



Board of Visitors

January 8, 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
January 8, 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 Cole4-5
 - B. Financial Report by Charlotte Johnson6-7
 - C. Academic Services Report by Ashley Aylett8-11
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 - E. Public Services & Workforce Development14-18
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- IV. Action Items
 - No. 1 Approve Minutes of November 6, 2023, Board Meeting24-26
 - No. 2 Review College Policy 203: Grievance Policy27-28
 - No. 3 Review New College Policy 435: Pregnant Workers Fairness Act 29-34

- V. Adjournment:
 - Motion:
 - Second:

Board of Visitors meeting schedule:

January 8, 2024
March 4, 2024
May 6, 2024

UAC Lockesburg Middle School-Community Room
UAC Lockesburg Middle School-Community Room
UAC Lockesburg Middle School-Community Room

VI. Information Items

1. Faculty/Staff Meeting.....36-40

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

January 8, 2024

SUBJECT: Chancellor's Report

DR. STEVE COLE

The Benefits of Awesome People

I don't think there is any doubt that UA Cossatot has the best employees (and students!) in the world, but to really know why this is true, one only has to see the results from our latest Higher Learning Commission (HLC) accreditation visit.

Simply put, accreditation by the HLC ensures that an institution meets certain standards of quality in terms of faculty, curriculum, student services, and resources. This process helps maintain and improve the overall quality of education provided by the institution.

Accredited institutions (like UA Cossatot) are required to undergo periodic reviews to maintain their accreditation status. This process encourages continuous improvement and ensures that institutions adapt to changes in educational practices and standards. Accreditation also is a form of public accountability. It assures the public that an institution is meeting established standards and is committed to providing quality education. This trust is important for the institution's reputation and the confidence of students, parents, and the community.

The only way to achieve what was essentially a "perfect score" on our latest HLC report was to have EVERY employee (and students) doing their very best. That is over 130 full-time employees and over 1300 students all seeing the end goal, which is to have the best educational institution we can possibly have. I can't brag enough on our people, because they made the results of our HLC visit a complete success!

HLC accreditation is significant for students, institutions, employers, and the broader community. It serves as a quality assurance mechanism, facilitates credit transfer, enables access to federal funding, and contributes to the continuous improvement of our college.

Awesome people (our employees and students!) made this happen!

Respectfully submitted,



Dr. Steve Cole, Chancellor

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

January 8, 2024

SUBJECT: Financial Report

CHARLOTTE JOHNSON

A copy of the Financial Report will be provided on the day of the meeting.

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

January 8, 2024

SUBJECT: Academic Services Report

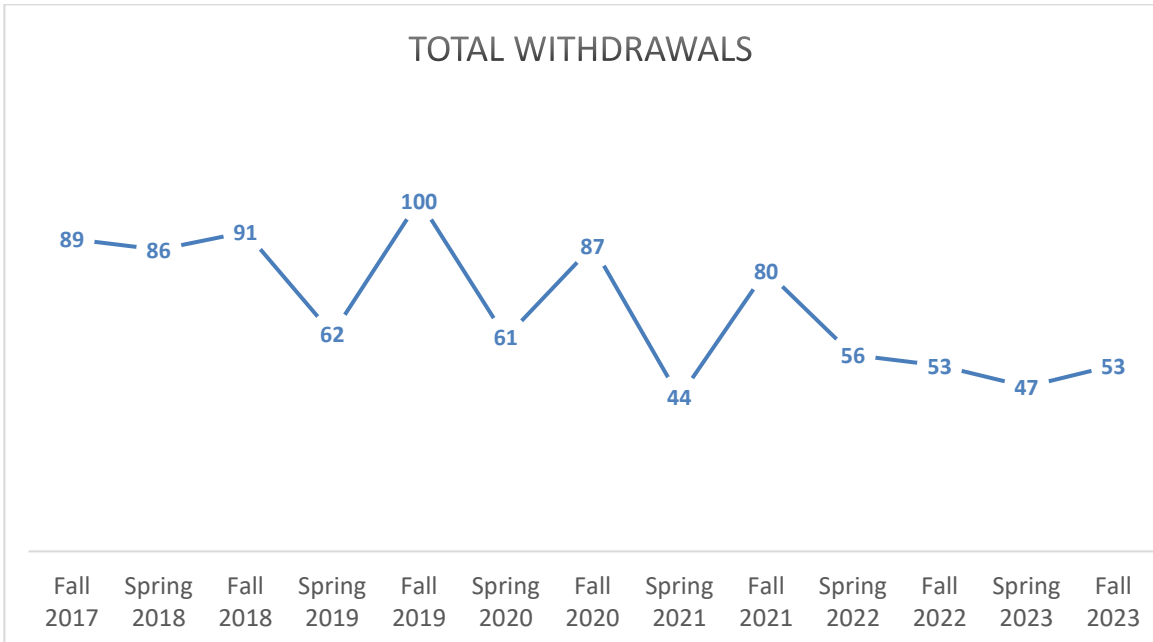
DR. ASHLEY AYLETT

Academic Services Report—January 2024

Accreditation

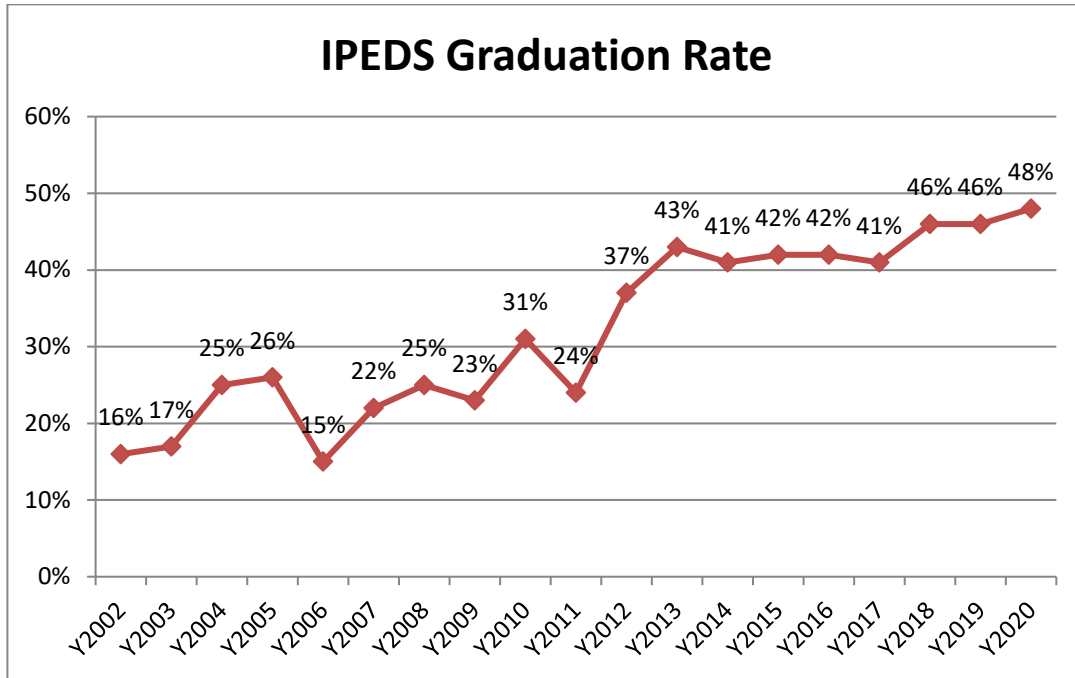
We have received results and recommendations from our recent HLC Assurance Argument and Site Visit. We received MET across the board.

Number	Title	Rating
1	Mission	
1.A	Core Component 1.A	Met
1.B	Core Component 1.B	Met
1.C	Core Component 1.C	Met
1.S	Criterion 1 - Summary	
2	Integrity: Ethical and Responsible Conduct	
2.A	Core Component 2.A	Met
2.B	Core Component 2.B	Met
2.C	Core Component 2.C	Met
2.D	Core Component 2.D	Met
2.E	Core Component 2.E	Met
2.S	Criterion 2 - Summary	
3	Teaching and Learning: Quality, Resources and Support	
3.A	Core Component 3.A	Met
3.B	Core Component 3.B	Met
3.C	Core Component 3.C	Met
3.D	Core Component 3.D	Met
3.S	Criterion 3 - Summary	
4	Teaching and Learning: Evaluation and Improvement	
4.A	Core Component 4.A	Met
4.B	Core Component 4.B	Met
4.C	Core Component 4.C	Met
4.S	Criterion 4 - Summary	
5	Institutional Effectiveness, Resources and Planning	
5.A	Core Component 5.A	Met
5.B	Core Component 5.B	Met
5.C	Core Component 5.C	Met
5.S	Criterion 5 - Summary	



Reason:

Academic Difficulties	14
Work Schedule	2
Health Reasons	5
Dissatisfied with School	1
Financial Reasons	2
Family Obligations	3
Other	9



Fall 2023 Graduate Information

- Total graduates: 242
- Total awards: 388
- 54 students walked in commencement plus 10 GED students

Medical Programs

Pinning/graduation ceremony for RN, OTA, and PTA were held December 2.

Workday

We have built our fall 2024 schedule in Workday! Fall 2024 will be the first live semester in Student Workday.

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

January 8, 2024

SUBJECT: Facilities Report

MIKE KINKADE

Facilities Update as of 15 December 2023

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

Middle School Project

Phase II of this project continues to move forward – windows are in, and the major trim work is complete. HVAC closets are built, and most if not all of the HVAC work will wrap up next two weeks. All painting except for touch ups is complete, and the concrete floor grinding and densifier (hardener) application has been finished, and new cove base is installed. A majority of the exterior is complete except for trimming out in break metal.

Simulation Labs and MLT

We met with our architects and an engineering company last week to view the existing simulation lab at DQ as well as the locations for the upcoming labs. We are working on getting the bid documents and specifications approved so we can select a general contractor and get this project off of “high center”.

Other projects

- Still working with several of our UA universities, colleges, and partners to develop a collaborative solar project beneficial to the whole System. More information will be available soon through communication via UA System office
- Aerial Lineman Pole Yard in DQ – the first class has “graduated” and all equipment has arrived and is being used. The fencing is completed, and I am meeting next week with a building contractor to get bids on the vehicle storage building
- Cybersecurity Lab – NV campus – Completed and ready for students this spring
- Continuing to change lighting fixtures on all campuses to LED lighting, exterior light timers, etc.

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

January 8, 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. Continuing Education and Workforce Development activity was as follows for October – November 2023.

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT	October 2023	November 2023
Hours of Classroom Instruction Offered	363.42	162.59
Registrations Processed	111	55

Courses offered:

- Accounting with QuickBooks
- Aerial Lineman
- Ambulance Operations, Communications and Documentation (EMT Part 15)
- Arkansas Trauma System Review
- Auto Extrication
- Basic Life Support (BLS) Renewal
- Bleeding and Shock, Soft Tissue Injuries (EMT Parts 26 & 27)
- Bloodborne Pathogens
- Broadband Essentials
- Commercial Truck Driving
- Getting Started with Google Workspace
- Musculoskeletal Trauma (EMT Part 28)
- HeartCode BLS
- Small Business Grantwriting
- Total First Aid CPR AED+
- Hundreds of non-credit courses made available online monthly in partnership with Cengage Learning

2. Twenty-one (21) participants transitioned from YouthBuild Mental Toughness, a comprehensive intake and selection orientation, into the YouthBuild program. Participants have been actively achieving milestones.

- All participants completed an OSHA 10-Hour Construction course and received a US Department of Labor OSHA 10-Hour Construction Card. This training equipped participants with the knowledge they need to stay safe on the job as entry-level workers.

- Over 90% of participants completed First Aid, CPR, AED, and Bloodborne Pathogen training. All earned a Heartsaver First Aid CPR AED Card and Heartsaver Bloodborne Pathogens Certificate. The remainder of participants are scheduled to complete training in January 2024.

The Heartsaver First Aid CPR and AED instruction helped students develop the critical skills needed to respond to and manage an emergency until emergency medical services arrives. The bloodborne pathogens portion of training instructed students on how to protect themselves and others from being exposed to blood or blood-containing materials.

- Four (4) of nine (9) NCCER modules incorporated into the program were completed.
- The YouthBuild participants also completed multiple construction projects to auction off, including multiple pieces of outdoor furniture and a cabinet.
- Two (2) participants are ready to take their GED test

The previous cohort of YouthBuild participants built a deck for the Little Bitty City Daycare. This cohort of participants will build an awning to cover the deck. After the awning is complete, participants will remodel a house while working on their GED. Mock interview opportunities will also be made available to participants to help them understand what is expected in an actual interview and further develop their interview skills.

3. Career Pathways enrolled was as follows October - November 2023:

CAREER PATHWAYS INITIATIVE	October 2023	November 2023
Participants	76	72
Credentials Earned	0	0

Loren Hinton, Director of College Relations Department, teamed up with Hanna Honeycutt, Career Pathways Counselor/Intake Specialist, to attend a Career Pathways workshop in Little Rock, AR, regarding marketing strategies to increase program enrollment. Each college was asked to submit an idea. The idea they submitted was chosen as one of the winners and the UA Cossatot Career Pathways program was awarded \$2,500 to go toward implementing it.

As a result, UA Cossatot will be hosting a kindergarten graduation party on all three UA Cossatot campuses and give away door prizes. Career Pathways staff will be participating in a parent teacher conference in De Queen, Nashville, and Ashdown to inform parents about the party.

4. The Aerial Lineman Program courses are filling to capacity. The January 2024 Broadband Essentials Course is full. Upon successful completion of Broadband Essentials, these students will be eligible to enroll in the next Aerial Lineman: Communications course that will also begin in January.

Additional courses are scheduled to begin monthly and will be offered at no cost to students through June 2024 utilizing Office of Skills Development funding. The availability of tuition free courses in the 2024-2025 academic year will be dependent upon the availability of future funding.



5. Career readiness certification services were provided as follows for October – November 2023. Domtar’s Ashdown mill accepted applications for employment during this time with a CRC as an eligibility requirement, which is reflected in the data. In addition to providing CRC services, UA Cossatot distributed and accepted employment applications on behalf Domtar at the Ashdown campus.

CAREER READINESS CERTIFICATION SERVICES	October 2023	November 2023
WorkKeys Curriculum	11	40
WorkKeys	4	41
Total Participants	15	81

AR NATIONAL CAREER READINESS CERTIFICATIONS EARNED	October 2023	November 2023
Platinum - Has core employability skills for approximately 99% of jobs profiled by WorkKeys	0	6
Gold - Has core employability skills for approximately 90% of jobs profiled by WorkKeys	2	9
Silver - Has core employability skills for approximately 65% of jobs profiled by WorkKeys	0	12
Bronze - Has Core employability skills for approximately 30% of jobs profiled by WorkKeys	2	13
Total Earned	4	40

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

January 8, 2024

SUBJECT: College Relations

College Relations January 2023

UAC Foundation

The UA Cossatot Foundation conducted a hugely successful Giving Day effort this year, as donors contributed over \$13,000 to the Foundation, an increase of over 150% from the previous year. To promote the event, Foundation Director Madelyn Jones led the College Relations team in designing and posting social media posts and videos featuring UA Cossatot staff members and students. College Relations also assisted at the Foundation Benefit Fish Fry at the Howard County Courthouse lawn on November 3.



Community Involvement

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

Nov. 10 -Veterans' Breakfasts in De Queen and Nashville

Nov. 27 & 30 – De Queen Lions Club Auction

Dec 2. – De Queen Chamber of Commerce Christmas Parade

Dec 7 – De Queen Elementary Razzle Dazzle Christmas Program at UAC

Dec.15 – Horatio 5th grade Christmas music at UAC

Dec.16 – Wreaths Across America in Winthrop

College Promotion

The College Relations team was busy in November and December promoting UAC programs and events including several commencement ceremonies where we not only promoted the events on social media, but also provided audio / visual / photography services, video production for:

OTA / PTA / RN Pinning – Dec. 2

UA Cossatot Fall 2023 Graduation – Dec. 8

Adult Education Graduation – Dec. 11



and

Ed 88 Media

Ed 88 provided live video coverage of home and away games for the Colts men's and women's basketball games. In addition, Ed 88 was on hand in Fouke to film the signing of a future Lady Colts basketball player in November and also provided radio and social media interviews with shooting sports coach Brett Blackburn and members of his team.

Social Media

In addition to the aforementioned social media projects, College Relations uses our social media pages to promote our programs and connect with the communities we serve. For example, our top two Facebook pages, UA Cossatot and Ed 88, combined for over 20,000 visits to view our 24 combined posts during a one week period in mid-December. Social media continues to grow and is by far our most cost effective way to promote our college.



Upcoming and Ongoing Projects

The College Relations team will continue to livestream the Colts basketball games through January and February. We will likewise promote college registration and the beginning of classes on January 16. And we will finalize and implement the college's plans for the April 8 total solar eclipse in Southwest Arkansas.

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

BOARD OF VISITORS

ACTION ITEMS

January 8, 2024

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

Chair Tyler Davis called the regular meeting of the Board of Visitors to order at 12:04 p.m. following a light meal at the UA Cossatot Lockesburg Community Room.

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

Absent:	Barbara Horn
	Tim Pinkerton

Staff Reports

At the November Board of Visitors meeting Chancellor Cole welcomed the Board and proceeded to report on Engagement and Improvement for UA Cossatot. Chancellor Cole shared with the board the new rebranding of our monthly meetings being more informative for our employees. He then discussed the difference our graduation rate has improved compared to seven years ago. Our college had a graduation rate of 37% and at that time it was such an achievement for us. Now our college has routinely produced a graduation rate of 50% which is a big difference. Chancellor Cole mentioned new measurements that will take place in measuring future graduation rates for improvement. These measurements will most likely look at not only how many students graduate but at how many students have obtained a job after graduation.

Vice Chancellor Charlotte presented the latest financial report to the board. In the summary of Unrestricted & Auxiliary revenues are at 4 million this is from tuition and fees being up based on enrollment for the fall. The Expenditures are up from this time last year at 3 million. In Accounts Receivable, the college is up compared to last year. In Grants & Other Restricted Programs we have added one new grant. The college has earned over 10 million in grants and has utilized 1 million during the first quarter. The numbers for the Schedule of Bank Accounts are at a little over 4.9 million, this is down from this time last year. Charlotte proceeded to report the college is almost 1 million in total for Schedule of Investments- Certificate of Deposits. Pooled investments have increased to 512,000. The total endowment funds are a little over 156,000, this is with Title III deposits. Charlotte shared with the board the UA System Quarterly reports.

Vice Chancellor Dr. Ashley Aylett presented the latest Academic Services report. Dr. Aylett notified the board that Spring registration is now open for all students. The college will be holding in person graduation for the Fall graduates. This will take place on Friday, December 8 at 5:30. We are expecting 240 graduates. In October Student Services hosted a College Fair on our Lockesburg campus for high school juniors and seniors. Dr. Aylett informed the board we are still awaiting feedback from the HLC visit. The Academic team is working on transitioning to Workday Student. Registration for Fall 2024 will occur through Workday.

Vice Chancellor Mike presented a Facilities update report. The continuous Middle School Project Phase II is

close to wrapping up. Windows have been installed and paint touch ups are completed. We are just working on finishing up the floor and that will wrap up the last 4 classrooms in this building. Another project almost complete on the Lockesburg campus is the Welding Shop Expansion. This building was 40 x 90 and we have added 30 x 90. The new section will be used for grinding space and project shed. Mike mentioned the EDA project slowly underway for the Medical Lab Technician and the Simulation Labs as we await architectural drawings. The Blue Darter Heritage Days paver project is ongoing and on-site. If you are interested in purchasing a paver contact the Foundation Director Madelyn Jones. We are in continuous work with other UA universities to develop a collaborative solar project. Mike mentioned our Aerial Lineman program is in progress, we are only awaiting trucks.

Action Items:

No. 1 Approve Minutes of September 11, 2023, Board Meeting. Dr. Glenn Lance motioned for passage and Brenda Tate seconded the motion. The motion passed with a vote of 8-0.

No. 2 Review College Policy 512: Placement of Students in the College. Dori Gutierrez motioned for review. Barbara Dixon seconded the motion. The motion passed by a vote of 8-0.

No. 3 Review College Policy 465: Acceptable Use of Information Technology Resources. Ellen Moreland motioned for review and Dori Gutierrez seconded the motion. The motion passed by a vote of 8-0.

Chair Tyler Davis asked for a motion to adjourn the meeting. Dr. Glenn Lance made the motion and with a second from Mike Cranford, Chair Tyler Davis adjourned the meeting at 1:02 p.m.

Respectfully submitted,

Angie Walker, Secretary

wg

Board of Visitors Meeting – January 8, 2024

Action Item No. 2: Review College Policy 203: Grievance Policy

1. **Background information:** Revision to College Policy 203 is to remove the first paragraph in the policy. This policy will focus on employees only. Changes also include removing the step of immediate supervisors receiving the employee grievances first.

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

3. **Chancellor's Recommendation:** The Chancellor recommends the Board Review College Policy 203: Grievance Policy.

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

Motion by:

Seconded by:

Yeas:

Nays:

GRIEVANCE POLICY

~~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 employees, students, ~~staff~~, or residents of the college service area that interfere with student learning and safety or with the employee's ~~staff's~~ ability to fulfill the their assigned ~~assigned to each employee~~ duties.

- 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.

Policy History:

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

Board of Visitors Meeting – January 8, 2024

Action Item No. 3: Review New College Policy 435: Pregnant Workers Fairness Act.

1. **Background information:** New College Policy 435: Pregnant Workers Fairness Act is adopted from the UA System. This was developed to designate equal access and opportunity to Qualified Employees in compliance with the Pregnant Workers Fairness Act.

2. **Why action is needed at this time:** This is the first time the board has met since the new policy was developed.

3. **Chancellor's Recommendation:** Chancellor Cole recommends the Board review College Policy 435: Pregnant Workers Fairness Act.

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

Motion by:

Seconded by:

Yeas: Nays:

PREGNANT WORKERS FAIRNESS ACT

Accommodations Pertaining to Pregnancy, Childbirth, or Related Medical Conditions

I. Policy Statement

- A. It is the policy of UA Cossatot to provide equal access and opportunity to Qualified Employees in compliance with the Pregnant Workers Fairness Act, 42 U.S.C. §§ 2000gg – 2000gg-6, and other laws that prohibit sex discrimination and protect pregnancy rights. The College prohibits discrimination based on pregnancy, childbirth, or related medical conditions in all aspects of the application process and the employment relationship.
- B. The College will provide Reasonable Accommodations to the Known Limitations related to the pregnancy, childbirth, or related medical conditions of a Qualified Employee, unless the accommodation would impose an Undue Hardship on the operation of the business of the College.
- C. The College will not require a Qualified Employee affected by pregnancy, childbirth, or related medical conditions to accept an accommodation other than any Reasonable Accommodation arrived at through the Interactive Process.
- D. The College will not deny employment opportunities to a Qualified Employee if such denial is based on the need of the University to make Reasonable Accommodations to the Known Limitations related to the pregnancy, childbirth, or related medical conditions of the Qualified Employee.
- E. The College will not require a Qualified Employee to take leave, whether paid or unpaid, if another Reasonable Accommodation can be provided to the Known Limitations related to the pregnancy, childbirth, or related medical conditions of the Qualified Employee.
- F. The College will not take adverse action in terms, conditions, or privileges of employment against a Qualified Employee on account of the employee requesting or using a Reasonable Accommodation to the Known Limitations related to the pregnancy, childbirth, or related medical conditions of the employee.

II. Scope of Application

- A. This policy applies to all Applicants seeking employment with the College and College employees.
- B. Except as described in specific College policies, the policies and procedures concerning accommodations for pregnancy, childbirth, or related medical conditions for Applicants and

employees are coordinated by the Human Resources Department. Contact information is as follows:

Kelly Plunk, Director of Human Resources
(870) 584-1104 or kplunk@cccua.edu

Sheila Holcombe, Human Resource Specialist
(870) 584-1164 or sholcombe@cccua.edu

Debbie Gatlin, Fiscal Support Analyst/Benefits Specialist
(870) 584-1190 or dgatlin@cccua.edu

III. Definitions

- A. The term “**Applicant**” means any individual pursuing employment with the College by submitting appropriate application materials for a specific, vacant position.
- B. The term “**Essential Functions**” means job activities that are determined by the employer to be essential or core to performing the job. A function may be essential because, for example, the position exists to perform the function; there are a limited number of employees available who could perform the function; and/or the function is highly specialized, and the incumbent is hired for special expertise or ability to perform it.
- C. The term “**Interactive Process**” means collaboration and communication between the employer (University officials) and employee to explore, discuss and determine the appropriate Reasonable Accommodation(s), if any. The employer and employee are expected to engage in the Interactive Process in a “good faith” manner.
- D. The term “**Known Limitation**” means physical or mental condition related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions that the employee or employee’s representative has communicated to the University.
- E. The term “**Qualified Employee**” means an employee or Applicant who, with or without Reasonable Accommodation, can perform the Essential Functions of the employment position, except that an employee or Applicant shall be considered qualified if—
1. any inability to perform an Essential Function is for a temporary period;
 2. the Essential Function could be performed in the near future; and
 3. the inability to perform the Essential Function can be reasonably accommodated.
- F. The term “**Reasonable Accommodation**” means a modification, exception or a change to how things are customarily done in a position, practice, policy or the work environment that enables a qualified person an opportunity to be considered for a position, perform the Essential Functions of a position, or enjoy the same benefits and privileges of employment as are enjoyed by similarly situated Applicants or employees. The College’s obligation under the Pregnant

Workers Fairness Act is to provide Reasonable Accommodation for pregnancy, childbirth, or related medical conditions, not necessarily the individual's preferred accommodation.

Examples of Reasonable Accommodationsⁱ may include, but are not limited to, making existing facilities readily accessible to and usable, job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, auxiliary aids and services, and other similar accommodations.

G. The term “**Undue Hardship**”ⁱⁱ means an action requiring significant difficulty or expense when considered in light of a number of factors, such as the nature and cost of the accommodation needed; the effect or impact of the accommodation upon the unit or department and its operation; the College's size, financial resources, and the nature of its structure or operation. **Undue Hardship** also refers to an accommodation that is unduly extensive, substantial, or disruptive, or one that would fundamentally alter the nature of the position. Undue Hardship is determined on a case-by-case basis.

IV. Confidentiality

- A. Medical information obtained in connection with a request for Reasonable Accommodation shall be maintained by the Human Resources Department in files separate from the individual's personnel file. Such information should be restricted to a need-to-know basis. The Human Resources Department may share certain information with an employee's supervisor or other University official(s) as necessary to make appropriate determinations on a Reasonable Accommodation request. Employees receiving such information in connection with the Reasonable Accommodation process must keep the information confidential.
- B. The fact that a Reasonable Accommodation has been requested or approved and information about functional limitation is also confidential.
- C. Employees are not required nor encouraged to disclose medical information or information about an impairment(s) to their supervisors.

V. Accommodation Requests

A. Employees

1. **Request Process.** An employee seeking a Reasonable Accommodation for pregnancy, childbirth, or related medical conditions should submit the **Accommodation Request Form** and the **Medical Statement Forms** to the Human Resources Department. The accommodation request will not be processed without the completed **Accommodation Request Form**. In most instances, the Medical Statement Form will be required, as well.ⁱⁱⁱ

If an employee notifies a supervisor of a need for a Reasonable Accommodation for a pregnancy, childbirth, or related medical condition,^{iv} the supervisor should inform the employee that the College has established procedures for determining Reasonable Accommodations on a case-by-case basis and refer the employee to the Human Resources

Department. Questions regarding an employee's medical condition should be left to the College's Human Resources Department.

2. **Assessment of Limitation.** The Human Resources Department will determine whether the employee has a Known Limitation related to pregnancy, childbirth, or related medical conditions by evaluating medical information received as necessary to make that determination. The Human Resources Department will contact the medical provider if additional information is needed to determine if the individual has a Known Limitation or to assist in determining an effective Reasonable Accommodation.

In the event the Human Resources Department determines it is appropriate to obtain an independent medical opinion concerning the limitation for which the accommodation is sought, the College will bear the cost of the independent medical evaluation. Failure to cooperate in obtaining an independent medical evaluation may result in cancellation of the request for accommodation.

3. **Interactive Process.** The Human Resources Department will facilitate the Interactive Process with the employee, the appropriate supervisor(s), Department Human Resources Representative (if designated) and other College officials, as appropriate.
4. **Documentation.** At the conclusion of the Interactive Process, the Human Resources Department will ensure that the outcome of the process is documented and will work with the employee's supervisor and the employee regarding the implementation of any Reasonable Accommodations that are approved.^v In the event that a requested accommodation is not approved because it would constitute an Undue Hardship, the Human Resources Department will document the basis for that determination in consultation with the supervisor.

The Department (Supervisor) is required to provide a statement supporting Undue Hardship to the Human Resources Department.

B. Applicants

1. An Applicant requesting a Reasonable Accommodation in the application/selection process should submit an **Accommodation Request Form** to the Human Resources Department. The form should be submitted prior to the posting closing date and as a soon as possible prior to the interview to allow enough time to process the request. The Applicant may or may not need to submit medical documentation to determine if the Applicant is an individual with a Known Limitation or to assist in determining an effective accommodation.
2. Applicants needing assistance or information, may contact the Human Resources Department.
3. If the request is made to someone with responsibility for the hiring process, that person should refer the Applicant to the Human Resources Department.

VI. Records

Primary documentation pertaining to the Reasonable Accommodation request for Applicants seeking employment and employees will be kept in the Human Resources Department.

VII. Training

All first-time supervisors or newly hired supervisors are expected to participate in training concerning accommodations for pregnancy, childbirth, or related medical conditions within the first three months of beginning employment and will receive a copy of this Policy at that time. Supervisors/managers are expected to receive refresher training at least every three years.

VIII. Administrative Review

- A. An employee or Applicant may request an administrative review of a denial of an accommodation request under this policy by submitting a written request to their supervisor, who will then appeal to the Human Resources Department.
- B. The administrative review may be based only on one or more of the following reasons:
 - 1. If the decision is contradictory to College policy or applicable law; or
 - 2. The Interactive Process did not substantially comply with the guidelines in this Policy.
- C. The request for review must be submitted within ten (10) business days after employee or Applicant has received the official decision notice in writing. The reviewing administrator shall communicate his or her decision in writing and the decision is final and not subject to further appeal.
- D. An employee or Applicant can contact the Human Resources Department with any questions about the administrative review process.

IX. Complaint

Any Applicant or employee who believes that he or she has been discriminated against on the basis of pregnancy, childbirth, or related medical conditions or retaliated against due to an accommodation request should contact the Human Resources Department. Any supervisor or other administrator who receives a written or oral complaint of discrimination, harassment or retaliation concerning pregnancy, childbirth, or related medical conditions shall promptly notify the Human Resources Department.

X. Limitations

- A. Nothing in this policy shall be construed as creating rights or obligations in excess of any requirements of applicable law and regulations.
- B. Any questions regarding interpretation of this policy and procedures can be referred to the Human Resources Department.

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF
ARKANSAS

BOARD OF VISITORS

INFORMATION ITEMS

January 8, 2024



UA Cossatot

Faculty/Staff Meeting

Date:
November 3, 2023
Ring Central

Moderator: Denise Hammond

Recorder: Ashley Aylett

Chancellor Update--Dr. Steve Cole

Dr. Cole started the meeting by letting everyone know the M&R team has provided great suggestions for improvements, with one of those discussing the monthly faculty staff meetings. We will be making these more informative meetings and will be changing the name to First Friday meetings.

Dr. Cole discussed 2 did you know topics:

- CP 426 regarding inclement weather—which covers when colleges close due to weather. Employees are not required to submit leave when this occurs.
- CP 424 regarding community participation. It's vital that the college is involved in our communities and one of the best ways to accomplish this is through employee involvement. Many employees serve on various boards, Rotary, Lions Club, Chamber, etc. We cannot use college funds to pay employee dues, but the College works to find funds to cover these dues for the employees.

Dr. Cole updated the college on information he gathered at the ACC Board meeting on 11/2. Much of the focus in legislation this year will focus on education and workforce, including the Learns Act. State funding may likely move to a performance-based approach, with colleges being measured on how many students enter the workforce vs how many students graduate. A state workforce plan is in the works at present. Next Friday, Steve, Ashley, Sarah, Julie, and Tammy Coleman will attend a meeting in Morrilton regarding the workforce plan.

Open Enrollment—Debbie Gatlin

Debbie reminded everyone to review benefits during open enrollment period. Over ½ employees haven't started the review. Debbie also reminded everyone to submit the wellness item now and recording can begin in January.

Giving Day—Madelyn Jones

- Giving Day is Tues, Nov. 28 this year. Mailings will be going out next Monday along with social media posts. Madelyn encouraged everyone to share these social media posts to generate a larger

audience. Our goal is to hit 300 gifts of any amount. Donors have option to contribute to 4 different funds: General Annual, Scholarships, Athletics, Student Emergency Fund. All cash donations will be put towards the General Annual unless noted otherwise. There will be Donation Stations at DQ, Ashdown, and Nashville on the 28th. In addition to cash & check, there will also be an online donation form and text to donate option. Giving Day T-Shirts (long-sleeve – gray & white) are \$17 cost. Will be giving to any faculty/staff who make a \$25 or more designated Giving Day donation.

Policies—Kelly Plunk

Kelly showed everyone how to find the policies on the website.

- **Title IX (CP 216)**—Kelly discussed this policy—this is a federal policy to ensure the well-being of all students and employees. As an employee, if you hear a conversation that seems concerning/related to potential Title IX, you are required to report this conversation. We are hoping to provide more Title IX training to everyone in the spring semester. If you are unsure of what you should do regarding a potential Title IX—ask Kelly or Suzanne. It is NOT OK to not do/say something. If someone/a student begins to disclose potential Title IX information to you—remind them upfront that you are a mandated reporter and you will be required to report anything you have knowledge of.
- **Hiring (CP 404)**—Kelly and Ashley are working on improving this policy/process as an HLC process improvement. Please ensure when requesting a position—follow CP 404 and submit position advertising request that includes items most needed to include on the job ad. A job description is required as well, but we cannot include an entire JD in an ad. Be sure to include the requirements such as degrees, certifications, transcripts in the request. Before interviews, please submit an interview request form to HR, including your committee and interview questions. We utilize an interview evaluation rubric (from the Society of Human Resources) so ensure your questions allow you the ability to answer the items on the rubric. A meeting with HR, supervisor, and committee will meet prior to the interview. This will no longer be right before the interviews start. During this time, questions and the process will be discussed. Also, the committees are recommending committees and make a recommendation to the Chancellor. The final decision and hiring resides with the Chancellor.

Budget Process—Charlotte

It's time to start the budget planning process for FY25. Charlotte will have budget templates sent to all budget mangers by end of next week. These will be due December 8th to begin the first round of reviews. We are planning for 2% raises for all employees if possible. If you are a cost center manager—DO NOT wait until April to make a request. Revisions/fee requests/etc discussions need to happen now.

Charlotte reminded budget mangers to reach out to their departments to discuss budget needs. Also, be sure to submit the strategic plan budget document with your budget request template.

Charlotte demonstrated how to find budgets in Workday. RPT—Dept Budget vs Actual w/o Payroll is the report to run. If you click on blue items, you can expand to see more details.

Charlotte also demonstrated how to create a requestion in Workday. Standard is the most common used. Supplier item is now required—if you are unsure call the BO. Make sure you checkout to complete the process.

POWER Grant—Dr. Copeland

Thom provided an updated on the POWER grant. This grant will allow us the ability to hire a new education instructor and a new nursing instructor. These positions are planned to start in January. This grant can assist students in teaching/nursing programs with transportation, housing costs, childcare, and uniforms. Ethan Wolcott is the coordinator for the grant and can help students seeking support.

TANF Grant—Dawn Humphrey

Dawn provided information on the TANF grant which also has the ability to assist certain groups of students—largely those with an income under 200% of the federal poverty level. Refer students to Dawn to determine if they qualify and can receive resources.

Athletic Update—AD Stan Asumnu

Stan provided an update of upcoming events and thanked everyone that assisted with the season opener. It takes a village!

Safety Update—Keisha

Keisha provided an update on safety and Narcan kits.

Wheel of Names for next month's meeting

Melissa McCoy and Barry Reed

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UA Cossatot

First Friday College Meeting

Central

Date: December 1, 2023 via Ring

Moderator: Barry Reed

Recorder: Ashley Aylett

Chancellor Update--Dr. Steve Cole

Dr. Cole started the meeting by letting everyone know Cossatot has been approved to accept international students! We've been working on this process for awhile now and we have received the approval. He also mentioned our shooting sports team won 2 tournaments over the past month and our men's basketball team beat a D1 team last night @ Lockesburg.

Dr. Cole discussed a change in the process of contracts. The Chancellor is the only person at our institution with the authority to sign a contract. In the past, any contract our MOU agreement has been required to be reviewed by the System legal office. As of November 11, contracts no longer have to be reviewed by System legal and the institution Chancellor will be responsible for the review.

Dr. Cole conducted a short presentation over the productivity funding model, which was implemented 7 years ago and is how all public colleges in Arkansas receive state funding. Two and Four year college's have different pots of money and follow a different formula since our goals are somewhat different. Since inception of the formula, Cossatot has done well. Workforce will be added as a metric in the next cycle, meaning the College will have to track employment of graduates.

Charlotte

Holiday Leave—calendar has been emailed out regarding leave during our closure for the holiday. Steve has reached out to any employee in the category of not currently having enough leave to cover the break. This only affects 8 individuals which are newly hired and haven't accrued a lot of leave yet.

Also, mentioned if an employee is going to be over 240 hours of annual leave at the end of the year—you can donate to the emergency bank. Only 240 hours of annual leave can be carried into the next year so employees need to use their leave, donate, otherwise the leave will be lost.

Charlotte reminded everyone that budgets are due December 8th. We will be having a college-wide mandatory budget meeting in conjunction with a meal before leaving for break.

Charlotte also mentioned some changes in Workday on spend authorizations. Reach out to Business Office or Jennifer if you need assistance when completing.

Leslie—YouthBuild

Leslie provided an updated on the YouthBuild program. Currently we have 21 participants. These individuals are working on completing OSHA, CPR, and NCCER certifications. 2 are also ready to test for the GED at this point.

Next Months Moderator and Recorder

Moderator-Jason Curtis Recorder-Crystal Sims

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