



Board of Visitors

January 6, 2025

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 6, 2025**

UA Cossatot Lockesburg Middle School Community Room

- I. Light Meal Served: 11:30 AM

- II. Opening Prayer:

Open Meeting:

Introduce Guests:

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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

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COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

January 6, 2025

SUBJECT: Chancellor's Report

DR. STEVE COLE

The Need for Federal Student Loans

About 30 years ago, UA Cossatot decided to no longer participate in offering Federal Student loans to our students. At the time, the Federal Student Loan landscape was the wild, wild, west, often seeing default rates over 20 and 30 percent. Since then, times have changed. In Arkansas we are now seeing default rates hovering at less than 2 percent. Much of this drop in default rates can be attributed to better advising on the front-end and just an overall better efforts in “closing the deal” when students borrow money to pay for education.

What we do know about Federal Student Loans for community college students:

1. Federal student loans play a critical role in providing access to higher education for community college students, a group that often faces significant financial barriers.
2. The primary benefit of federal student loans is their accessibility. Unlike private loans, which often require a strong credit history or a co-signer, federal loans are designed to be inclusive, offering financial support based on need rather than creditworthiness.
3. Student loans now have favorable terms and protections. Interest rates on federal loans are generally lower than those offered by private lenders, reducing the overall financial burden on borrowers.
4. Federal loans contribute to workforce development by enabling students to complete programs that lead to in-demand jobs.

It is my opinion that UA Cossatot must once again begin offering Federal Student Loans to our students. We are adding more and more programs that have substantial costs associated with them, making it difficult for students to pay their tuition and fees. We also offer student housing and meal plans, making access to Federal Students Loans a necessity in our changing landscape.

Before we bring this type of decision to our Board of Visitors, we are going to do our due diligence and research the feasibility of offering student loans, and survey our student population to see what they think about moving in this direction. Only then, will we bring this issue to you to move forward.

In conclusion, federal student loans are indispensable for community college students. They bridge the gap between ambition and affordability, providing the financial means to pursue education and training. By offering accessible terms and proper advising, these loans empower students to achieve their goals, ultimately contributing to a more equitable and prosperous society.

Respectfully submitted,



Dr. Steve Cole
Chancellor

COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

January 6, 2025

SUBJECT: Financial Report

CHARLOTTE JOHNSON

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

<u>REVENUES</u>	Fiscal Year 2023-2024		Fiscal Year 2024-2025	
	<u>ACTUAL</u>	<u>BUDGETED</u>	<u>ACTUAL</u>	<u>BUDGETED</u>
General Revenue	\$1,379,855.57	\$3,783,425.00	\$1,324,421.87	\$3,757,578.00
Workforce 2000	450,112.40	1,350,337.00	450,112.40	1,350,337.00
Tuition & Fees	1,969,424.47	4,284,483.00	1,590,394.04	4,432,287.00
Sales Tax Revenue	510,823.55	1,814,000.00	595,956.60	1,824,900.00
Other Income	133,651.46	286,900.00	140,746.42	473,000.00
Auxiliary Revenues (Book, Café, Sports)	167,326.47	718,700.00	151,002.55	917,500.00
TOTAL REVENUES	\$4,611,193.92	\$12,237,845.00	\$4,252,633.88	\$12,755,602.00
<u>EXPENDITURES</u>				
Salaries	\$1,850,631.13	\$6,199,917.00	\$1,638,641.03	\$6,329,093.00
Fringe Benefits	502,458.27	2,066,150.00	538,904.43	1,906,945.00
Travel, Conf. Expenses, Prof. Dev.	68,674.89	197,250.00	68,937.04	256,525.00
Supplies & Services	952,124.88	1,704,855.00	1,399,239.38	2,537,979.00
Utilities/Telephone	86,772.50	455,710.00	104,291.34	465,610.00
Professional & Administrative Fees	494,253.41	803,791.00	86,989.52	240,075.00
Miscellaneous Other	84,756.06	227,004.00	100,247.39	449,395.00
Debt Service *	43,654.37	262,988.00	7,360.11	267,300.00
Capital Outlay	21,653.63	320,180.00	142,162.43	302,680.00
TOTAL EXPENDITURES	\$4,104,979.14	\$12,237,845.00	\$4,086,772.67	\$12,755,602.00
Net Increase (Decrease) for Year	\$506,214.78	\$0.00	\$165,861.21	\$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 October	\$3,742,444.76	\$4,200,000.00	\$3,450,724.21	\$3,350,000.00

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

	Jul-23	Jul-24	Yearly Change	
Student Accts Receivables (less allowances)	<u>\$1,580,916.72</u>	<u>\$2,283,682.09</u>	<u>\$702,765.37</u>	*July 2024 -Revised - now includes Fall 2024 bills
	Aug-23	Aug-24	Yearly Change	
Student Accts Receivables (less allowances)	<u>\$1,638,914.56</u>	<u>\$2,629,082.58</u>	<u>\$990,168.02</u>	
	Sep-23	Sep-24	Yearly Change	
Student Accts Receivables (less allowances)	<u>\$1,370,978.79</u>	<u>\$1,907,714.22</u>	<u>\$536,735.43</u>	
	Oct-23	Oct-24	Yearly Change	
Student Accts Receivables (less allowances)	<u>\$1,220,810.03</u>	<u>\$1,552,133.72</u>	<u>\$331,323.69</u>	

* Account balance consists of student accounts receivable, accounts receivable conversion, and student payables less allowances

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

Grants	Expiration Date	Total Award Amount	Earned to Date
		Remaining	
Adult Education ABE Grant	6/30/2025	\$214,640.89	64,305.18
Adult Education General Education Diploma GAE Grant	6/30/2025	320,066.37	110,949.16
Adult Education D & E (Direct & Equitable)	6/30/2025	105,866.61	34,193.23
Adult Education EL/Civics Grant	6/30/2025	22,938.00	5,494.13
Adult Education C/I Grant	6/30/2025	21,363.34	6,327.47
Adult Education SNAP State Grant	6/30/2025	22,546.22	7,426.83
Adult Education State Carryover Grant	6/30/2025	7,659.99	0.00
ACE-Career Coaches State Grant	6/30/2025	190,630.70	56,810.52
ACE-Career Coaches High School Share	6/30/2025	167,130.70	52,772.81
Carl Perkins Grant	6/30/2025	105,576.00	35,443.88
ACE-JAG De Queen Grant	6/30/2025	56,463.25	14,062.62
ACE-JAG Nashville Grant	6/30/2025	59,510.15	16,884.36
ACE-JAG PIM Grant	6/30/2025	89,300.00	22,539.05
Career Pathways (TANF funds)	6/30/2025	288,202.00	76,547.64
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	177,031.04
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	189,924.57
DOTD Capacity Building Support Grant	1/1/2025	5,000.00	707.24
Weyerhaeuser Giving Fund - Technology Grant 2022- Carryover	6/30/2025	1,813.20	881.82
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	161,431.36
Fiber Engineer Grant	6/30/2025	399,341.00	0.00
Blue & You Foundaion Grant	4/30/2025	2,000.00	0.00
Economic Development Comm Block Grant	6/30/2025	314,578.00	43,573.93
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	11,789.99
DOL POWER Grant - 4 Yrs (\$1,597,031)	2/28/2027	1,286,545.95	115,828.00
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	156,301.76
USDA NIFA Design Grant	12/31/2024	77,829.06	53,941.27
USDA NIFA Lead Grant	8/14/2028	400,000.00	3,391.23
NSF HIS STEM Grant	9/30/2025	195,900.00	0.00
Sevier County FRIENDS 2024	12/31/2024	79,150.53	25,868.03
Little River County Intermodal	6/30/2025	76,000.00	25,348.99
Howard County Development	12/31/2024	35,774.02	21,851.11
ARNEC Consortium	6/30/2025	364,485.00	63,326.45
Totals		\$9,016,295.66	\$1,562,441.92

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

Name of Account	Bank Name	Balance
Cash Fund Account	Farmer's Bank & Trust	\$3,078,081.18
General Revenue Account - Unrestricted	State Treasury	943,943.54
Financial Aid	Farmer's Bank & Trust	95,832.81
Scholarship Fund	First State Bank	1,907.14
Student Organizations	First State Bank	53,195.89
	Total	\$4,172,960.56

****Bank Balance as of October 2023 \$5,051,075.87***

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

Amount	Rate	Maturity Date	Bank	Term
College Funds on Certificate of Deposit				
\$316,155.85	4.50%	3/29/2025	Horatio State Bank	12 months
\$307,955.91	4.50%	6/26/2025	Horatio State Bank	12 months
\$307,582.95	4.75%	8/28/2025	Horatio State Bank	12 months
<u>\$116,244.53</u>	5.13%	11/6/2024	Diamond Bank	12 months
<u>\$1,047,939.24</u>	Total College CD Funds			

***CD Balance as of October 2023 \$1,001,046.75**

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

	<i>Beginning Balance 7/1/2024</i>	<i>Net Change</i>	<i>Ending Balance 10/31/2024</i>
Tier 2 Investments	534,138.14	12,682.64	546,820.78

*** UA Pooled Balance as of October 2023 \$513,234.29**

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

Endowment Funds on Certificate of Deposit				
Amount	Rate	Maturity Date	Bank	Term
\$75,000.00	Horatio State	8/28/2025	Horatio State Bank	12 months
<u>\$75,000.00</u>			Total Endowment CD's	
Balance				
Endowment Funds in Checking				
\$129,608.03			Farmer's Bank & Trust	
<u>\$129,608.03</u>			Total Endowment Checking	
<u>\$204,608.03</u>			Total Endowment Funds	

**Endowment Fund Balance as of October 2023 \$156,860.50*

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

<u>REVENUES</u>	Fiscal Year 2023-2024		Fiscal Year 2024-2025	
	ACTUAL	BUDGETED	ACTUAL	BUDGETED
General Revenue	\$1,664,768.08	\$3,783,425.00	\$1,629,605.73	\$3,757,578.00
Workforce 2000	562,640.50	1,350,337.00	562,640.50	1,350,337.00
Tuition & Fees	2,371,073.41	4,284,483.00	1,956,326.71	4,432,287.00
Sales Tax Revenue	613,811.01	1,814,000.00	595,213.94	1,824,900.00
Other Income	171,703.78	286,900.00	221,966.60	473,000.00
Auxiliary Revenues (Book, Café, Sports)	192,133.99	718,700.00	209,123.40	917,500.00
TOTAL REVENUES	\$5,576,130.77	\$12,237,845.00	\$5,174,876.88	\$12,755,602.00
<u>EXPENDITURES</u>				
Salaries	\$2,370,488.53	\$6,199,917.00	\$2,168,981.21	\$6,329,093.00
Fringe Benefits	638,009.59	2,066,150.00	677,544.45	1,906,945.00
Travel, Conf. Expenses, Prof. Dev.	84,241.11	197,250.00	80,680.65	256,525.00
Supplies & Services	1,093,605.78	1,704,855.00	1,497,457.88	2,537,979.00
Utilities/Telephone	102,370.86	455,710.00	119,702.74	465,610.00
Professional & Administrative Fees	517,393.88	803,791.00	103,568.77	240,075.00
Miscellaneous Other	128,694.20	227,004.00	168,732.49	449,395.00
Debt Service *	43,654.37	262,988.00	7,360.11	267,300.00
Capital Outlay	24,551.72	320,180.00	158,693.80	302,680.00
TOTAL EXPENDITURES	\$5,003,010.04	\$12,237,845.00	\$4,982,722.10	\$12,755,602.00
Net Increase (Decrease) for Year	\$573,120.73	\$0.00	\$192,154.78	\$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 November	\$3,809,350.71	\$4,200,000.00	\$3,477,017.78	\$3,350,000.00

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

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Student Accts Receivables (less allowances)	<u>\$1,638,914.56</u>	<u>\$2,629,082.58</u>	<u>\$990,168.02</u>	
	Sep-23	Sep-24	Yearly Change	
Student Accts Receivables (less allowances)	<u>\$1,370,978.79</u>	<u>\$1,907,714.22</u>	<u>\$536,735.43</u>	
	Oct-23	Oct-24	Yearly Change	
Student Accts Receivables (less allowances)	<u>\$1,220,810.03</u>	<u>\$1,552,133.72</u>	<u>\$331,323.69</u>	
	Nov-23	Nov-24	Yearly Change	
Student Accts Receivables (less allowances)	<u>\$1,145,023.17</u>	<u>\$1,273,226.76</u>	<u>\$128,203.59</u>	

* Account balance consists of student accounts receivable, accounts receivable conversion, and student payables less allowances

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

Grants	Expiration Date	Total Award Amount Remaining	Earned to Date
Adult Education ABE Grant	6/30/2025	\$214,640.89	78,886.80
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Adult Education D & E (Direct & Equitable)	6/30/2025	105,866.61	41,801.57
Adult Education EL/Civics Grant	6/30/2025	22,938.00	7,286.69
Adult Education C/I Grant	6/30/2025	21,363.34	7,859.78
Adult Education SNAP State Grant	6/30/2025	22,546.22	9,233.22
Adult Education State Carryover Grant	6/30/2025	7,659.99	5,654.23
ACE-Career Coaches State Grant	6/30/2025	190,630.70	68,655.97
ACE-Career Coaches High School Share	6/30/2025	167,130.70	64,359.45
Carl Perkins Grant	6/30/2025	105,576.00	41,938.41
ACE-JAG De Queen Grant	6/30/2025	56,463.25	23,139.68
ACE-JAG Nashville Grant	6/30/2025	59,510.15	21,909.24
ACE-JAG PIM Grant	6/30/2025	89,300.00	27,795.47
Career Pathways (TANF funds)	6/30/2025	288,202.00	136,792.36
Trauma EMS Training Grant	6/30/2025	4,372.00	3,189.88
Title III ALIGN Grant - 5 Yrs (\$2,226,660)	9/30/2025	1,033,527.35	193,304.50
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	271,019.17
DOTD Capacity Building Support Grant	1/1/2025	5,000.00	1,839.82
Weyerhaeuser Giving Fund - Technology Grant 2022- Carryover	6/30/2025	1,813.20	1,813.20
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	3,500.00
Weyerhaeuser Giving Fund - Technology Grant 2025	6/30/2025	49,150.00	0.00 <i>*Additional</i>
Broadband Expansion Initiative (BEI) Grant	6/30/2025	506,229.00	180,157.88
Fiber Engineer Grant	6/30/2025	399,341.00	10,579.76
Blue & You Foundation Grant	4/30/2025	2,000.00	0.00
Economic Development Comm Block Grant	6/30/2025	314,578.00	43,573.93
Arkansas Community Foundation Delivering the Dream 2024	12/31/2024	20,870.04	10,073.00
Domtar WEC Grant 2024	12/31/2024	18,194.03	14,589.56
DOL POWER Grant - 4 Yrs (\$1,597,031)	2/28/2027	1,286,545.95	154,283.61
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	198,400.38
USDA NIFA Design Grant	12/31/2024	77,829.06	68,520.39
USDA NIFA Lead Grant	8/14/2028	400,000.00	5,367.02
NSF HIS STEM Grant	9/30/2025	195,900.00	24,940.14
Sevier County FRIENDS 2024	12/31/2024	79,150.53	31,462.40
Little River County Intermodal	6/30/2025	76,000.00	31,865.77
Howard County Development	12/31/2024	35,774.02	26,850.08
ARNEC Consortium	6/30/2025	364,485.00	81,114.28
Totals		\$9,060,530.66	\$2,025,069.21

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

Name of Account	Bank Name	Balance
Cash Fund Account	Farmer's Bank & Trust	\$2,406,846.46
General Revenue Account - Unrestricted	State Treasury	1,361,655.50
Financial Aid	Farmer's Bank & Trust	96,156.88
Scholarship Fund	First State Bank	1,907.22
Student Organizations	First State Bank	55,182.20
	Total	\$3,921,748.26

****Bank Balance as of November 2023 \$5,269,985.36***

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

Amount	Rate	Maturity Date	Bank	Term
College Funds on Certificate of Deposit				
\$317,337.32	4.50%	3/29/2025	Horatio State Bank	12 months
\$309,132.89	4.50%	6/26/2025	Horatio State Bank	12 months
\$308,823.82	4.75%	8/28/2025	Horatio State Bank	12 months
<u>\$116,750.81</u>	5.13%	11/6/2024	Diamond Bank	12 months
<u>\$1,052,044.84</u>			Total College CD Funds	

***CD Balance as of November 2023 \$1,004,546.12**

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

	<i>Beginning Balance 7/1/2024</i>	<i>Net Change</i>	<i>Ending Balance 11/30/2024</i>
Tier 2 Investments	534,138.14	14,964.23	549,102.37

*** UA Pooled Balance as of November 2023 \$521,482.29**

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

Endowment Funds on Certificate of Deposit				
Amount	Rate	Maturity Date	Bank	Term
\$75,000.00	Horatio State	8/28/2025	Horatio State Bank	12 months
<u>\$75,000.00</u>	Total Endowment CD's			
Balance				
Endowment Funds in Checking				
\$130,026.15	Farmer's Bank & Trust			
<u>\$130,026.15</u>	Total Endowment Checking			
<u>\$205,026.15</u>	Total Endowment Funds			

****Endowment Fund Balance as of November 2023 \$157,183.99***

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

January 6, 2025

SUBJECT: Academic Services Report

DR. ASHLEY AYLETT

Academic Services Report—January 2025

Program Highlights

Automotive Diesel Technology

We offer one of the only, if not the only, combined Automotive Diesel Technology programs in the state. This program is offered on our De Queen campus. Most colleges offer both programs separately, but we worked to combine both programs so our graduates would have both skillsets for better employability. High school students can take courses during their high school day through the Secondary Career Center. We have a new instructor, Justin Ellison, who also works in the York Gary Service department. He's energetic and excited to build our program.

Cosmetology

Did you know our Cosmetology program offers services to the public Monday through Thursday at low rates? This is an excellent way for the community to acquire services at a lower cost while giving our students true experience. Our students often visit area nursing homes to provide services to the residents. Before Christmas, our students were invited to Legacy Academy in Lockesburg to prepare the girls for their Homecoming ceremony. We also offer single semester short programs-- Esthetician and Nail Technician.

Cybersecurity

We are currently partnering with UA-Hope/Texarkana to offer cybersecurity courses toward certificates in Cybersecurity. This is an extremely in-demand field of study and will continue to grow. Many within this field have the ability to work remotely from home at their own hours.

Agriculture

We offer the only two-year Agriculture in Southwest Arkansas. Many of our students took a trip in November to Hawaii as a learning experience. Our program seamlessly transfers to the University of Arkansas as well.

Secondary Career Center

We encourage students to jumpstart their career while still in high school! The SCC is available to juniors and seniors FREE of charge!

- Earn college credit toward a technical degree during high school. Many students even complete certificates while still in high school.
- Explore career fields that are in demand in the labor market now and in the future.
- Work with professionals who know how to help you meet success in school and in life.
- Meet new people who have similar interests and career plans.
- Nashville Campus: Medical Education and Welding
- De Queen: Medical Education, Welding, and Automotive Diesel Technology
- Lockesburg: Welding and Industrial Technology

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

January 6, 2025

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. Marty Allen was onboarded in November as the Fiber Network Engineer instructor. In addition to curriculum development, he is working on industry partnerships. The growing list of partners include two international vendors and local electrical/telephone cooperatives. These partnerships will allow students access to industry professionals, online labs and training, and ensure that content is relevant to industry needs.



2. Continuing Education and Workforce Development, October – November 2024:

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT	October 2024	November 2024
Hours of Classroom Instruction Offered	271.24	210.53
Registrations Processed	53	76

Courses offered:

- Aerial Lineman: Communications
- Ambulance Operations, Communications & Documentation
- Basic Life Support Renewal
- Bloodborne Pathogens
- Broadband Essentials
- Commercial Truck Driving
- Forklift Operator
- HeartCode BLS
- K-12 First Aid CPR AED (with optional topics)
- Obstetric & Gynecologic Emergencies, Pediatric Emergencies
- Total First Aid CPR AED
- Hundreds of non-credit courses made available online monthly in partnership with Cengage Learning

3. Career Pathways Initiative, October – November 2024:

CAREER PATHWAYS INITIATIVE	October 2024	November 2024
Enrollment	88	88
Credentials Earned	0	0

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

4. Career readiness certification services, October – November 2024:

CAREER READINESS CERTIFICATION SERVICES	October 2024	November 2024
WorkKeys Curriculum	10	18
WorkKeys	4	12
Total Participants	14	30
AR NATIONAL CAREER READINESS CERTIFICATIONS EARNED	October 2024	November 2024
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	1
Silver - Has core employability skills for approximately 65% of jobs profiled by WorkKeys	1	4
Bronze - Has Core employability skills for approximately 30% of jobs profiled by WorkKeys	1	1
Total Earned	4	12

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

5. YouthBuild, October – November 2024:

YOUTHBUILD	October 2024	November 2024
Enrollment	50	50
Credentials Earned 2 – Arkansas Workforce Alliance for Growth in Economy (WAGE) Certificates 1 – Arkansas Certified Nurse Aid License	2	1

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

The WAGE program, administered by adult education, is a job readiness program for unemployed and underemployed individuals. It is unique from other career readiness programs in that it focuses on improving the basic academic skills of participants while providing workforce preparation and training activities such as interview skills, resume writing, time management, budgeting and more. With the needs of business and industry at its core, WAGE addresses the requirement for a competent workforce among entry-level jobs in environments ranging from manufacturing to health care to hospitality and tourism.

A new cohort of participants will begin in February 2025.

6. Workforce and Continuing Education staff are continuing to prepare for the transition to Workday Student, a new student information system scheduled to go live in spring 2025. Following several meetings focused on software configuration as it relates to workforce and continuing education activities, campus and internal regression testing is now underway in a live environment. The internal regression testing is designed to verify software updates do not negatively impact existing functionalities. Defect resolution and campus retesting will be conducted as needed prior to staff training.

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

January 6, 2025

SUBJECT: College Relations

College Relations January 2025

Social Media

Dennis Guzman, our Social Media Director, attended numerous functions in November and December, taking photographs at our college as well as area events. These pictures were posted to our social media accounts which serve as a window to our college so that the world can see the exciting things we do in every community we serve. Among the events highlighted over the past two months were our Veterans Day Breakfasts in Nashville and De Queen, the UA Cossatot Christmas Spectacular on the Nashville campus on December 2nd, and the Horatio Elementary School Carolers on our De Queen campus on December 10th.



Plus we provided audio / visual, photography, and livestream services for our five graduation events at the Bank of Lockesburg Historic Gymnasium on Dec 12 and 13.



Promotion of Colts Athletics

The Colts basketball season is now at the midway point and the College Relations team has continued to provide live broadcasts of all UAC homegames. We also promoted the athletic programs through regular posts on social media. And we attended “High 5 Friday” at Nashville Elementary to take pictures of our student athletes and Bolt the Colt mascot interacting with young students.



UA Cossatot Foundation

The Foundation worked at planning and executing another successful Giving Day at UA Cossatot. The December 3rd event raised \$9696.94 for UAC.

Ed 88

The college radio station staff produced several social media videos in November and December promoting everything from college programs to local events. We also provided PA services for the Nashville Christmas Parade on December 2nd and the Wreaths Across America events in Winthrop and Foreman on December 14.

Upcoming Projects

In the coming weeks, the College Relations team will be busy promoting and broadcasting Colts and Lady Colts basketball as well as promoting registration for the Spring 2025 semester. The Foundation will be busy planning several upcoming events including Fiesta Fest in De Queen, the Shooting Sports Drawdown in Foreman in April, and a summertime golf tournament in Nashville.

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

BOARD OF VISITORS

ACTION ITEMS

January 6, 2025

Board of Visitors Meeting – January 6, 2025
Action Item No. 1: Approve Minutes of the November 4, 2024, Board of Visitors Meeting.

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

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

- 3. **Chancellor's Recommendation:** The Chancellor recommends the Board approve the minutes of the November 4, 2024; Board of Visitors Meeting as submitted.

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

Motion by:

Seconded by:

Yeas: Nays:

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

Chair Mike Cranford 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:	Mike Cranford Barbara Dixon	Tim Pinkerton Dori Gutierrez	Joe Martinez Brenda Tate	Dr. Glenn Lance
Absent:	Barbara Horn Angie Walker	Ellen Moreland		

Staff Reports

Chair Mike Cranford acknowledged the passing of Mr. Larry Mashburn, a former president of the Board of Visitors. Mr. Mashburn dedicated many years of service and had a significant impact on the direction of the college. The Board extends its heartfelt condolences to his family during this time of loss.

Chancellor Dr. Cole provided an update to the Board regarding the team's preparations as the year draws to a close. Within our college, the Chancellor's Cabinet is composed of supervisors who oversee various departments. In anticipation of the holiday season, all supervisors ensure that there are no unresolved matters within their respective areas. We remain committed to being accessible to our students during the holiday period to continue providing exceptional service. Chancellor Cole also reminded the board of the upcoming graduation ceremony that will take place December 13 at 5:30 PM

Vice Chancellor Charlotte reported on the financials of the college. In Summary of Unrestricted & Auxiliary Revenues the college is at a little over \$3 million, the college is down \$1 million compared to last year this is due to Workday spreading it within 5 months on the student side. The college is down in expenses compared to this time last year, so we are being more conservative going into the new year. Our Accounts Receivable is going down, so students are paying on their bills. In Grants & Other Restricted Programs we over \$8 million in total and have earned over \$1 million to date. In the Schedule of Bank Accounts, the college is close to \$4 million in the bank, compared to where we were last year we are down about \$1 million. The college is up about \$1 million in CDs and investments. In our pooled investments, the college has earned \$552,000 last year at this time we were at 514,000. In the schedule of endowment funds, we have a CD at \$75,000 this total doesn't change. Total Endowment Funds, the college is a bit over \$200,000.

Chancellor Cole reported the Academic Services Report with reminding the board of the upcoming Fall Graduation Ceremonies that will take place Friday, December 13 and will go as follows:

- PTA 11a
- OTA 12:30p
- RN 2:00p
- General Ceremony 5:30p

Chancellor Cole shared the positive comments that were received from the PTA CAPTE Accreditation

Visit. The Disabled Youth Hunt invited us to cook for their event as they have in the past. Several from the college volunteered to feed lunch to the youth participating in the disabled hunt at Jones Ranch on October 25.

Madelyn Jones reported the College Relations report. College Relations team has been busy promoting soccer and will continue now with basketball. There will be theme nights at home games such as kids' night for all area schools, appreciation nights like healthcare workers, law enforcement, etc. College Relations help complete 3 fish fry fundraisers that took place in De Queen, Lockesburg, and Nashville. We were able to serve 24 local businesses to deliver and served 350 lunches. In September the Foundation had their annual Scholarship Luncheon to honor awardees and donors.

Action Items:

No. 1 Approve Minutes of September 9, 2024, Board Meeting. Dr. Glenn Lance motioned for passage and Tim Pinkerton seconded the motion. The motion passed with a vote of 7-0.

No. 2 Review Academic Calendars for 2025-2026. Joe Martinez motioned for passage. Barbara Dixon seconded the motion. The motion passed by a vote of 7-0.

No. 3 Review College Policy 101: Authority and Board of Visitors Guiding Principles. Dr. Glenn Lance motioned for passage and Barbara Dixon seconded the motion. The motion passed by a vote of 7-0.

No. 4 Review College Policy 108: Membership in State and National Associations. Dr. Glenn Lance motioned for review and Barbara Dixon seconded the motion. The motion passed by a vote of 7-0.

No. 5 Review College Policy 201: Organizational Structure. Dr. Glenn Lance motioned for passage and Barbara Dixon seconded the motion. The motion passed by a vote of 7-0.

No. 6 Review College Policy 450: Grievance Policy. Dr. Glenn Lance motioned for review. Barbara Dixon seconded the motion. The motion passed by a vote of 7-0.

No. 7 Delete College Policy 102: Statement of Guiding Principles. Dr. Glenn Lance motioned for passage and Barbara Dixon seconded the motion. The motion passed by a vote of 7-0.

No. 8 Delete College Policy 111: Attendance at Professional Meetings. Dr. Glenn Lance motioned for review. Barbara Dixon seconded the motion. The motion passed by a vote of 7-0.

No. 9 Delete College Policy 113: Conflict of Interest. Dr. Glenn Lance motioned for review and Barbara Dixon seconded the motion. The motion passed by a vote of 7-0.

No. 10 Delete College Policy 202: Organizational Chart. Dr. Glenn Lance motioned for passage and Barbara Dixon seconded the motion. The motion passed by a vote of 7-0.

No. 11 Delete College Policy 210: Chancellor Cabinet. Dr. Glenn Lance motioned for review. Barbara Dixon seconded the motion. The motion passed by a vote of 7-0.

Chair Mike Cranford asked for a motion to adjourn the meeting. Tim Pinkerton made the motion and with a second from Joe Martinez, Chair Mike Cranford adjourned the meeting at 12:59 p.m.



Respectfully submitted,

Angie Walker, Secretary

wg

Board of Visitors Meeting – January 6, 2025

Action Item No. 2: Review College Policy 103: College Governance and Policy Development.

1. **Background information:** College Policy 103 consists of updates made per UA System guidance on shared governance. Changes to the title were also made and it now reads as “Campus Governance Structure and Policy Development”.

2. **Why action is needed at this time:** To keep our policy aligned with the UA System

3. **Chancellor's Recommendation:** The Chancellor recommends the Board review College Policy 103: College Governance and Policy Development

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

Motion by:

Seconded by:

Yeas:

Nays:

COLLEGE CAMPUS GOVERNANCE STRUCTURE AND POLICY DEVELOPMENT

~~A. — POLICY DEVELOPMENT~~

UA Cossatot promotes transparent governance and decision-making aligning with the institutional mission and strategic priorities.

The Chancellor serves as the Chief Executive Officer of Cossatot Community College of the University of Arkansas and is appointed by the University of Arkansas Board of Trustees (BOT) upon recommendation of the University of Arkansas System President.

The campus operates using a shared governance process and structure, outlined in Procedure 103-1, ~~The college governance system shall involves~~ involving administration, all classifications of employees, and students. Each group shall review college policies and have an opportunity to discuss the policy, its implementation and, through proper administrative channels, initiate recommendations for new policies, modify current policies, or request the deletion of a current policy or policies. Policy recommendations shall have an opportunity for discussion throughout the college, especially by those affected by the policy. Upon thorough consideration and due diligence of policies, recommendations shall be made to the Chancellor.

Meeting notices and the tentative agenda shall be publicized at least five days in advance of the meeting. Meetings will be open to all represented individuals, although floor time may be limited/ and minutes of all meetings shall be distributed promptly and archived for public access upon request.

~~College administration shares the process of college policy development through a system of shared governance ensuring full discussion of current and pending college policies.~~

The Chancellor, with the Cabinet, consider recommendations and allow the opportunity for full discussion on policy revisions, new policy development, and/or policy deletions. ~~prior to requesting recommendations from the Board.~~

If the Chancellor does not act favorably on a recommendation within two weeks, the respective governance body may readdress the issue internally for further discussion and possible revision or the campus governance structure may request that the President of the University of Arkansas System consider the matter upon a three-fifths vote of all governing bodies representing students, faculty, and staff. If a resolution is not achieved within 30 days, the President may submit the recommendation to the BOT for consideration. The Chancellor shall have broad, discretionary authority to implement policies necessary to the operation of the campus that are consistent with Board and UA System policies.

~~The Board of Visitors desires that any citizen, group of citizens, employee, or group of employees have the opportunity to initiate recommendations for policy changes, additions, and/or deletions to the Board of Visitors.~~

-

~~The University of Arkansas Board of Trustees is the final legal authority for developing and implementing college policy. The college Chancellor is the final responsible official for implementation of college policies and holds the overall responsibility for the operations of the college.~~

~~B. COLLEGE GOVERNANCE~~

~~The college governance system shall consist of:~~

~~-~~

- ~~1. The State Legislature and Governor~~
- ~~2. The Arkansas Higher Education Coordinating Board~~
- ~~3. The University of Arkansas Board of Trustees~~
- ~~4. The UA Cossatot Board of Visitors~~
- ~~5. Permanent and temporary committees and study groups as determined by the Chancellor to ensure shared governance, legal compliance, and to provide broad participation and representation in the affairs of the college. Shared governance is the process whereby campus constituencies provide input into college policy and procedure. Shared governance is exercised through committees that serve purposes 1) shared governance committees perform their assigned subject matter duties, 2) shared governance committees serve as the vehicle for creation and review of policies or campus procedures. Shared governance committees provide the opportunity for participation in college governance to propose change or additions to policies and procedures not established by federal or state law or UA System policy. Anything governed by an outside entity does not move through the shared governance process. Shared governance does not take away the authority vested by the Board of Visitors and Board of Trustees.~~

~~HLC Criterion: 2C.5; 5B1.1; 5B.3~~

Policy History:

November 5, 2018
July 7, 2014
January 2, 2011
December 5, 2005
September 24, 2001

Board of Visitors Meeting – January 6, 2025

Action Item No. 3: Review College Policy 209: Family Education Rights and Privacy Act.

1. **Background information:** This policy has been moved from the 200s section to the 500s section as it pertains to students. The new policy number is 505.

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 209: Family Educational Rights and Privacy Act.

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

Motion by:

Seconded by:

Yeas: Nays:

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

UA Cossatot complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) and informs students of their rights under FERPA. Students receive the following notice of student rights under FERPA on an annual basis.

A student at UA Cossatot has the following rights with regard to his or her education records:

1. To inspect and review all education records pertaining to him or her.
2. That the following information, which is considered to be directory information, will be subject to public disclosure unless the student informs the Registrar in writing before the end of the first week of classes each semester that he or she does not want any or all of these types of information disclosed: address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.
3. To request the amendment of his or her education records to ensure that they are not inaccurate, misleading, or otherwise in violation of his or her privacy or other rights.
4. To consent to disclosure of personally identifiable information contained in his or her education records, except to the extent that FERPA authorized disclosure without consent.

HLC Criterion: 2A.1

Policy History:

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

Board of Visitors Meeting – January 6, 2025

Action Item No. 4: Review College Policy 306: Institutional Research Approval.

1. **Background information:** This policy has been moved from the 300s section to the 200s section as better aligns with Administration. The new policy number is 206.

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 Review College Policy 306: Institutional Research Approval

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

Motion by:

Seconded by:

Yeas: Nays:

INSTITUTIONAL RESEARCH APPROVAL

This policy is designed to cover college-sponsored research which is defined as research by faculty, departments, divisions or other entities that is used to describe students, services or programs to external audiences or is presented as official college findings. All parties wishing to conduct human-subject research involving the college, its students or its personnel, at or on behalf of the College, must comply with all IRB guidelines, submit a request to the IRB for permission to conduct their study and obtain IRB authorization prior to conducting their studies.

The following are exempt from this policy but are required to notify Institutional Research for implementation purposes if Institutional Research is involved:

- Regular classroom examinations, research assignments, or test studies Faculty research protected by academic freedom
- Survey by academic faculty of their students
- Survey by administrative and executive faculty of academic faculty, students or classified employees

A college research subcommittee shall review and approve or deny all instruments before they are used. This committee shall consist of the Director of Institutional Research serving as the committee chair, or his/her designee, and two academic faculty recommended by the Vice Chancellor for Academics that shall serve a two-year term.

The Office of Institutional Research will provide technical assistance to faculty, departments, divisions, or other entities after their instruments have been approved by the college-sponsored research subcommittee. Non-approved instruments are not college-sanctioned and are not publishable as official college findings.

All instruments approved by the college-sponsored research subcommittee will follow the Code of Federal Regulations governing the protection of human subjects (45CFR46).

External Agency-Requested Research

- The Director of Institutional Research is responsible for coordinating the college's response to external questionnaires and other external data requests that will represent the college's position.
- The Director of Student Services is responsible for coordinating the college's response to requests for current student information.
- The Director of Human Resources is responsible for coordinating the college's response to requests for employee information.
- The Vice Chancellor for Business Services is responsible for coordinating the college's response to requests for information concerning purchasing and financial information including all responses to internal audit recommendations and follow-up.
- The Director of Financial Aid is responsible for coordinating the college's response to requests for information concerning student scholarships, grants, loans and employment opportunities.
- The Director of the Educational Resources/OER Specialist is responsible for coordinating the college's response to requests for current library information.
- The Director of Information Systems is responsible for coordinating the college's response to requests for information technology and related grants.

Action Item No. 5: Review College Policy 401: Statement of Guiding Principles and Code of Ethics.

- Yeas:** **Nays:**

STATEMENT OF GUIDING PRINCIPLES AND EMPLOYEE CODE OF ETHICS

UA Cossatot has established procedures to ensure that employees behave in an ethical manner and adhere to the Statutes of the State of Arkansas, applicable federal statutes and regulations, rules and regulations as promulgated by the Department of Finance and Administration under the authority of such statutes, as applicable to all employees, and such regulations as issued by the State Board of Higher Education and its staff action on behalf of the State Board of Higher Education.

Faculty members are entitled to full freedom in research and in the publication of research results. Faculty members are entitled to freedom in the classroom in discussing the subject of the course, but should not teach material inappropriate or unrelated to the course, and should maintain a respectful and professional academic learning environment. Faculty are citizens, members of a learned profession, and members of an educational community. Speaking or writing as a citizen, faculty members are free from institutional censorship or discipline. However, as a person of learning and as a member of an educational community, faculty have a responsibility for awareness that the public may judge the profession and the institution by his or her utterances. Hence, faculty should at all times make an effort to be accurate, exercise good judgment and appropriate restraint, show respect for the opinions of others, and indicate that they are not spokespersons for the institution. Faculty members are expected to contribute to the productive and efficient operation of the instructional and work environment.

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

Policy History:

November 4, 2019
September 10, 2018
September 8, 2014
July 21, 2014
January 1, 2011
July 30, 2001

Board of Visitors Meeting – January 6, 2025

Action Item No. 6: Review College Policy 404: Hiring Authority.

1. **Background information:** Changes to College Policy 404 is a simple title revision.

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 404: Hiring Authority.

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

Motion by:

Seconded by:

Yeas: Nays:

HIRING AUTHORITY

The Chancellor has the final authority to hire and terminate employees.

Upon hiring or terminating any full-time employee the Chancellor will immediately inform via email the Board of Visitors.

The Chancellor will authorize certain administrators to employ part-time instructors or other personnel for temporary duty.

The Chancellor shall establish procedures for filling positions. These procedures shall ensure that the college recruits and selects the highest quality employees possible.

Policy History:

November 2, 2015
September 8, 2014
December 2, 2013
January 1, 2011
July 26, 2004
July 30, 2001

Action Item No. 7: Review College Policy 412: Community and Educational Restrictions.

~~COMMUNITY AND EDUCATIONAL RESTRICTIONS~~

PROHIBITION OF EMPLOYEES ACCEPTING CERTAIN GRATUITIES AND PAYMENTS

No full or part-time employee of UA Cossatot may accept from an individual a payment or gratuity for providing a community or educational service.

~~HLC Criterion: 2A.2; 1D.1~~

Policy History:

September 8, 2014
July 21, 2014
January 1, 2011
July 30, 2001

Action Item No. 8: Review College Policy 413: Staff Hours.

- Yeas:** **Nays:**

STAFF EMPLOYEE WORK HOURS

The Chancellor of UA Cossatot will set staff hours that best fulfill the mission of the college while conforming to state and federal employment law.

HLC Criterion: 1D

Policy History:

September 8, 2014
July 21, 2014
January 1, 2011
July 30, 2001

Action Item No. 9: Review College Policy 415: Instructional Staff Teaching Load.

- Yeas:** **Nays:**

INSTRUCTIONAL STAFF ~~TEACHING LOAD~~

1. FULL-TIME FACULTY LOAD

Full-time faculty are scheduled for a combination of instructional time and office time that best meets the needs of the Division.

9-month faculty are required to be on campus 30 hours each week and a total of 180 working days per academic year.

10-month teaching faculty work 30 hours a week on campus, non-teaching 10-month employees work 40 hours on campus, and both work through the last day in May. Annual leave is not earned, but these employees receive the same breaks as 9-month faculty.

11-month teaching faculty work 30 hours a week on campus, non-teaching 11-month employees work 40 hours on campus, and both work through the last day in June. Annual leave is not earned, but these employees receive the same breaks as 9-month faculty.

12-month non-medical teaching faculty work 40 hours on campus and accrue annual leave to be used for any time off.

12-month faculty assigned to teach in medical or healthcare programs are required to work at least 30 hours on campus and accrue annual leave. The reduced teaching load is intended to accommodate these faculty members' clinical work in order to ensure teaching and curriculum are consistent with current evidence based practice in their respective fields.

All Division Chairs work 11 months and 40 hours on campus. Chairs do not earn annual leave but receive the same breaks as 9-month faculty. Teaching loads for chairs vary. Overloads are determined by the Vice Chancellor for Academics and Chancellor and payment follows the adjunct pay scale.

a) Teaching assignments

The institution uses a points system based on the model below. Full-time instructional employees are assigned 15 points of teaching duties per semester, which may include extension sites, combinations of day and evening classes, and/or Internet classes. The Vice Chancellor for Academics must approve any faculty scheduled to teach more than 21 points in a regular fall and spring 16-week semester or more than 12 points in an 8-week summer session.

i. Pure Lecture and Lecture/Lab courses

Points are determined at a 1:1 ratio. 1 student contact hour=1 point*

ii. Technical Skills Laboratory and Clinical Laboratory courses

Points are determined at a 2:1 ratio. 2 student contact hours=1 point*

**Definitions follow the Office of Postsecondary Education (OPE) guidelines*

Full-time faculty on 9-month appointments are not required to teach during summer terms but may serve as an adjunct during this time and will follow the adjunct pay scale.

b) Alternative duties

If scheduled classes are canceled because of low enrollment, alternative duties such as community service classes, curriculum development, assessment activities, tutoring or other special projects may be assigned to make a full workload. Attempts will be made to assign alternative duties consistent with the education, training, and professional status of the faculty member. The faculty member and the Division Chair will discuss as to the nature and scope of the alternative duties prior to assignment. Alternative time must be approved by the Vice Chancellor for Academics and the Chancellor.

c) Non-classroom responsibilities

- i. **Office Time:** Separate from the teaching load is the requirement that each full-time faculty member be available for student consultations. Faculty schedules must be posted on the faculty's office door, Blackboard course, and will be filed with the appropriate Division Chair, Vice Chancellor of Academics, and front desks. 4 hours of faculty's 30-hour week must be solely used for office time—not committee meetings, committee tasks, general meetings, etc. Exceptions for faculty teaching in technical or medical programs may exist due to the contact time required.
- ii. **Shared Governance:** All full-time faculty members are required to participate in the shared governance structure of the college through committees.
- iii. **Attendance:** Full-time faculty members are expected to be present on campus during days of in-service, and monthly meetings. Full-time faculty are required to attend graduation ceremonies as part of their required days. Should a faculty need to be absent from a graduation ceremony, the Vice Chancellor for Academics must approve.
- iv. **Records:** All faculty members are expected to submit required records such as attendance, grades, outcomes assessment, etc. at appropriate times.
- v. **Advising:** Faculty members serving as academic advisors are expected to advise students throughout the academic year. Chairs, Student Services, or the Vice Chancellor for Academics will serve as “stand-by advisors” as needed or during time outside the academic calendar when faculty members are not available.
- vi. **Volunteerism/Community Outreach:** Faculty members may participate in community service through volunteerism, community organizations, or activities agreed upon by the faculty member and Chair.
- vii. **Professional Development:** All faculty are expected to participate in activities designed to maintain their effectiveness in their respective disciplines, education in general, and assessment. Full-time faculty are required to complete four professional development items per calendar year related to their discipline, content, or field of education such as technology, classroom management, etc. Medical and technical instructors may use outside work or licensure requirements that ensure the faculty is staying current in best practices and trends of the discipline. Adjunct faculty should complete two professional development items per calendar year related to their discipline, content, or field of education such as classroom management, technology, etc.

Required Safe Trainings of the college should not be included in these items but may be documented on the faculty's annual professional development plan. Each faculty should submit a professional development plan outlining all professional development completed over the past calendar year with each annual evaluation.

2. ADJUNCT FACULTY LOAD

The assignment of course load to adjunct faculty is contingent on departmental need and at the discretion of the Division Chair. An adjunct instructor may teach no more than 9 points per regular 16-week semester or during a summer term. The maximum weekly load for part-time faculty paid by the hour on a timesheet is 25 hours. Adjunct faculty must meet the same educational requirements as regular faculty. Assignment beyond 9 points may occur only in special circumstances and requires approval by the Vice Chancellor for Academics.

3. ADMINISTRATORS' TEACHING RESPONSIBILITIES

Administrators and Directors may be required to teach some classes as part of their other duties as assigned. Division Chairs may be required to teach up to 9 points per semester. Overload payments for administrators or directors are determined by the Vice Chancellor for Academics and Chancellor and follow the adjunct pay scale.

~~HLC Criterion: 3C.2; 3C.6~~

Policy History:

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

Board of Visitors Meeting – January 6, 2025

Action Item No. 10: Delete College Policy 418: Faculty Hiring.

1. **Background information:** This policy has been converted into a procedure and placed in College Policy 415.

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 418: Faculty Hiring.

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

Motion by:

Seconded by:

Yeas: Nays:

FACULTY HIRING

UA Cossatot follows guidelines set forth by the Higher Learning Commission and the Arkansas Department of Higher Education when hiring faculty members.

For transferable courses, instructors are required to have a Master's degree or higher, plus 18 Master's-level hours in the subject area being taught.

For technical courses, technical degree programs, and nontransferable courses, a combination of relevant industry experience, special certifications, or one degree level higher than the course being taught is required.

Prior to hiring the Vice Chancellor of Academics must approve the faculty member based on qualifications, including a review of transcripts when applicable. A faculty qualification form is completed and retained in the Human Resources Office and Office of Academics.

Policy History:

November 6, 2017—

Action Item No. 11: Delete College Policy 449: Recognition of Accrediting Bodies.

- Yeas:** **Nays:**

RECOGNITION OF ACCREDITING BODIES

~~UA Cossatot accepts the credentials of staff and will provide support for staff development credit courses and programs (see Policy 447) only from those schools which are accredited by a nationally recognized accrediting body.~~

Policy History:

September 8, 2014
August 20, 2014
January 1, 2011
July 30, 2001

Board of Visitors Meeting – January 6, 2025

Action Item No. 12: Review College Policy 447: Educational Assistance Plan.

1. Background information: This policy has been updated to include external tuition assistance which is separate from internal tuition waivers.

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

3. Chancellor's Recommendation: The Chancellor recommends the Board review College Policy 447: Educational Assistance Plan.

4. Board of Visitors Action: _

Motion by:

Seconded by:

Yeas: **Nays:**

EDUCATIONAL ASSISTANCE PLAN

~~Full-time~~ Employees of UA Cossatot enrolling in higher education credit courses outside the institution may apply for educational assistance provided by UA Cossatot. ~~shall develop with his/her immediate supervisor an Educational Assistance Plan that is submitted to the Chancellor for approval. This plan shall be designed to enhance the employee's productivity and effectiveness~~ Courses/programs taken by employees under this plan must be relative and useful to UA Cossatot. Reimbursement is granted only for classes from institutions accredited by a nationally recognized accrediting body. Educational Assistance only applies to actual out-of-pocket costs. Employees must provide ~~for~~ their own course materials, such as textbooks, manuals, etc. Employees are required to take all undergraduate coursework at UA Cossatot, if offered, before 50% reimbursement will be approved for credit classes taken at another institution.

UA Cossatot intends to fund a specific dollar amount each year for this program. The level of funding is contingent upon the ability of the college to set aside funds for this program from the general operating budget. There may be years in which no funding is available.

The employee may receive 50% reimbursement of tuition only after grades are submitted for the term. The per academic year limit per full-time employee for tuition reimbursement is \$2000.

Employees who are taking college courses MUST show proof that they completed the FAFSA for the college they are attending. Reimbursement from UA Cossatot ~~waiver~~ will not be applied to statement until all other funding has been exhausted.

Employees attending workshops, seminars, and training sessions during normal working hours ~~shall~~ may have their fees and ordinary expenses paid by the college, when appropriate supervisory approvals have been obtained.

Employees may, with the approval of their supervisor, enroll in classes that meet during the normal work day. Those employees have the option of using Annual Leave for the hours absent from the work station or they may, with their supervisor's approval, establish a schedule for working after regular duty hours to make up for time missed.

Employees who personally benefit from training paid by the college (personal license, courses, certifications, or degrees) shall agree to remain with the institution for twelve (12) months upon completion of the training or reimburse the college for the funds it expended on behalf of the employee for training over the previous twelve (12) months.

Steps to Apply for Educational Assistance:

1. The employee should acquire and submit the form from the Vice Chancellor of Academics before the first day of each term. The supervisor's signature, a semester schedule and bill showing the cost of tuition are required with submission.

2. After grades are posted, the employee should send an official document showing the grades received for the coursework to the Vice Chancellor for Academics. The employee must pass the course with a grade of C or better to remain eligible for the tuition waiver program. A grade of "I" or Incomplete will be accepted for one extension period only. Withdrawal or a grade of D or F will require the employee to pay the tuition and fee for the class, or that portion thereof due the College.
3. If reimbursement is approved, the Vice Chancellor for Academics will submit to the business office for payment.

~~After each semester deadline for the submission of Education Assistance forms,~~
All tuition reimbursements will be assigned priority based on the following:

- First Priority: ~~Those~~ employees that are required by the college to obtain additional training.
 - Second Priority: ~~Those~~ employees that are working on industry-specific credentials (outside of their program requirements which are paid for by the program budgets).
 - Third Priority: ~~Those~~ employees that are working on their Bachelor-level degree.
 - Fourth Priority: ~~Those~~ employees that are working on their Master-level degree.
 - Fifth Priority: ~~Those~~ employees that are working on their Doctoral-level degree.
-
- ~~The employee may receive a 100% waiver of tuition and mandatory fees for college credit classes taught by UA Cossatot. All UA Cossatot waivers must be completed and filed with the Financial Aid Office before the census date of each semester in which enrolled or waivers will not be honored.~~
-
- ~~Members of a full-time employee's immediate family may attend credit classes at UA Cossatot at a 50% tuition rate. Employee's immediate family includes spouse and dependent members of the household, as verified by an income tax form. The participant must provide for the fees and instructional materials expected of any other student.~~
 - ~~Employees wishing to take advantage of this policy must submit an Education Assistance form to the Chancellor's office before August 1st (for fall courses), December 1st (for spring courses), and May 1st (for summer courses) in order to be considered for reimbursement.~~
 - ~~Employees will not have tuition and mandatory fees waived for audited courses.~~

~~Part-Time Employees and Adjunct Faculty~~

~~Part-time employees of UA Cossatot shall have the opportunity to attend credit courses offered by UA Cossatot at 50% of the tuition rate charged for in-district students and a 100% waiver of mandatory fees. The policy excludes Federal work study students. The employee must work a minimum of twenty-four (24) hours per pay period to be considered eligible.~~

~~To receive the 50% tuition and mandatory fee waiver for credit courses taken at UA Cossatot:~~

- ~~1. The employee must pass the course with a grade of C or better to remain eligible for the tuition waiver program. A grade of "I" or Incomplete will be accepted for one (1) extension period only. Withdrawal or a grade of D or F will require the employee to pay the tuition and fee for the class, or that portion thereof due the college.~~
- ~~2. Employees will not have tuition, mandatory fees waived for audited and/or noncredit courses.~~
- ~~3. Employees may, with the approval of their supervisor, enroll in classes that meet during the normal work day and establish a schedule for working after regular duty hours to make up for time missed.~~
- ~~4. Employees must provide for their own course materials, such as textbooks, manuals, etc.~~
- ~~5. If the employee terminates his/her employment with the college during the semester in which he/she is receiving the benefit of reduced tuition and waiver of fees, he/she may be responsible for reimbursing the college for the tuition and fees waived by the college for that semester only.~~

~~The guidelines for Educational Assistance are as follows:~~

- ~~• Employees that are eligible for the 50% tuition waiver may take courses at in-state accredited or out-of-state accredited institutions, but the reimbursement amount shall be based on the Arkansas state-supported institution that assesses the highest rate of tuition. No reimbursements under this plan may exceed 50% of the established highest rate of Arkansas tuition.~~

Board of Visitors Meeting – January 6, 2025

Action Item No. 13: New College Policy 448: Tuition Discount Waiver.

1. Background information: This is a new policy that reflects guidelines for internal tuition assistance.

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

3. Chancellor's Recommendation: The Chancellor recommends the Board new College Policy 448: Tuition Discount Waiver.

4. Board of Visitors Action: _

Motion by:

Seconded by:

Yeas: **Nays:**

TUITION DISCOUNT/WAIVER

Courses taken at UA Cossatot by full-time employees, spouses, or eligible dependents:

Full-time, active employees of UA Cossatot, spouses, and dependent children enrolling in courses within UA Cossatot may be eligible for a Tuition Discount/Waiver.

Full-time employees may be eligible for the Tuition Discount/Waiver if in a 100% appointed position by the last day of regular registration. The Tuition Discount/Waiver includes 100% of tuition and mandatory fees.

Spouses and dependent children of full-time employees considered eligible for the Tuition Discount/Waiver may receive a 50% reduction in tuition.

Employees, spouses, and eligible dependents are not eligible for Tuition Discount/Waivers for audited courses.

Tuition Discount/Waivers must be submitted to Human Resources before the census date of each semester in which enrolled to be honored.

Continued eligibility for Tuition Discount/Waivers for employees, spouses and eligible dependents requires courses be passed with a grade of "C" or better. If an "Incomplete" or "I" is awarded, an extension period of one semester will be accepted. Employees, spouses, or eligible dependents will be required to reimburse the College for courses taken utilizing the Tuition Discount/Waiver for courses a Withdrawal is taken, a grade of "D" or "F" is received, or if an "I" is not completed within the extension period.

Full-time employees must be active, not on leave without pay, other than workers compensation to be eligible, or for spouses and dependents to be eligible for Tuition Discounts/Waivers.

Employee Enrollment and Work Assignment Responsibility:

Employees may, with the approval of their supervisor, enroll in classes that meet during the normal workday and establish a schedule for working after regular duty hours to make up for time missed.

Part-Time Employee Tuition Discount/Waiver:

Part-Time Employees working 24 or more hours per pay period may be eligible for a 50% reduction in tuition.

Continued eligibility for Tuition Discount/Waivers for part-time employees, requires courses be passed with a grade of "C" or better. If an "Incomplete" or "I" is awarded, an extension period of one semester will be accepted. Employees, spouses, or eligible dependents will be required to reimburse the College for courses taken utilizing the Tuition Discount/Waiver for courses a

Withdrawal is taken, a grade of “D” or “F” is received, or if an “I” is not completed within the extension period.

UA Cossatot Tuition Discount/Waiver Repayment:

Full-time employees who receive, have a spouse or dependent who receives, and part-time employees who receive UA Cossatot Tuition Discount/Waivers and leave employment with the College within a year (12-Months) of completion of the courses, must reimburse the College for Tuition Discount/Waivers received on the employee’s, spouse’s, or dependent’s student account.

UA System Tuition Discount Requests:

Full-time employees, spouses and dependents may be eligible for Tuition Discounts throughout the UA System. Discounts may vary from each institution, and certain restrictions may apply.

Policy History:

Board of Visitors Meeting – January 6, 2025

Action Item No. 14: Delete College Policy 508: Waiver of Non- Resident Tuition for Native Americans.

1. Background information: This policy has been converted into a procedure and placed in College Policy 516.

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 508: Waiver of Non- Resident Tuition for Native Americans.

4. Board of Visitors Action: _

Motion by:

Seconded by:

Yeas: **Nays:**

WAIVER OF NON-RESIDENT TUITION FOR NATIVE AMERICANS

~~Native American people in other states belonging to tribes which formerly lived in Arkansas before relocation, and whose names are on the rolls in tribal headquarters, shall be classified as in-state students of Arkansas for tuition and fees purposes on all Cossatot Community College Campuses. Tribes so identified include the CADDO, CHEROKEE, CHICKSAW, CHOCTAW, CREEK, DELAWARE, KICKAPOO, OSAGE, QUAPAW, SHAWNEE, TUNICA, and PEORIA.~~

HLC Criterion: 1C

Policy History:

January 1, 2011

Board of Visitors Meeting – January 6, 2025

Action Item No. 15: Review College Policy 512: Placement of Students in The College.

1. Background information: In College Policy 512 we have removed a statement to clean up our policy.

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

3. Chancellor's Recommendation: The Chancellor recommends the Board review College Policy 512: Placement of Students.

4. Board of Visitors Action: _

Motion by:

Seconded by:

Yeas: **Nays:**

PLACEMENT OF STUDENTS IN THE COLLEGE

All ~~first-time entering, degree-seeking students and technical certificate-seeking~~ students must provide test scores or be assessed in reading, English and math for the purpose of placement in college-level English and math or developmental English, math and reading. Approved placement tests include ACT, SAT, ACCUPLACER, NEXT GEN, ASSET, or COMPASS. Placement scores are valid for a maximum of five years. Students with scores older than 5 years may be required to retest before enrolling in English and math courses or any course with a pre-requisite of reading, English, or math. Alternate measures of placement may be considered, including high school GPA or GED scores.

~~If a student wishes to retake placement exams, the student must wait a period of five days unless they attend test prep sessions through the ERC or Adult Education if the ERC is unavailable. Proof of test prep must be provided from ERC or Adult Education staff. Retesting will be allowed following prep completion.~~

Transfer students from a regionally accredited institution of higher education ~~recognized by the Council for Higher Education Accreditation~~, who have completed college-level course work in English Composition and/or a gateway level math course by a score of 2.0 or better on a 4.0 scale, shall be exempt from providing/taking placement tests for reading, English and math.

Students who have an associate's degree or higher, which included college-level English Composition and/or a gateway level math course are not required to provide entrance test scores.

Developmental courses may not be substituted for required courses, used as electives, and in most cases will not provide credit toward a degree or certificate. Developmental courses are not calculated into the student's grade point for the purpose of honor designations or cumulative grade point average.

Policy History:

March 1, 2021	
July 13, 2020	
November 6, 2017	March 28, 2005
January 1, 2011	November 25, 2002

Board of Visitors Meeting – January 6, 2025

Action Item No. 16: Review College Policy 515: Honors, Awards, and Scholarships.

1. Background information: College Policy 515 includes name change and removal of brief statement that's not necessary

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

3. Chancellor's Recommendation: The Chancellor recommends the Board review College Policy 515: Honors, Awards, and Scholarships

4. Board of Visitors Action: _

Motion by:

Seconded by:

Yeas: **Nays:**

STUDENT ACADEMIC HONORS AWARDS, AND SCHOLARSHIPS

SCHOLARSHIPS

~~Procedures shall maximize the number of grants and scholarships available to College students and potential enrollees, and, further, that the College make full, clear, and repeated public disclosure of the availability of these grants and scholarships to all current and potential students.~~

HONORS

It shall be the practice of this College to recognize students who excel in college-level courses in the following manner. Developmental courses (GSTD prefix) will not be used in the calculation of honor designation.

- A. Vice Chancellor's List - Full-time students (12 or more hours) completed within the semester who have achieved a 3.5 to 3.9 grade point average for that semester, and notification of such shall be sent to area news media.
- B. Chancellor's List - Full-time students (12 or more hours) completed within the semester who achieve a 4.0 grade point average for that semester, and notification of such shall be sent to area news media.
- C. Cum Laude - Students who are graduating with a technical certificate or associate degree and have achieved a cumulative grade point average of 3.50 to 3.74, shall be recognized as honor students at graduation and have such noted on their transcripts and certificates or degrees.
- D. Magna Cum Laude - Students who are graduating with a technical certificate or associate degree and have achieved a cumulative grade point average of 3.75 to 3.89, shall be recognized as honor students at graduation and have such noted on their transcripts and certificates or degrees.
- E. Summa Cum Laude - Students who are graduating with a technical certificate or associate degree and have achieved a cumulative grade point average of 3.90 to 4.00, shall be recognized as honor students at graduation and have such noted on their transcripts and certificates or degrees.

Policy History:

January 12, 2015	March 28, 2005
January 1, 2011	March 18, 2002
July 27, 2009	July 30, 2001

Board of Visitors Meeting – January 6, 2025

Action Item No. 17: Review College Policy 516: Student Financial Aid.

1. Background information: This policy consists of changes to the title.

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

3. Chancellor's Recommendation: The Chancellor recommends the Board review
College Policy 516: Student Financial Aid

4. Board of Visitors Action: _

Motion by:

Seconded by:

Yeas: **Nays:**

STUDENT FINANCIAL AID AND WAIVERS

UA Cossatot participates in federal, state, and local financial assistance programs that are deemed to be in the best interests of the College and students. In all cases, the College adheres to the guidelines set forth for those programs. Records of financial aid activities are audited along with the normal College records.

The Financial Aid Office disseminates information on the types of financial aid available and the requirements for each. In addition, the Financial Aid Office prepares a Financial Aid Procedures Manual detailing procedures for administering the financial aid program.

For the purpose of determining financial aid eligibility for Title IV programs, twelve semester hours is considered to be full time.

Policy History:

September 14, 2020
January 12, 2015
January 1, 2011
July 30, 2001

Board of Visitors Meeting – January 6, 2025

Action Item No. 18: Delete College Policy 517: Additional Scholarships.

1. Background information: This policy has been converted into a procedure and placed in College Policy 516.

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 517: Additional Scholarships.

4. Board of Visitors Action: _

Motion by:

Seconded by:

Yeas: **Nays:**

ADDITIONAL SCHOLARSHIPS

VISITORS' SCHOLARSHIPS

~~The Board will award one scholarship to each graduating class of each high school in the service area. The recipients shall be selected by the UA Cossatot Scholarship Committee. The procedures are to be determined by the College Chancellor. Each scholarship is for one semester, renewable for a second semester provided the student is not on academic probation.~~

~~In addition, the Board will award one GED scholarship to a GED graduate earning their certificate within the prior twelve (12) months. The procedures and criteria will follow the same guidelines as stipulated in the above paragraph.~~

SPECIAL SCHOLARSHIPS

~~The Board may determine as many as five scholarships to be awarded to a focus group of students whom the College wishes to attract to its programs. The procedure for this scholarship program is to be determined by the College Chancellor.~~

~~The Federal Cost of Attendance (COA) method shall be used for all students receiving UA Cossatot waivers, regardless of whether the student is receiving federal financial aid. If total financial aid funds exceed the COA, UA Cossatot will reduce or eliminate funds per state and federal regulations.~~

~~If a student is receiving financial aid that is tuition specific, UA Cossatot will reduce or cancel UA Cossatot's waiver.~~

Policy History:

January 12, 2015	November 29, 2004
January 1, 2011	May 20, 2002
March 28, 2005	July 30, 2001

Board of Visitors Meeting – January 6, 2025

Action Item No. 19: Delete College Policy 519: Tuition Fee Waivers.

1. Background information: This policy has been converted into a procedure and placed in College Policy 516.

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 519: Tuition Fee Waivers.

4. Board of Visitors Action: _

Motion by:

Seconded by:

Yeas: **Nays:**

TUITION/FEE WAIVERS

ACTIVE AND HONORABLY DISCHARGED MILITARY PERSONNEL

~~Active military or National Guard member or an honorably discharged veteran shall have the opportunity to attend credit courses at UA Cossatot at 50% of the tuition rate. Any registration fees or applicable program fees will not be waived. Military members or veterans must provide a signed UA Cossatot Military Waiver form along with proper military documentation to the Financial Aid Office to verify their status.~~

~~Dependents of the active military member or veteran may also be eligible for a 50% tuition rate when their status is verified by an income tax form or other proper documentation along with military documentation as stated above.~~

~~If a student is receiving financial aid that is tuition specific, UA Cossatot will reduce or cancel UA Cossatot's waiver. Students receiving UA Cossatot waivers must be meeting the Academic Policy and must have a cumulative grade point average of 2.0.~~

SENIOR CITIZENS

~~Arkansas Act 678 of 1975 entitles any Arkansas resident sixty (60) years of age or older shall have tuition and fees waived. This waiver applies to credit courses only.~~

COLLEGE EMPLOYEES AND DEPENDENT WAIVERS

~~See Board Policy 447: Personnel Education Assistance Plan for full time employees and permanent part time employees and employees' family members.~~

~~If a student is receiving financial aid that is tuition specific, UA Cossatot will reduce or cancel UA Cossatot's waiver. Students receiving UA Cossatot waivers must be meeting the Academic Policy and must have a cumulative grade point average of 2.0.~~

OUT OF STATE TUITION

~~Act 1180 of 1999 allows McCurtain County, Le Flore County, Bowie County, and Cass County residents to enroll and receive the out of state tuition waiver at UA Cossatot. The out of state tuition is waived for the in state rate.~~

~~All UA Cossatot waivers must be completed and filed with the Financial Aid Office before the end of the semester in which enrolled or waivers will not be honored.~~

~~HLC Criterion: 2A; 2B~~

Board of Visitors Meeting – January 6, 2025

Action Item No. 20: Delete College Policy 542: Club Sports Eligibility.

1. Background information: This policy is being removed as we currently follow College Policy 550 for athletics.

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 542: Club Sports Eligibility.

4. Board of Visitors Action: _

Motion by:

Seconded by:

Yeas: **Nays:**

CLUB SPORTS STUDENT ELIGIBILITY POLICY

~~Club sports at UA Cossatot are comprised by student organizations. Each club is developed and administered by the student membership and designated sponsor of that particular club. This policy is to ensure eligibility in participating in a club sport.~~

~~Requirements for student eligibility to participate in club sports:~~

- ~~1) A student is required to enroll in a minimum of 6 credit hours per semester.~~
- ~~2) A student must maintain a 2.0 GPA in order to participate.~~
- ~~3) A student is eligible to play a total of four (4) semesters while enrolled at UA Cossatot.~~
- ~~4) A student may transfer from other colleges and universities and still be eligible to play four (4) semesters for UA Cossatot.~~
- ~~5) A player transferring from other colleges and universities must adhere to NIRSA (National Intramural and Recreational Sports Association) eligibility guidelines which state a player may appear on a varsity roster no more than six times to be eligible to play in NIRSA events.~~
- ~~6) To obtain a full list of NIRSA regulations that UA Cossatot abides by, please follow this link: <http://play.nirsa.net/nirsa-championship-series/player-eligibility-requirements/>~~
- ~~7) To participate in Club Sports, a player must have a CLUB SPORTS GENERAL WAIVER ON FILE in the Chancellor's office.~~

~~UA Cossatot expects all student athletes to conduct themselves in such a manner to create a positive image for the college and the team they represent. Every student athlete is expected to demonstrate behavior (on and off campus and in social media communities) that exhibit honor and respect to his/her team, college, and community for the duration of his or her tenure as a student athlete. Student athletes are expected to conform to all federal, state and local laws as well as college Code of Conduct regulations~~

- ~~• Student athletes will be required to sign in the ERC or Tutor.com a minimum of two hours weekly to support academic success.~~
- ~~• Student athletes will be required to participate in a minimum of two service opportunities during the academic year.~~

~~Prohibited Conduct:~~

- ~~A. Academic Dishonesty, Unexcused Class Absences and Poor Academic Performances. Student athletes will be held to the academic policy and procedures found in the academic catalog. Student athletes are expected to attend class regularly and punctually and to fulfill academic requirements. Student athletes are also expected to represent themselves in a respectful and attentive manner in the classroom. Failure to meet such obligations may affect eligibility to participate in team sports.~~
- ~~B. Hazing. Hazing is any act, whether physical, mental, emotional or psychological, that subjects another person, voluntarily or involuntarily, to conduct that may abuse, mistreat, degrade, humiliate, harass, or intimidate the person; or which may, in any fashion, compromise the inherent dignity of the person. Hazing is strictly prohibited by the college and will result in disciplinary action.~~
- ~~C. Social Media. UA Cossatot respects the individual's decision to post materials on the web but also expects a certain standard of conduct with regard to such posting. Anything that portrays you, your team, or the college in a negative light, including photographs and written comments, is prohibited.~~
- ~~D. Harassment. Harassment includes but is not limited to verbal or physical conduct by an individual based on another individual's age, ability, national origin, race, religion, sex or sexual orientation that interferes or prevents the person from conducting his or her usual affairs, puts the person in fear of his or her safety or causes actual physical injury. This may include conduct such as making threatening phone calls, sending or posting (electronically or otherwise) threatening letters, or the vandalism of a person's property.~~
- ~~E. Gambling and Bribery. Student athletes shall not knowingly: i. provide information to individuals involved in organized gambling activities concerning athletic competition ii. solicit a bet on any intercollegiate team iii. accept a bet on any team representing the institution iv. solicit or accept a bet on any intercollegiate competition for an item that had tangible value (e.g., cash, clothing, equipment, meals) v. participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card, or any other method employed by organized gambling~~
- ~~F. Failure to Meet Team Obligations. Student athletes must complete training requirements; arrive promptly for team practices, meetings and departures for away games and other team events; attend team functions; and otherwise fulfill their responsibilities as team members. Absences must be excused in advance by the coach unless an unforeseeable emergency arises~~

Board of Visitors Meeting – January 6, 2025

Action Item No. 21: Delete College Policy 543: Club Sports.

1. Background information: This policy is being removed as we currently follow College Policy 550 for athletics.

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 543: Club Sports.

4. Board of Visitors Action: _

Motion by:

Seconded by:

Yeas: **Nays:**

CLUB SPORTS

~~UA Cossatot considers sports clubs to be a vital part of the overall college-going experience and therefore tries to create club sport opportunities when there is an interest in a particular program. Club sports are intended for college student athletes who want to compete in traditional or nontraditional competitive sports while attending UA Cossatot. Games and practices are conducted at local fields and athletic facilities. Participation in club sports is a privilege that requires students to commit to an investment of both time and possibly a small financial contribution. This commitment is necessary for each of the clubs to succeed. To be eligible to participate in a club sport, students must be currently enrolled at UA Cossatot, follow the college policy regarding club sport eligibility, and sign a waiver of liability.~~

~~Students at UA Cossatot have the opportunity to become members of several clubs. They may participate in any college activity for which they are eligible. All club sports must have a coach/sponsor that is affiliated with UA Cossatot and are responsible to the Chancellor or designee.~~

~~When creating a club sport a group of students or a UA Cossatot affiliated coach/sponsor may establish a recognized club sport at the college by taking the following steps: *(All documentation relating to Club Sports, including contracts and miscellaneous forms, must be submitted and kept on file in the Chancellor's office.)*~~

- ~~1) Draft a Statement of Purpose of the club sport and show how the sport will help carry out the mission of the college.~~
- ~~2) Draft a set of guidelines and annual budget for the sport, showing how the sport will help carry out the mission of the college. While it is difficult to establish the true monetary value the true value of club sports, each club sport budget must show that the sport does not rely on general college revenues to be successful. Sport clubs are encouraged to generate revenues from private donations as well as fund-raisers, gate admissions, and concessions.~~
- ~~3) Draft annual schedules and a plan of activities and services the students will participate in to further their development, support the college, and/or provide a service to the community.~~
- ~~4) Receive the approval of the Chancellor and the Board of Visitors. A club sport must receive approval by the Board of Visitors before it is recognized as a college supported, sponsored, or recognized club.~~
- ~~5) The Chancellor and the Board of Visitors must approve the disbanding of any club sport.~~

Board of Visitors Meeting – January 6, 2025

Action Item No. 22: Review College Policy 599: Student Catalog.

1. Background information: Changes to College Policy 599 consist of a title change and a few minor wording changes to clean up our policy.

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

3. Chancellor's Recommendation: The Chancellor recommends the Board review College Policy 599: Student Catalog.

4. Board of Visitors Action: _

Motion by:

Seconded by:

Yeas: **Nays:**

STUDENT CATALOG HANDBOOK

The College staff shall develop and make available to each ~~new~~ student a catalog handbook that embodies student policies and degree information. ~~the procedures to carry out the policies of the Board of Visitors that affect their progress toward their goals.~~

The catalog shall be available ~~at each site and~~ on the UA Cossatot website.

Policy History:

January 12, 2015	March 28, 2005
January 1, 2011	July 30, 2001

COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS

BOARD OF VISITORS

INFORMATION ITEMS

January 6, 2025



UA Cossatot

First Friday Meeting
MODERATOR: Hollie Chaytor
RECORDER: Ashley Aylett

DATE: November 1, 2024
TIME: 9am
LOCATION: Ring Central

Item 1: Chancellor Update, Dr. Steve Cole

- Introduced new hire, Megan Daugherty (ERC)
- Reminder everyone budget planning starts this month
- Explain the process for the holiday closure and leave. We will close campus from Dec 23-Jan 3, returning January 6. Employees must have 56 hours of leave banked to cover the dates.
- Reminded everyone that Chancellor Cabinet meetings are open to everyone. These meetings are typically in Lockesburg every other Monday, but a link is available for anyone that wishes to join. The Cabinet will meet Monday with items of discussion—policy updates, computer/key access, the Colt trademark. Following the Chancellor Cabinet, we will have the BOV meeting at noon.
- Master Planning (MP) Counsel—a group working to build a master facility plan. Currently, are in the process of plan and review of current facilities stage. We will be gathering research from employees and the public so be prepared for focus group meetings planned for December. Targets are: BOV approval March 2025 and BOT approval May 2025
- Strategic Plan Committee—a group that is working on our next 5 year strategic plan. Four themes have been selected (Campus Experience, Enrollment Reimagined, Community of Learning, and Operational Excellence). The group will be requesting input from everyone very soon on goals. Targets are BOV approval March 2025 and BOT approval May 2025.
- Reminder of Christmas party in December
- Let everyone know the Colt's regular season opens tonight. Games are away.

Item 2: Business Office Reminders, Charlotte Johnson

- As a follow-up from the recent state audit, please ensure time is being entered properly in WD. If recording comp time—please comment how the comp time was earned. If possible, anyone with comp time from July 2024 to present, try to go back into WD and enter comments. Supervisors must approve comp time in advance and must be reasonable/necessary. Should also use comp time as quickly as possible and not store this time for a long period.
- Please make sure expense reports are also submitted in a timely manner. Jennifer Black, Sabrina, and Ashley Maya all can assist with expense reports if needed. The goal is to cut

a check within 2 weeks after receiving the report. Direct deposit is available for expense reimbursement—if interested get with Jackie Walters to set up.

- The Budget process starts soon! Budget forms should be sent before Thanksgiving with a target return before Christmas closure. Managers please get with employees to determine upcoming needs.

Item 3: Employee Birthdays, Event Coordination Committee

- November Birthdays
- Campus Thanksgivings—ham/turkey will be provided. Signups for sides will be circulated.
 - Ashdown: Nov 13
 - Nashville: Nov 18
 - De Queen: Nov 19
- Be on lookout for survey for Christmas party meal ideas.

Item 4: Kelly Plunk

- Open enrollment closes MONDAY—so please get with Debbie Gatlin if you have not finished this process.
- Make sure to go into the UMR site and sign up for the wellness rewards program also.

AA