday	January 12	Courses Begin
Friday	January 16	Roster Certifications for FLEX I courses Due
Monday	January 19	<i>College Closed: Martin Luther King Day</i>
Monday	January 23	Roster Certifications for 16 week Due
Tuesday	January 27	11 <sup>th</sup> Class Day (ADHE Census Date)
Friday	January 30	Last Day to Change Fall “I” Grades

February		
Friday	February 6	Flex I Mid-Term Grades Due
Tuesday	February 10	Spring Pell Disbursement
Friday	February 13	Last Day to Drop Flex I Course
Friday	February 27	Last Day to submit “Application To Graduate”

March		
Sunday	March 1	Scholarship Deadline for Upcoming Year
Monday-Wednesday	March 2-4	Finals for FLEX I term
Friday	March 6	16 Week Mid-Term Grades Due
Monday	March 9	FLEX II Courses Begin
Friday	March 13	FLEX II Roster Certifications Due
Monday-Friday	March 23-27	No Classes; Faculty off for Spring Break
	March 16-31	VIP Registration Summer/Fall 2026

April		
Wednesday	April 1	All Registration Opens for Summer/Fall 2026 Courses
Wednesday	April 1	Scholarship Deadline for Upcoming Academic Year
Friday	April 10	Flex II Mid-Term Grades Due
Friday	April 13	Last Day to Drop 16 Week or FLEX II Course
Wednesday	April 15	Deadline for Summer Pell

May		
Friday	May 1	Priority Deadline for Fall Pell and SEOG
Monday-Thursday	May 4-7	Finals for 16 week term and FLEX II courses
Monday	May 11	All Grades Due
Friday	May 15	Graduation @ De Queen amphitheater (Practice 5:30; ceremony 6:30)
Friday	May 15	Faculty Last Day for Academic Year
Monday	May 25	<i>College Closed: Memorial Day Holiday</i>



## SUMMER 2026 ACADEMIC CALENDAR

June 4 Week Summer Term		
Monday	June 8	Courses begin
Thursday	June 11	Students Last Day to Drop and Receive 100% Refund Faculty Submit Roster Certifications
Friday	June 12	Census Day
Friday	June 19	Last Day to Drop with a "W"
Mon-Wed	June 29-July 1	Finals
Thursday	July 2	Grades Due (NOON)
July 4 Week Summer Term		
Monday	July 6	Courses begin
Thursday	July 9	Students Last Day to Drop and Receive 100% Refund Faculty Submit Roster Certifications
Thursday	July 16	Last Day to Drop with a "W"
Mon-Wed	July 27-29	Finals
Thursday	July 30	Grades Due (NOON)
Full Summer Term (8 weeks)		
Monday	June 8	Courses begin
Thursday	June 11	Students Last Day to Drop and Receive 100% Refund Faculty Submit Roster Certifications
Friday	June 12	Census Date
Thursday	July 2	Last Day to Drop with a "W"
Mon-Wed	July 27-29	Finals
Thursday	July 30	Grades Due (NOON)
June		
Friday	June 26	Summer Pell Disbursement
July		
Friday	July 3	<i>Campus Closed: Independence Day</i>
Monday	July 6	Last day to change "I" grades from Spring semester

**Board of Visitors Meeting – November 4, 2024**

**Action Item No. 3: Review College Policy 101: Authority and Board of Visitors Guiding Principles.**

1. **Background information:** This policy has been combined with College Policy 102 and College Policy 113. The title has also been changed to reflect the combination of policies.

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

3. **Chancellor's Recommendation:** The Chancellor recommends the Board reviews College Policy 101: Authority and Board of Visitors Guiding Principles.

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

**Motion by:**

**Seconded by:**

**Yeas:        Nays:**

**AUTHORITY AND BOARD OF VISITORS GUIDING PRINCIPLES**

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The University Of Arkansas System Board Of Trustees (BOT) determines the Board of Visitors' (BOV) powers and authority as the local oversight committee for UA Cossatot.

The BOV recognizes and maintains the distinction between activities appropriate to them and those appropriate to Chancellor and his administrative team, within the exercise of delegated administrative authority. The BOV sets forth specific guarantees of individual rights, as a part of the daily college operations.

The BOV Code of Ethics establishes that any member having a personal financial interest in any matter before the BOV shall abstain from any vote or discussion of the matter. Additionally, a BOV member who has a personal benefit or familial relationship regarding any individual personnel matter before the Board of Visitors shall abstain from voting.

Other than policies that were grandfathered in by the 2001 Merger Agreement with the University of Arkansas System, policies and procedures enacted by the Board of Visitors not in accord with the University of Arkansas System policies and procedures shall be considered null and void.

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**Policy History:**

March 7, 2016  
July 7, 2014  
January 1, 2011  
December 5, 2005  
September 24, 2001

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**MEMBERSHIP IN STATE AND NATIONAL ASSOCIATIONS**

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The Board of Visitors ~~shall maintain~~ are encouraged to participate and maintain active membership in the state and national associations appropriate to the mission, guiding principles, and goals of UA Cossatot.

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**Policy History:**

July 7, 2014  
January 1, 2011  
July 30, 2001

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**Board of Visitors Meeting – November 4, 2024**

**Action Item No. 5: Review College Policy 201: Organizational Structure.**

1. **Background information:** This policy has been combined with College Policy 202 and College Policy 210. The title has also been changed to reflect the combination of policies.

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

3. **Chancellor's Recommendation:** The Chancellor recommends the Board reviews College Policy 201: Organizational Structure.

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

**Motion by:**

**Seconded by:**

**Yeas:        Nays:**



**STATEMENT OF GUIDING PRINCIPLES ORGANIZATIONAL STRUCTURE**

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The Chancellor of the college serves as the Chief Executive Officer of the college. The Chancellor is accountable directly to the President of the University of Arkansas System and the Board of Visitors for guiding and directing all operations and activities of UA Cossatot. UA Cossatot's line of responsibility shall be as designated by an organizational chart structure. Recommending changes to the organizational chart shall be a function of the Chancellor.

The Chancellor's Cabinet, comprised of individuals who work directly with the Chancellor to carry out the mission and strategic plan of the College, ~~meets the first and third Monday of each month (or as necessary at the request of the Chancellor)~~ to serve as advisors on matters pertaining to:

- Strategic plan development, implementation, monitoring, and evaluation
- Reviewing and recommending the approval or revision of college policies and procedures
- Budgeting
- Regulatory Compliance
- Review of academic program changes or additions

The Chancellor sets the Cabinet meeting agenda with input from the members

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**Policy History:**

July 7, 2014  
January 1, 2011  
July 30, 2010

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**Board of Visitors Meeting – November 4, 2024**

**Action Item No. 6: Review College Policy 450: Grievance Policy.**

1. **Background information:** This policy has been moved from the Administration section to the Personnel section as it related to employees.

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

3. **Chancellor's Recommendation:** The Chancellor recommends the Board reviews College Policy 450: Grievance Policy.

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

**Motion by:**

**Seconded by:**

**Yeas:        Nays:**

**GRIEVANCE POLICY**

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Staff and community members have the opportunity to formally raise a concern or grieve an action taken by a part-time or full-time member of the college staff or a student enrolled at the college at the time of the occurrence.

Employees have the right to grieve an action by another employee or student if the grievance relates to improper conduct including, but not limited to, any type of harassment, bullying, threatening another individual or the college, terroristic threats or behavior and other forms of improper conduct that lowers the existence of another person. The college does not tolerate actions by students, staff, or residents of the college service area that interfere with student learning and safety or with the staff's ability to fulfill the duties assigned to each employee.

- Those grieving any form of harassment by others on campus should seek redress via an appropriate administrator of the college by using the formal grievance procedure.
- Immediate supervisors should first receive employee grievances informally. If an informal discussion of the issue fails to reach a resolution, implementation of the formal grievance process should occur.

Residents of the college service area are welcome to raise concerns about the policies or college personnel actions as they relate to the orderly conduct of the college. Residents' concerns related to college operation should be submitted in writing to the college Chancellor.

HLC Criterion: 2A.2

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**Policy History:**

January 8, 2018  
July 7, 2014  
January 1, 2011  
January 27, 2009  
March 26, 2007  
March 28, 2005  
July 30, 2001

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**Board of Visitors Meeting – November 4, 2024**

**Action Item No. 7: Delete College Policy 102: Statement of Guiding Principles.**

1. **Background information:** This policy was combined and moved to College Policy 101.

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

3. **Chancellor's Recommendation:** The Chancellor recommends the Board Delete College Policy 102: Statement of Guiding Principles.

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

**Motion by:**

**Seconded by:**

**Yeas:        Nays:**

**STATEMENT OF GUIDING PRINCIPLES**

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As the local oversight committee for the University Of Arkansas Board Of Trustees, the Board of Visitors recognizes and maintains the distinction between activities appropriate to them and the Chancellor and his staff's administrative activities, within the exercise of delegated administrative authority.

Furthermore, the Board of Visitors sets forth specific guarantees of individual rights, as a part of the daily college operations.

HLC Criterion: 2C.4

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**Policy History:**

July 7, 2014  
January 1, 2011  
January 30, 2006  
July 30, 2001

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**Board of Visitors Meeting – November 4, 2024**

**Action Item No. 8: Delete College Policy 111: Attendance at Professional Meetings.**

1. **Background information:** This policy was combined and moved to College Policy 108.

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

3. **Chancellor's Recommendation:** The Chancellor recommends the Board Delete College Policy 111: Attendance at Professional Meetings.

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

**Motion by:**

**Seconded by:**

**Yeas:        Nays:**

**~~ATTENDANCE AT PROFESSIONAL MEETINGS~~**

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~~The Board of Visitors shall stay informed about the issues affecting education in general and UA Cossatot.~~

~~Members of the Board of Visitors are encouraged to take an active role in state and national organizations that benefit the college or inform the Board.~~

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HLC Criterion: 2C

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**~~Policy History:~~**

~~July 7, 2014  
January 1, 2011  
July 30, 2001~~

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**Board of Visitors Meeting – November 4, 2024**

**Action Item No. 9: Delete College Policy 113: Conflict of Interest.**

1. **Background information:** This policy was combined and moved to College Policy 101.

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

3. **Chancellor's Recommendation:** The Chancellor recommends the Board Delete College Policy 113: Conflict of Interest.

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

**Motion by:**

**Seconded by:**

**Yeas:        Nays:**



**CONFLICT OF INTEREST**

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~~The Board of Visitors follows a Code of Ethics by establishing that any member having a personal financial interest in any matter before the Board of Visitors shall abstain from any vote or discussion of the matter.~~

~~Furthermore, a member who has a personal benefit or familial relationship regarding any individual personnel matter before the Board of Visitors shall abstain from voting.~~

HLC Criterion 2C.4

---

**Policy History:**

July 7, 2014  
January 1, 2011  
July 30, 2001

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**Board of Visitors Meeting – November 4, 2024**

**Action Item No. 10: Delete College Policy 202: Organizational Chart.**

1. **Background information:** This policy was combined and moved to College Policy 201.

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

3. **Chancellor's Recommendation:** The Chancellor recommends the Board Delete College Policy 202: Organizational Chart.

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

**Motion by:**

**Seconded by:**

**Yeas:        Nays:**

**ORGANIZATIONAL CHART**

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~~UA Cossatot's line of responsibility shall be as designated by an organizational chart structure. Recommending changes to the organizational chart shall be a function of the Chancellor.~~

HLC Criterion: 2C.5

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**Policy History:**

July 7, 2014  
January 1, 2011  
July 30, 2010

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**Board of Visitors Meeting – November 4, 2024**

**Action Item No. 11: Delete College Policy 210: Chancellor Cabinet.**

1. **Background information:** This policy was combined and moved to College Policy 201.

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

3. **Chancellor's Recommendation:** The Chancellor recommends the Board Delete College Policy 210: Chancellor Cabinet.

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

**Motion by:**

**Seconded by:**

**Yeas:        Nays:**

## **CHANCELLOR CABINET**

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The Chancellor's Cabinet, comprised of individuals who work directly with the Chancellor to carry out the mission and strategic plan of the College, meets the first and third Monday of each month (or as necessary at the request of the Chancellor) to serve as advisors on matters pertaining to:

- Strategic plan development, implementation, monitoring, and evaluation
- Reviewing and recommending the approval or revision of college policies and procedures
- Budgeting
- Regulatory Compliance
- Review of academic program changes or additions

The Chancellor sets the Cabinet meeting agenda with input from the members

HLC Criterion: 1A; 2A; 2E.1; 5A; 5B.3; 5C

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### **Policy History:**

May 3, 2021  
September 9, 2019

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COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF  
ARKANSAS

BOARD OF VISITORS

INFORMATION ITEMS

November 4, 2024

## EMPLOYEE CHANGES

### Newly Hired

Kaitlynn Currence

Hire Date: September 2, 2024

Position: Director of Nursing Programs

Salary: \$65,000

Diana Campos

Hire Date: October 1, 2024

Position: POWER Outreach Support Coordinator

Salary: \$32,000

Kayliegh Witherspoon

Hire Date: October 1, 2024

Position: Recruiter/Secondary Advisor

Salary: \$28,633



**Academic Council Meeting**

**DATE:** August 14, 2024  
**TIME:** 9:00AM  
**LOCATION:** RingCentral

**Members Present:**

Ashley Aylett, Crystal Sims, Eda Lopez, Jocelin Galvez, Julie Rhodes, Kim Dickerson, Relinda Ruth, Sara Chesshir, Shawna Stinnet, Suzanne Ward, Tammy Walker, Tiana Kelly, Toni Wartinger.

**Guests & Faculty Representative:**

Chantal Alonso, Tabettha Nguyen

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On this date, the academic council met on an informational basis. Suzanne Ward and Chantal Alonso, International Student Liaison, brought up the topic of SEVIS guidelines for international Students. They brought to our attention that international students are limited to the number of online classes they can take while away from home. The maximum amount of online classes permitted to take per semester is based on their credit load. *“For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.”* ([8 CFR 214.2 \(f\) Academic and Language Students, \(6\) Full Course of Study \(i\) General \(G\)](#)) It is important to remember, according to SEVIS guidelines, hybrid courses are considered online classes. That limits our international students on what classes they can take due to us transitioning heavily towards online and hybrid options for most of our courses. Council member discussed possible routes to take moving forward in our academic schedule planning. Action plan will be settled at a later date.



Sarah Chesshir made a motion to adjourn the meeting. Suzanne Ward seconded that motion.

Meeting adjourned at 9:30 AM

EL