



# Board of Visitors

May 6, 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  
May 6, 2024**

**UA Cossatot Lockesburg Middle School Community Room**

I.	Light Meal Served: 11:30a	
II.	Opening Prayer:	
	Open Meeting:	
	Introduce Guests:	
III.	<u>Staff Reports</u>	
	A. Chancellor’s Report by Steve Cole .....	4-5
	B. Financial Report by Charlotte Johnson .....	6-20
	C. Academic Services Report by Ashley Aylett .....	21-22
	D. Facilities Report by Mike Kinkade.....	23-24
	E. Public Services & Workforce Development .....	25-28
	F. College Relations.....	29-32
IV.	<u>Action Items</u>	
	No. 1 Approve Minutes of March 4, 2024, Board Meeting.....	34-36
	No. 2 Review Board of Visitors Meeting Schedule for 2024-2025.....	37-38
	No. 3 Review Operating Budget for 2024-2025 .....	39
	No. 4 Review Tuition and Fees for 2024-2025.....	40
	No. 5 Review Career Service Award for 2024-2025.....	41
	No. 6 Review Salaries for 2024-2025.....	42
	No. 7 Review College Policy 501: Appealing & Complaints Involving Students .....	43-44

V. Adjournment:

Motion:

Second:

Board of Visitors meeting schedule:

May 6, 2024

UAC Lockesburg Middle School-Community Room

VI. Information Items

1. Employee Changes .....46

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

May 6, 2024

SUBJECT: Chancellor's Report

DR. STEVE COLE

## Our Summer Is Coming!

When you work in the college business, you get used to people asking you “how is your summer going”? Those of us who work all summer, simply smile and say, it is going great! Unbeknownst to them that summer is often one of the business times of the year for colleges and universities! While faculty and a lot of students enjoy some much deserved time off, those of us on campus put on our thinking caps and tennis shoes (we dress “down” just a tad in the summer!) and start plotting and planning for the fall.

Since our enrollment never closes, Student Services staff are busy registering students, while maintenance is busy giving coats of paint where needed, and generally fixing things that need fixing! Many of us are gearing up to serve students by working on schedules and making sure our budget captures to work we want to accomplish over the next year.

UA Cossatot takes pride in “staying ready” and staying ahead of the curve, and much of this planning takes place over the summer months, so when everyone comes back in the fall, we simply press the gas pedal down on our idling car and it gets up to speed quickly!

Yes, we enjoy our summers, just like we enjoy the other semesters (fall and spring), but we also get to plan, plot, scheme, and generally just brainstorm for two straight months so UA Cossatot can keep being creative at what we do.

So when we are asked how we are liking our time off this summer, we all smile, and simply say, “It is great!”, all while thinking about a thousand cool ideas that we are going to use in the upcoming fall semester!

Respectfully submitted,



Dr. Steve Cole, Chancellor

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

May 6, 2024

SUBJECT: Financial Report

CHARLOTTE JOHNSON

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

<b><u>REVENUES</u></b>	<b>Fiscal Year 2022-2023</b>		<b>Fiscal Year 2023-2024</b>	
	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>ACTUAL</b>	<b>BUDGETED</b>
General Revenue	\$2,754,427.52	\$3,808,951.00	\$2,661,886.13	\$3,783,425.00
Workforce 2000	900,224.80	1,350,337.00	900,224.80	1,350,337.00
Tuition & Fees	3,332,226.72	4,261,315.00	3,533,190.82	4,284,483.00
Sales Tax Revenue	955,595.57	1,692,000.00	1,076,880.23	1,814,000.00
Other Income	134,867.55	210,000.00	242,092.10	286,900.00
Auxiliary Revenues (Book, Café, Sports)	240,089.06	427,700.00	314,610.45	718,700.00
<b>TOTAL REVENUES</b>	<b>\$8,317,431.22</b>	<b>\$11,750,303.00</b>	<b>\$8,728,884.53</b>	<b>\$12,237,845.00</b>
<b><u>EXPENDITURES</u></b>				
Salaries	\$3,639,523.22	\$6,104,015.00	\$3,828,010.85	\$6,199,917.00
Fringe Benefits	922,825.67	1,982,424.00	1,036,681.60	2,066,150.00
Travel, Conf. Expenses, Prof. Dev.	93,959.31	155,586.00	112,909.43	197,250.00
Supplies & Services	1,860,580.50	1,814,163.00	1,459,192.76	1,704,855.00
Utilities/Telephone	337,364.59	448,545.00	252,877.75	455,710.00
Professional & Administrative Fees	114,303.22	345,724.00	675,750.76	803,791.00
Miscellaneous Other	209,885.60	182,914.00	187,145.03	227,004.00
Debt Service *	56,471.57	290,521.00	43,654.37	262,988.00
Capital Outlay	92,517.15	500,180.00	32,927.38	320,180.00
<b>TOTAL EXPENDITURES</b>	<b>\$7,327,430.83</b>	<b>\$11,824,072.00</b>	<b>\$7,629,149.93</b>	<b>\$12,237,845.00</b>
<b>Net Increase (Decrease) for Year</b>	<b>\$990,000.39</b>	<b>(\$73,769.00)</b>	<b>\$1,099,734.60</b>	<b>\$0.00</b>
<b>Unrestricted Cash Balance at Beginning of Year</b>	<b>\$4,532,812.92</b>	<b>\$3,750,000.00</b>	<b>\$3,236,229.98</b>	<b>\$4,200,000.00</b>
<b>Fund Balance at End of February</b>	<b>\$5,522,813.31</b>	<b>\$3,676,231.00</b>	<b>\$4,335,964.58</b>	<b>\$4,200,000.00</b>

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

	Jul-22	Jul-23	Yearly Change
Student Accts Receivables (less allowances)	\$1,300,359.30	\$1,575,416.22	\$275,056.92

	Aug-22	Aug-23	Yearly Change
Student Accts Receivables (less allowances)	\$1,346,977.99	\$1,666,170.76	\$319,192.77

	Sep-22	Sep-23	Yearly Change
Student Accts Receivables (less allowances)	\$1,102,787.21	\$1,380,732.79	\$277,945.58

	Oct-22	Oct-23	Yearly Change
Student Accts Receivables (less allowances)	\$1,035,255.42	\$1,220,810.03	\$185,554.61

	Nov-22	Nov-23	Yearly Change
Student Accts Receivables (less allowances)	\$1,079,387.31	\$1,145,023.17	\$65,635.86

	Dec-22	Dec-23	Yearly Change
Student Accts Receivables (less allowances)	\$1,034,572.16	\$1,201,228.35	\$166,656.19

	Jan-23	Jan-24	Yearly Change
Student Accts Receivables (less allowances)	\$1,297,680.46	\$1,497,916.86	\$200,236.40

	Feb-23	Feb-24	Yearly Change
Student Accts Receivables (less allowances)	\$1,114,626.61	\$1,304,285.51	\$189,658.90



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

Grants	Expiration Date	Total Award Amount Remaining	Earned to Date
Adult Education ABE Grant	6/30/2024	\$262,901.36	167,516.52
Adult Education General Education Diploma GAE Grant	6/30/2024	223,196.14	121,502.97
Adult Education D & E (Direct & Equitable)	6/30/2024	98,768.37	58,965.42
Adult Education Special Projects TANF	12/31/2023	28,169.37	28,169.37
Adult Education EL/Civics Grant	6/30/2024	37,327.14	21,671.31
Adult Education SNAP State Grant	6/30/2024	22,546.22	15,073.93
Adult Education Carryover State Grant	6/30/2024	10,503.33	9,939.14
Adult Ed Special Project Workforce Dev Program Expansion	6/30/2024	32,250.12	16,185.43
ACE-Career Coaches State Grant	6/30/2024	198,990.00	97,849.41
ACE-Career Coaches High School Share	6/30/2024	175,490.00	90,614.96
Carl Perkins Grant	6/30/2024	98,425.00	73,534.68
Carl Perkins Grant - Reserve Funds	6/30/2024	46,438.00	41,959.79
ACE-JAG Nashville Grant	6/30/2024	65,000.00	27,062.81
ACE-JAG Grant	6/30/2024	64,693.35	27,387.88
ACE-JAG Internships (TANF) Grant	6/30/2024	9,846.14	1,447.22
Career Pathways (TANF funds)	6/30/2024	291,921.00	209,075.96
Career Pathways Marketing Grant	6/30/2024	2,500.00	0.00
Trauma EMS Training Grant	6/30/2023	4,432.00	3,900.87
UA Prepares Agriculture Grant - 3 Yrs (\$141,387)	9/14/2024	107,229.56	0.00
Title III ALIGN Grant - 5 Yrs (\$2,226,660)	9/30/2025	1,381,482.38	244,622.70
USDA RUS Distance Learning Grant	3/16/2024	128,491.71	42,869.82
GSTARS NSF Frant - 3 Yrs (\$299,635)	6/30/2024	145,514.65	72,050.20
EDA Wellness Education Learning and Living - 5 Yrs (2,000,000)	8/4/2026	1,951,793.44	5,839.62
SBA Community Navigator 2 Yrs (1,000,000)	5/30/2024	575,408.84	352,265.73
Weyerhauser Giving Fund - Technology Grant 2022-Carryover	6/30/2024	1,813.20	0.00
Weyerhauser Giving Fund - Technology Grant 2023-Carryover	6/30/2024	110.33	0.00
Weyerhauser Giving Fund - Technology Grant 2024	6/30/2024	3,500.00	0.00
ANCRC Lockesburg Restoration FY23	6/30/2024	316,023.45	154,404.84
Broadband Expansion Initiative (BEI) Grant	6/30/2024	424,868.61	233,647.93
Blue & You Foundation Grant 2023	12/15/2023	26,739.10	26,739.10
Arkansas Community Foundation Delivering the Dream 2023	12/30/2023	12,858.51	12,858.51
Arkansas Community Foundation Delivering the Dream 2024	12/31/2024	25,000.00	0.00
Arkansas Community Foundation Equitable Scholarship Pilot	6/30/2024	12,982.00	6,000.00
Arkansas Collegiate Funding Grant	6/30/2024	6,025.00	4,117.18
Domtar WEC Grant 2023	12/31/2023	20,938.46	20,716.60

Domtar WEC Grant 2024	12/31/2024	35,000.00	5,490.52
Sevier County FRIENDS 2023	12/31/2023	13,366.60	13,366.60
Sevier County FRIENDS 2024 (Carryover 2023)	12/31/2024	61,848.94	300.00
DOL POWER Grant - 4 Yrs (\$1,597,031)	2/28/2027	1,564,050.42	133,294.21
AACC Cyberskills Grant	2/28/2024	15,243.02	2,500.00
DOL Youthbuild II 2023 Grant - 3 Yrs (\$ )	9/30/2026	1,198,025.24	281,484.08
USDA NIFA Design Grant	7/31/2024	250,000.00	123,777.99
Little River County Intermodal	6/30/2024	62,000.00	44,435.77
Howard County Development	6/30/2024	81,000.00	4,420.04
ARNEC Consortium	6/30/2024	365,812.00	186,044.44
HEERF II Cares Act Minority Serving Institutional Funds Grant	8/31/2023	53,989.41	53,989.41
<b>Totals</b>		<b>\$10,514,512.41</b>	<b>\$3,037,092.96</b>

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

Name of Account	Bank Name	Balance
Cash Fund Account	Farmer's Bank & Trust	\$4,586,850.62
General Revenue Account - Unrestricted	State Treasury	821,528.91
Financial Aid	Farmer's Bank & Trust	84,087.26
Scholarship Fund	First State Bank	2,872.02
Student Organizations	First State Bank	<u>62,231.10</u>
	<b>Total</b>	<b><u><u>\$5,557,569.91</u></u></b>

***\*Bank Balance as of February 2023 \$5,267,989.34***

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

Amount	Rate	Maturity Date	Bank	Term
<b>College Funds on Certificate of Deposit</b>				
\$307,021.09	4.50%	3/29/2024	Horatio State Bank	12 months
\$298,899.78	4.50%	6/26/2024	Horatio State Bank	12 months
\$298,075.33	4.75%	8/28/2024	Horatio State Bank	12 months
<u>\$112,351.11</u>	5.25%	11/6/2024	Diamond Bank	12 months
<b><u>\$1,016,347.31</u></b>			<b>Total College CD Funds</b>	

**\*CD Balance as of February 2023  
\$980,951.97**

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

	<i>Beginning Balance 7/1/2023</i>	<i>Net Change</i>	<i>Ending Balance 2/28/2024</i>
Tier 2 Investments	511,477.57	16,115.73	527,593.30

**\* UA Pooled Balance as of February 2023 \$505,398.69**

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

**Endowment Funds on Certificate of Deposit**

Amount	Rate	Maturity Date	Bank	Term
\$75,000.00	Horatio State Bank	8/28/2024	Horatio State Bank	12 months
<b><u>\$75,000.00</u></b>	<b>Total Endowment CD's</b>			

<b>Balance</b>
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**Endowment Funds in Checking**

\$84,060.30	Farmer's Bank & Trust	
<b><u>\$84,060.30</u></b>		<b>Total Endowment Checking</b>
<b><u>\$159,060.30</u></b>		<b>Total Endowment Funds</b>

*\*Endowment Fund Balance as of February 2023 \$123,261.70*

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

<b><u>REVENUES</u></b>	<b>Fiscal Year 2022-2023</b>		<b>Fiscal Year 2023-2024</b>	
	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>ACTUAL</b>	<b>BUDGETED</b>
General Revenue	\$2,996,939.41	\$3,808,951.00	\$2,933,871.88	\$3,783,425.00
Workforce 2000	1,012,752.90	1,350,337.00	1,012,752.90	1,350,337.00
Tuition & Fees	3,543,875.17	4,261,315.00	3,574,976.91	4,284,483.00
Sales Tax Revenue	1,217,639.40	1,692,000.00	1,220,083.21	1,814,000.00
Other Income	171,227.84	210,000.00	279,827.21	286,900.00
Auxiliary Revenues (Book, Café, Sports)	258,372.56	427,700.00	331,820.39	718,700.00
<b>TOTAL REVENUES</b>	<b>\$9,200,807.28</b>	<b>\$11,750,303.00</b>	<b>\$9,353,332.50</b>	<b>\$12,237,845.00</b>
<b><u>EXPENDITURES</u></b>				
Salaries	\$4,141,608.05	\$6,104,015.00	\$4,343,019.44	\$6,199,917.00
Fringe Benefits	1,133,299.07	1,982,424.00	1,175,364.63	2,066,150.00
Travel, Conf. Expenses, Prof. Dev.	109,308.31	155,586.00	128,430.04	197,250.00
Supplies & Services	1,998,347.66	1,814,163.00	1,498,250.63	1,704,855.00
Utilities/Telephone	364,935.54	448,545.00	282,469.81	455,710.00
Professional & Administrative Fees	111,813.89	345,724.00	694,979.24	803,791.00
Miscellaneous Other	220,538.66	182,914.00	196,932.59	227,004.00
Debt Service *	59,471.57	290,521.00	46,879.37	262,988.00
Capital Outlay	95,251.11	500,180.00	57,001.39	320,180.00
<b>TOTAL EXPENDITURES</b>	<b>\$8,234,573.86</b>	<b>\$11,824,072.00</b>	<b>\$8,423,327.14</b>	<b>\$12,237,845.00</b>
<b>Net Increase (Decrease) for Year</b>	<b>\$966,233.42</b>	<b>(\$73,769.00)</b>	<b>\$930,005.36</b>	<b>\$0.00</b>
<b>Unrestricted Cash Balance at Beginning of Year</b>	<b>\$4,532,812.92</b>	<b>\$3,750,000.00</b>	<b>\$3,236,229.98</b>	<b>\$4,200,000.00</b>
<b>Fund Balance at End of March</b>	<b>\$5,499,046.34</b>	<b>\$3,676,231.00</b>	<b>\$4,166,235.34</b>	<b>\$4,200,000.00</b>

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As of March 2024**

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<b>Student Accts Receivables (less allowances)</b>	<b>\$1,300,359.30</b>	<b>\$1,575,416.22</b>	<b>\$275,056.92</b>
	<b>Aug-22</b>	<b>Aug-23</b>	<b>Yearly Change</b>
<b>Student Accts Receivables (less allowances)</b>	<b>\$1,346,977.99</b>	<b>\$1,666,170.76</b>	<b>\$319,192.77</b>
	<b>Sep-22</b>	<b>Sep-23</b>	<b>Yearly Change</b>
<b>Student Accts Receivables (less allowances)</b>	<b>\$1,102,787.21</b>	<b>\$1,380,732.79</b>	<b>\$277,945.58</b>
	<b>Oct-22</b>	<b>Oct-23</b>	<b>Yearly Change</b>
<b>Student Accts Receivables (less allowances)</b>	<b>\$1,035,255.42</b>	<b>\$1,220,810.03</b>	<b>\$185,554.61</b>
	<b>Nov-22</b>	<b>Nov-23</b>	<b>Yearly Change</b>
<b>Student Accts Receivables (less allowances)</b>	<b>\$1,079,387.31</b>	<b>\$1,145,023.17</b>	<b>\$65,635.86</b>
	<b>Dec-22</b>	<b>Dec-23</b>	<b>Yearly Change</b>
<b>Student Accts Receivables (less allowances)</b>	<b>\$1,034,572.16</b>	<b>\$1,201,228.35</b>	<b>\$166,656.19</b>
	<b>Jan-23</b>	<b>Jan-24</b>	<b>Yearly Change</b>
<b>Student Accts Receivables (less allowances)</b>	<b>\$1,297,680.46</b>	<b>\$1,497,916.86</b>	<b>\$200,236.40</b>
	<b>Feb-23</b>	<b>Feb-24</b>	<b>Yearly Change</b>
<b>Student Accts Receivables (less allowances)</b>	<b>\$1,114,626.61</b>	<b>\$1,304,285.51</b>	<b>\$189,658.90</b>
	<b>Mar-23</b>	<b>Mar-24</b>	<b>Yearly Change</b>
<b>Student Accts Receivables (less allowances)</b>	<b>\$955,466.17</b>	<b>\$1,188,249.35</b>	<b>\$232,783.18</b>

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**Grants & Other Restricted Programs**  
**As of March 2024**

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Trauma EMS Training Grant	6/30/2023	4,432.00	4,306.58
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Domtar WEC Grant 2023	12/31/2023	20,938.46	20,716.60



Domtar WEC Grant 2024	12/31/2024	35,000.00	10,777.73
Sevier County FRIENDS 2023	12/31/2023	13,366.60	13,366.60
Sevier County FRIENDS 2024 (Carryover 2023)	12/31/2024	61,848.94	300.00
DOL POWER Grant - 4 Yrs (\$1,597,031)	2/28/2027	1,564,050.42	173,110.33
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Little River County Intermodal	6/30/2024	62,000.00	57,000.28
Howard County Development	6/30/2024	81,000.00	15,932.08
ARNEC Consortium	6/30/2024	365,812.00	224,278.53
HEERF II Cares Act Minority Serving Institutional Funds Grant	8/31/2023	53,989.41	53,989.41
<b>Totals</b>		<b>\$10,514,512.41</b>	<b>\$3,715,571.95</b>

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

Name of Account	Bank Name	Balance
Cash Fund Account	Farmer's Bank & Trust	\$3,892,775.80
General Revenue Account - Unrestricted	State Treasury	1,206,042.76
Financial Aid	Farmer's Bank & Trust	86,045.10
Scholarship Fund	First State Bank	2,872.14
Student Organizations	First State Bank	<u>58,767.31</u>
	<b>Total</b>	<b><u>\$5,246,503.11</u></b>

***\*Bank Balance as of March 2023 \$5,864,561.78***

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

Amount	Rate	Maturity Date	Bank	Term
<b>College Funds on Certificate of Deposit</b>				
\$308,118.80	4.50%	3/29/2025	Horatio State Bank	12 months
\$299,968.45	4.50%	6/26/2024	Horatio State Bank	12 months
\$299,200.26	4.75%	8/28/2024	Horatio State Bank	12 months
<u>\$112,808.86</u>	5.25%	11/6/2024	Diamond Bank	12 months
<b><u>\$1,020,096.37</u></b>			<b>Total College CD Funds</b>	

**\*CD Balance as of March 2023 \$982,182.26**

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

	<i>Beginning Balance 7/1/2023</i>	<i>Net Change</i>	<i>Ending Balance 3/31/2024</i>
Tier 2 Investments	511,477.57	18,295.56	529,773.13

**\* UA Pooled Balance as of March 2023 \$514,209.05**

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

**Endowment Funds on Certificate of Deposit**

Amount	Rate	Maturity Date	Bank	Term
\$75,000.00	Horatio State Bank	8/28/2024	Horatio State Bank	12 months
<b><u>\$75,000.00</u></b>				<b>Total Endowment CD's</b>

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

**Endowment Funds in Checking**

\$85,302.08	Farmer's Bank & Trust	
<b><u>\$85,302.08</u></b>		<b>Total Endowment Checking</b>
<b><u>\$160,302.08</u></b>		<b>Total Endowment Funds</b>

*\*Endowment Fund Balance as of March 2023 \$124,012.95*

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

May 6, 2024

SUBJECT: Academic Services Report

DR. ASHLEY AYLETT

## Academic Services Report--May 2024

### Program Updates

- OTA 100% pass rate for December 2023 grads.
- PTA 100% pass rate for December 2023 grads.

### Graduation

Commencement is scheduled to be held Friday, May 17<sup>th</sup> @ 7pm at our De Queen Amphitheater. Venue will be moved in the event of rain.

	Total Awards	Total Grads	High School Awards	High School Student Grad
<i>4/19/24 (expected)</i>	486	251	144	68
Spring 2023	439	210	85	41
Spring 2022	464	271	62	63

### Fall Enrollment Updates *(as of 4/19/24)*

664 prospects, 661 applicants; total enrolled 255

### Adult Education

- 32 students have earned their GEDs
- 22 students enrolled in an integrated education and training Construction course partnered with Youthbuild - students worked on and/or completed OSHA, Forklift, and NCCER certifications while working to complete their GED and WAGE certifications as well.
- 26 students completed WAGE certifications (Workforce Alliance for Growth in the Economy)

### FYI

New Institutional Research page on website

- ABOUT—Institutional Research—Several drop downs

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

May 6, 2024

SUBJECT: Facilities Report

MIKE KINKADE

## Facilities Update as of 17 April 2024

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

### **Middle School Project**

Essentially this project is complete. We are currently working outside of the building – clearing brush, re-sloping the hill, spreading mulch, seed, and laying sod on the west side of the campus grounds.

### **Simulation Labs and MLT**

These are two separate projects, both funded by Federal grants. The Medical Simulation/Telehealth/Mobile Medical Lab are all separate phases of a grant awarded by EDA, while the Medical Lab Technician grant is a Community Development Block Grant funded project. We bid the Sim Labs earlier this month, and the bid opening is scheduled for April 18, with the Med Lab Technician grant will hopefully bid by mid-May 2024.

### **Other projects**

- Aerial Lineman Pole Yard in DQ – the 100' x 36' Vehicle and Equipment storage facility for this program is currently going up – it should complete in a couple months – the college is responsible for electrical work once building is dried in.
- Mobile Medical Lab – bid has been awarded and the vehicle should be ready for deliver in May 2024
- Planning to get all HVAC thermostats on network to be controlled remotely summer 2024.



COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

May 6, 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 February – March 2024.

<b>CONTINUING EDUCATION &amp; WORKFORCE DEVELOPMENT</b>	<b>February 2024</b>	<b>March 2024</b>
<b>Hours of Classroom Instruction Offered</b>	243.21	333.37
<b>Registrations Processed</b>	41	37

Courses offered:

- Aerial Lineman: Communications
- Bloodborne Pathogens
- Broadband Essentials
- Commercial Truck Driving
- Forklift Operator
- Grant Writing
- Total First Aid CPR AED
- Hundreds of non-credit courses made available online monthly in partnership with Cengage Learning

2. March 2024 began with sixteen (16) participants in the YouthBuild program.

- Several participants made measurable skill gains on the Test of Adult Basic Education, TABE®.
- Three (3) of the participants successfully completed the General Educational Development (GED®) test, indicating their readiness to move on to college level training or a better job. Several others passed portions of the test.
- Three (3) participants earned an Arkansas Workforce Alliance for Growth in the Economy (WAGE™) certification. This certification is unique from other career readiness programs in that it focuses on improving the basic academic skills of participants while providing workforce preparation and workforce training activities.
- Four (4) completed Forklift safety training. This course helps fulfill the classroom and practical OSHA forklift training requirements of 29 CFR 1910.178(I). It covers topics that are critical to avoiding accidents and injuries, including general safety, pre-operation, operation, load handling, fuel/battery maintenance, and specialized units.

- Participants built a stage for the Fiesta Fest as requested by the UA Cossatot Foundation.
- Five (5) participants completed their jobsite assignments and all others are continuing to get hands-on experience while working on the assigned construction jobsite.



- Five (5) participants successfully completed the YouthBuild program. The other eleven (11) participants will continue to work on their GED® until the end of April.

3. Career Pathways enrollment and credential attainments, February – March 2024:

<b>CAREER PATHWAYS INITIATIVE</b>	<b>February 2024</b>	<b>March 2024</b>
<b>Participants</b>	88	91
<b>Credentials Earned</b>	0	0

4. Career readiness certification services provided, February – March 2024:

<b>CAREER READINESS CERTIFICATION SERVICES</b>	<b>February 2024</b>	<b>March 2024</b>
<b>WorkKeys Curriculum</b>	8	11
<b>WorkKeys</b>	8	7
<b>Total Participants</b>	<b>16</b>	<b>18</b>
<b>AR NATIONAL CAREER READINESS CERTIFICATIONS EARNED</b>	<b>February 2024</b>	<b>March 2024</b>
<b>Platinum</b> - Has core employability skills for approximately 99% of jobs profiled by WorkKeys	0	1
<b>Gold</b> - Has core employability skills for approximately 90% of jobs profiled by WorkKeys	4	2
<b>Silver</b> - Has core employability skills for approximately 65% of jobs profiled by WorkKeys	3	4
<b>Bronze</b> - Has Core employability skills for approximately 30% of jobs profiled by WorkKeys	1	0
<b>Total Earned</b>	<b>8</b>	<b>7</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

May 6, 2024

SUBJECT: College Relations

# College Relations May 2024

## Social Media

Much of our focus in this two month period was spent planning and facilitating a series of events in conjunction with the Total Eclipse of April 8<sup>th</sup>. We made numerous social media posts promoting the Sevierly Dark Festival in De Queen and the Nashville Chamber of Commerce Glow run, both of which were held on Saturday, April 6<sup>th</sup>.



In addition, our De Queen campus hosted a number of visitors to our area, who came to view the eclipse, from places as far away as Spain and South Korea. These visitors paid a small fee to view the event from our campus, with those fees going to benefit the UA Cossatot Foundation. Our Ed 88 Facebook page also live streamed the Sevier County Quorum Court meeting on April 2<sup>nd</sup>, as well as the Sevier County Medical Center board meetings on March 14 and April 11 with the April meeting drawing in over 6800 viewers.



## **Community Involvement**

College Relations helped promote a variety of events in the communities we serve, including the Cossatot Arts Association Masquerade Ball at the Art Center in King on March 16, and the Little River County Fair Association Drawdown on March 23<sup>rd</sup>.

## **College Promotion**

The team produced videos promoting UA Cossatot programs such as our Automotive Technology program, Career Pathways program, and our Career Fair on April 23. And we were busy covering the activities of our Colts Shooting Sports team, including social media interviews with Coach Brett Blackburn on March 25 and April 5, as well as team signings at Horatio on March 25, and De Queen on April 22.

## **UA Cossatot Foundation**

The past two months have been busy for the Foundation, as Director Madelyn Jones coordinated the Coffee With The Chancellor events in De Queen on March 12, and Ashdown on April 23. And the Foundation helped kick off Total Eclipse weekend in De Queen on April 5 with the annual Fiesta Fest, featuring a talent show in the downtown pavillion.



And the Foundation conducted the first ever Shooting Sports Drawdown in Foreman on April 20.

### **Ed 88**

The college radio station staff produced several radio interviews and social media videos in March and April, including visits with the Nashville Chamber of Commerce director Tim Pinkerton on April 3 and 18, and with the Sevier County Chamber of Commerce on April 15, and with our college Foundation promoting the Walk and Wag event on May 4<sup>th</sup>.

### **Ongoing Projects**

The College Relations team will be busy in the next two months working on the Walk and Wag 5K on May 4<sup>th</sup> and Spring Graduation on May 17<sup>th</sup>. In addition, we will promote our summer schedule of classes and prepare for the upcoming Colts soccer season.



COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

BOARD OF VISITORS

ACTION ITEMS

May 6, 2024



MINUTES OF MEETING  
COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF  
ARKANSAS BOARD OF VISITORS  
March 4, 2024

Vice Chair Mike Cranford called the regular meeting of the Board of Visitors to order at 12:15 p.m. following a light meal at the UA Cossatot Lockesburg Community Room.

Present:	Brenda Tate Dori Gutierrez Mike Cranford	Ellen Moreland Angie Walker Tim Pinkerton	Dr. Glenn Lance
Absent:	Barbara Horn Barbara Dixon	Tyler Davis	
Guest:	Suzanne Ward	Chantal Alonso	

**Staff Reports**

Chancellor Cole briefly presented the chancellor’s report to the Board on the Governor’s new workforce plan. He shared how we have already been implementing workforce training through our continuing education program such as aerial lineman, CDL training, Medical Assisting programs, and more. Dr. Cole Assured the board that we are very responsive and will continue to adapt with the changes as the workforce industry continues to grow. Chancellor Cole also updated our board on our recent developments with the 501C3 Samaritan Fields, owned by Esteban Ochoa and his father. UA Cossatot has begun exploring the possibilities for the purchase of the Samaritan fields.

Vice Chancellor Charlotte presented the latest financial report to the board. In the summary of Unrestricted & Auxiliary revenues a little over 8.1 million after spring registration posted. The Expenditures are up from this time last year at 6.7 million. In Accounts Receivable, the Yearly Change has increased. In Grants & Other Restricted Programs we have earned a little over 2.6 million out of the 10.6 million multiple year grants. Our adult education TANF funds were ended earlier than expended due to the governor’s decision to cut those funds across the board. The numbers for the Schedule of Bank Accounts are a little over 5 million in the bank, compared to this time last year we’re in the same range. The college is over 1 million in total for Schedule of Investments- Certificate of Deposits. Pooled investments have also increased to 531,000. The total endowment funds are a little over 158,000, which is up by 100,000 of what we were at last year at this time. Chancellor Cole reiterated that we have diligently been working on our budget process for next year's budget which will be submitted to the UA System in May.

Vice Chancellor Dr. Ashley Aylett presented the latest Academic Services report. Dr. Aylett commented on our transition to workday for enrollment this fall semester. Dr. Aylett elaborated on our high recruitment, she along with other of her colleagues have been visiting our local high schools and preregistering seniors who plan on attending UCA next semester. This has been extremely beneficial for students and has helped tremendously build that bridge to transition from high school to college. Enrollment for concurrent students is up by 1% this Spring compared to Fall of 2023. Dr. Aylett celebrated our PTA program for having a 100% pass rate. Dr. Aylett and Suzanne ward answered questions on the Highschool Feeder Statistics (2015-2023) Chart.

Vice Chancellor Mike reported a Facilities update. The Middle School Project is officially complete. Our next emphasis will be on the Simulation Labs. We anticipate having a contractor selected by early April. The expected time frame for this project to be completed is between 150-210 days. Dr. Cole emphasized the importance of this project along with our Mobil Medical Labs due to the fact that many of our programs are contingent on them. Mike mentioned we are currently taking bids for the Aerial Lineman bucket trucks storage building project. In other business related to facilities, Dr. Cole clarified our involvement in the solar project with the UA System rather than with the Sevier County Solar Project.

Madelyn Jones reported on behalf of the College Relations report. Madelyn emphasized our involvement with the eclipse planning in conjunction with the Sevier County Fair Boards and the Sevier County Chamber of Commerce to host the Sevierly Dark Festival that will take place Saturday April 6th. UA Cossatot has made the decision to move our annual Fiesta Fest Event to Friday April 5th. This shift will give us the opportunity to kickoff eclipse festivities and further support the community. We will also be renting day of parking passes for the solar eclipse located on our De Queen campus. These will be available for purchase prior to the event and the day of the event. Madlyn shared our new event "Coffee with the Chancellor". There will be scheduled days on each campus where the community can come have coffee and doughnuts with our chancellor Dr. Cole and indulge in conversation. Our first gathering in Nashville was very successful. We look forward to hosting in De Queen on March 12th and Ashdown on April 23rd. College relations will be planning a drawdown in the fall.

#### **Action Items:**

**No. 1 Approve Minutes of January 8, 2024, Board Meeting.** Angie Walker motioned for passage and Brenda Tate seconded the motion. The motion passed with a vote of 7-0.

**No. 2 Review College Policy 541: Student Organizations.** Angie Walker motioned for passage. Dr. Glenn Lance seconded the motion. The motion passed by a vote of 7-0.

**No. 3 Review College Policy 521: International Students.** Dr. Glenn Lance motioned for passage and Angie Walker seconded the motion. The motion passed by a vote of 7-0.

Vice Chair Mike Cranford asked for a motion to adjourn the meeting. Tim Pinkerton made the motion and with a second from Brenda Tate, Vice Chair Mike Cranford adjourned the meeting at 1:00 p.m.

Respectfully submitted,

Angie Walker, Secretary

el

**Board of Visitors Meeting – May 6, 2024**

**Action Item No. 2: Review Board of Visitors Meeting Schedule for 2024-2025**

1. **Background information:** This is a routine action for the Board of Visitors.
  
2. **Why action is needed at this time:** This is the last Board of Visitors meeting prior to the beginning of the 2024-2025 Fiscal Year.
  
3. **Chancellor's Recommendation:** The Chancellor recommends the Board approves the Board of Visitors Meeting Schedule for 2024-2025.

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

**Motion by:**

**Seconded by:**

**Yeas:**

**Nays:**

UA Cossatot  
Board of Visitors  
Meeting Schedule  
2024-2025

*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

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

**Board of Visitors Meeting – May 6, 2024**

**Action Item No. 3: Review Operating Budget for 2024-2025.**

1. **Background information:** The Board of Visitors reviews the Operating Budget each year contingent upon approval by the University of Arkansas Board of Trustees.
  
2. **Why action is needed at this time:** This is the last time the Board of Visitors will meet before the beginning of 2024-2025 Fiscal Year.
  
3. **Chancellor's Recommendation:** Chancellor Cole recommends the Board review the Operating Budget for 2024-2025

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

**Motion by:**

**Seconded by:**

**Yeas:        Nays:**

**Board of Visitors Meeting – May 6, 2024**

**Action Item No. 4: Review Tuition and Fees for 2024-2025**

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

**2. Why action is needed at this time:** This is the last Board of Visitors meeting prior to the beginning of the 2024-2025 Fiscal Year.

**3. Chancellor's Recommendation:** The Chancellor recommends the Board review the Tuition and Fees for 2024-2025.

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

**Motion by:**

**Seconded by:**

**Yeas:**

**Nays:**



**Board of Visitors Meeting – May 6, 2024**

**Action Item No. 5: Review Career Service Awards for 2024-2025**

1. **Background information:** This is a routine action for the Board.
  
2. **Why action is needed at this time:** This is the last time the Board of Visitors will meet prior to the beginning of the 2024-2025 Fiscal Year.
  
3. **Chancellor's Recommendation:** The Chancellor recommends the Board review the Career Service Awards for 2024-2025.

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

**Motion by:**

**Seconded by:**

**Yeas:**

**Nays:**

**Board of Visitors Meeting – May 6, 2024**  
**Action Item No. 6: Review Salaries for 2024-2025**

1. **Background information:** This is a routine action for the Board of Visitors.
  
2. **Why action is needed at this time:** This is the last Board of Visitors meeting prior to the beginning of the 2024-2025 Fiscal Year.
  
3. **Chancellor's Recommendation:** The Chancellor recommends the Board review the Salaries for 2024-2025.

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

**Motion by:**

**Seconded by:**

**Yeas:**

**Nays:**



**APPEALS & COMPLAINTS INVOLVING STUDENTS**

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Non-Grade Issues

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

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

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

Refer to Policy and Procedure 206 for Title IX Complaints.

Grade Issues

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

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

***STUDENT APPEALS COMMITTEE***

Some appeals require an appeals committee to be developed.

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

HLC Criterion: 2A; 2D

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**Policy History:**

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

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COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF  
ARKANSAS

BOARD OF VISITORS

INFORMATION ITEMS

May 6, 2024

## **EMPLOYEE CHANGES**

### **Newly Hired**

Vanessa Weeks

Hire Date: October 30, 2023

Position: Howard County Economic Development Director

Salary: \$53,000

Chris Hawthorne

Hire Date: January 3, 2024

Position: Administrative Specialist II- Testing Center Proctor

Salary: \$25,000

Sharon Shelton

Hire Date: January 29, 2024

Position: LPN Program Instructor

Salary: \$53,500

Todd Gallegos

Hire Date: April 22, 2024

Position: Institutional Services Assistant

Salary: \$24,413

### **Employee Position Changes**

Eda Lopez

New Position Hire Date:

November 13, 2023

Position: Administrative Specialist III- Academic Support Specialist

Salary: \$30,000