



# Board of Visitors

July 8, 2024

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

UA Cossatot Mission Statement

**Board of Visitors Meeting  
De Queen, Arkansas  
July 8, 2024**

**UA Cossatot Lockesburg Middle School Community Room**

I.	Light Meal Served: 11:30a	
II.	Opening Prayer:	
	Open Meeting:	
	Introduce Guests:	
III.	<u>Staff Reports</u>	
	A. Chancellor’s Report by Steve Cole .....	4-6
	B. Financial Report by Charlotte Johnson .....	7-8
	C. Academic Services Report by Ashley Aylett .....	9-13
	D. Facilities Report by Mike Kinkade.....	14-15
	E. Public Services & Workforce Development .....	16-19
	F. College Relations.....	20-23
IV.	<u>Action Items</u>	
	No. 1 Approve Minutes of May 6, 2024, Board Meeting.....	25-27
	No. 2 Approve Election of Officers for 2024-2025.....	28-29
	No. 3 Review College Policy 216- Title IX.....	30
	No. 4 Review College Policy 415- Instructional Staff Teaching Loads.....	31-34
	No. 5 Review College Policy 416- Evaluations.....	35-36
	No. 6 Review College Policy 533- Academic Probation and Suspension.....	37-38

V. Adjournment:

Motion:

Second:

Board of Visitors meeting schedule:

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

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COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

July 8, 2024

SUBJECT: Chancellor's Report

DR. STEVE COLE

## The Year Ahead

As we look ahead to the upcoming year, it is always nice to look into our crystal ball and try to identify some (obviously, not all!) key priorities that are critical to UA Cossatot's continued growth and success.

These priorities will guide our efforts as we strive to enhance our institution's impact on students, the community, and the region. Below is an outline of some of our major yearly priorities:

1. **Succession Planning** Succession planning is essential for ensuring the long-term stability and success of UA Cossatot. We will focus on identifying and developing potential leaders within our organization to ensure a smooth transition in key positions. This involves creating comprehensive training programs and mentorship opportunities to prepare our staff for future leadership roles.
2. **Developing a Facilities Master Plan** To accommodate our growing student population and evolving educational needs, we will develop a Facilities Master Plan. This plan will outline the necessary improvements and expansions of our physical infrastructure. Our goal is to create a campus environment that supports advanced learning technologies and provides a conducive atmosphere for both students and faculty.
3. **Developing Excitement Surrounding Our 50th Anniversary** As we approach our 50th anniversary, we aim to generate excitement and pride within our community. This milestone presents an opportunity to celebrate our achievements and reflect on our history. We will plan a series of events and initiatives to engage alumni, students, faculty, and the community, showcasing our journey and future aspirations.
4. **Further Development of Athletics, Including Major Gifts Projects** Athletics play a vital role in enhancing student life and community engagement. We plan to further develop our athletics programs by securing major gifts and investments. These funds will be used to improve our athletic facilities, support our student-athletes, and expand our sports programs, thereby fostering school spirit and increasing our institution's visibility.
5. **Developing More Programs and Projects in the Workforce Development Space** Responding to the evolving needs of the workforce is crucial for our institution. We will continue to develop and expand programs that provide students with the skills and training necessary to succeed in the job market. By aligning our curricula with industry demands, we aim to increase employability and meet the needs of local employers.
6. **Developing More Relationships with Other Entities to Layer Different Education and Outreach Opportunities** Building strong partnerships with other educational institutions, businesses, and community organizations is key to broadening opportunities for our students. We will work to establish collaborations

that enhance our educational offerings, provide additional resources, and create outreach opportunities. These relationships will help us deliver a more comprehensive and impactful education experience.

7. **Beginning Work on Our Next Strategic Plan** To ensure that UA Cossatot remains forward-thinking and strategically aligned with our mission, we will begin work on our next Strategic Plan. This plan will involve a thorough analysis of our current position, stakeholder input, and the setting of clear, achievable goals. The Strategic Plan will serve as a roadmap for our future, guiding our decisions and actions in the coming years.

We are confident that these priorities will help UA Cossatot continue to thrive and serve our students and community effectively. Your support and guidance are invaluable as we work towards these goals.

Respectfully submitted,



Dr. Steve Cole, Chancellor

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

July 8, 2024

SUBJECT: Financial Report

CHARLOTTE JOHNSON

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



COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

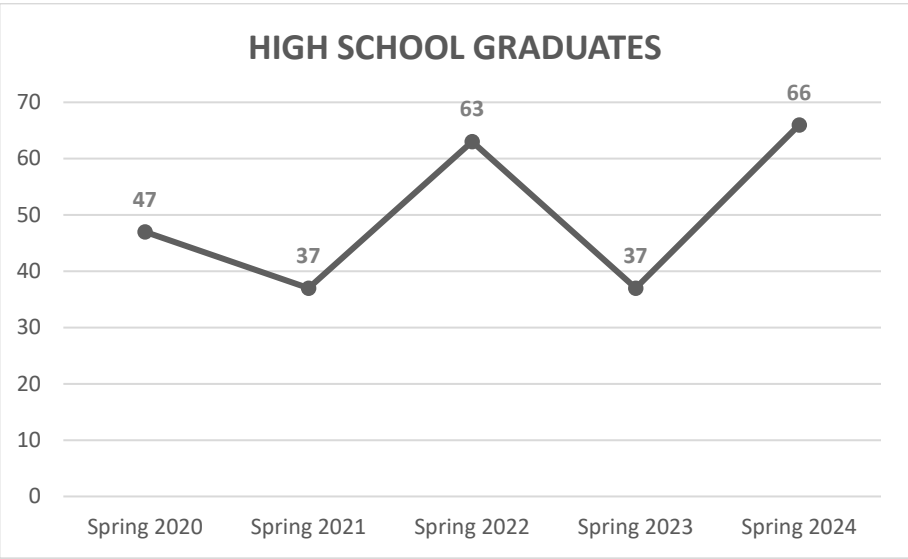
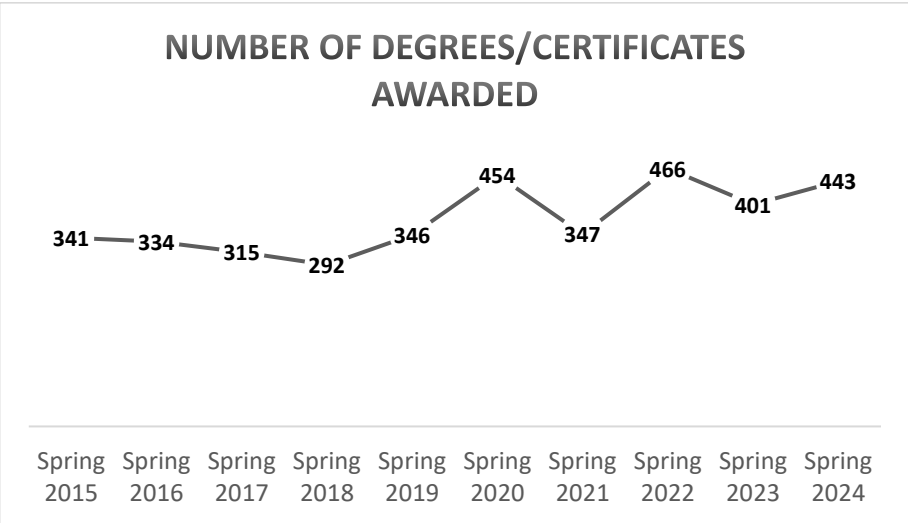
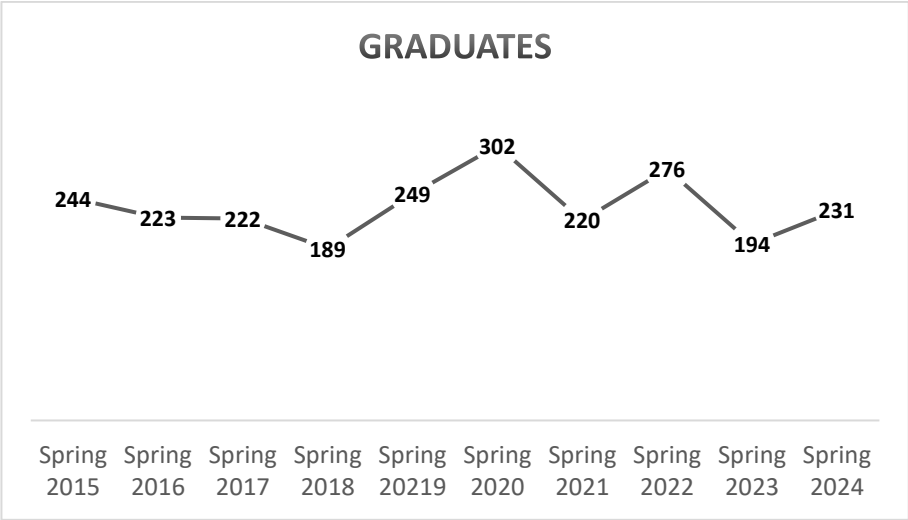
REPORT TO THE BOARD OF VISITORS

July 8, 2024

SUBJECT: Academic Services Report

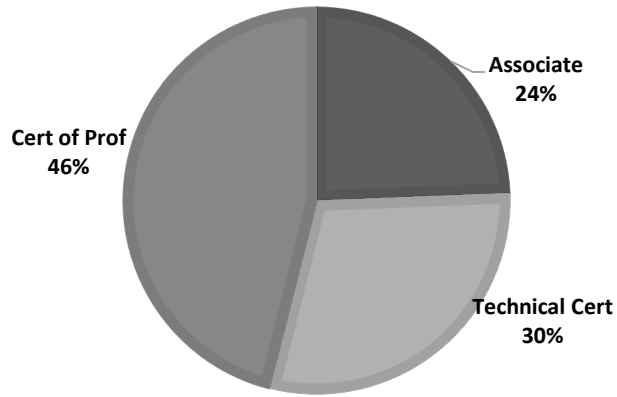
DR. ASHLEY AYLETT

**Academic Services Report—July 2024**

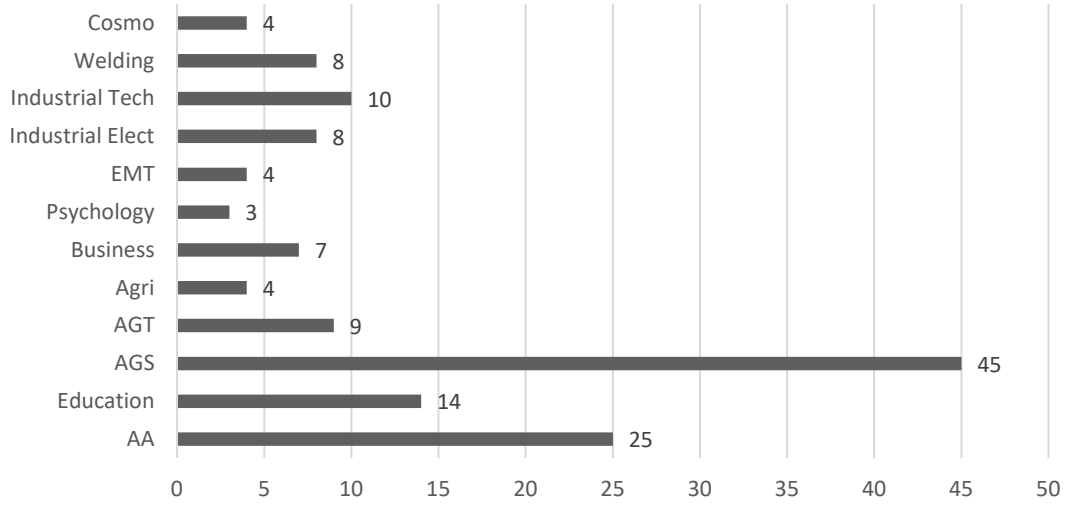


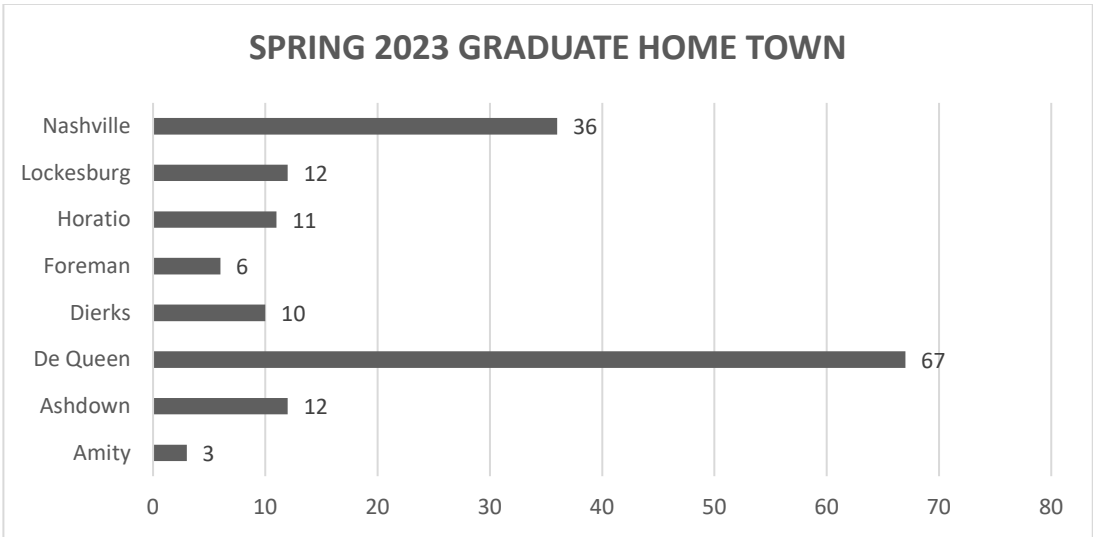
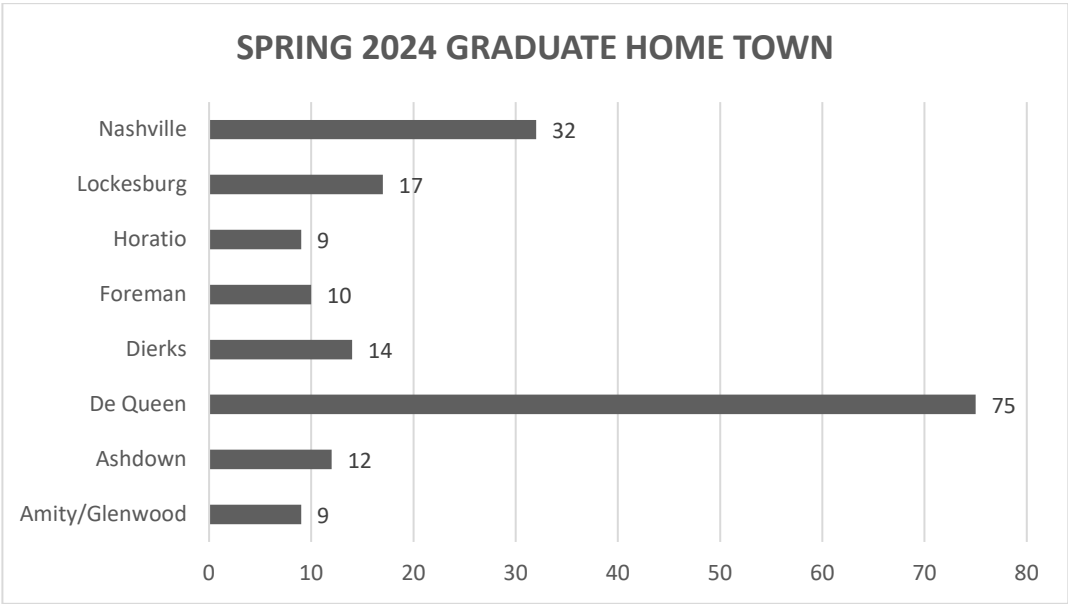
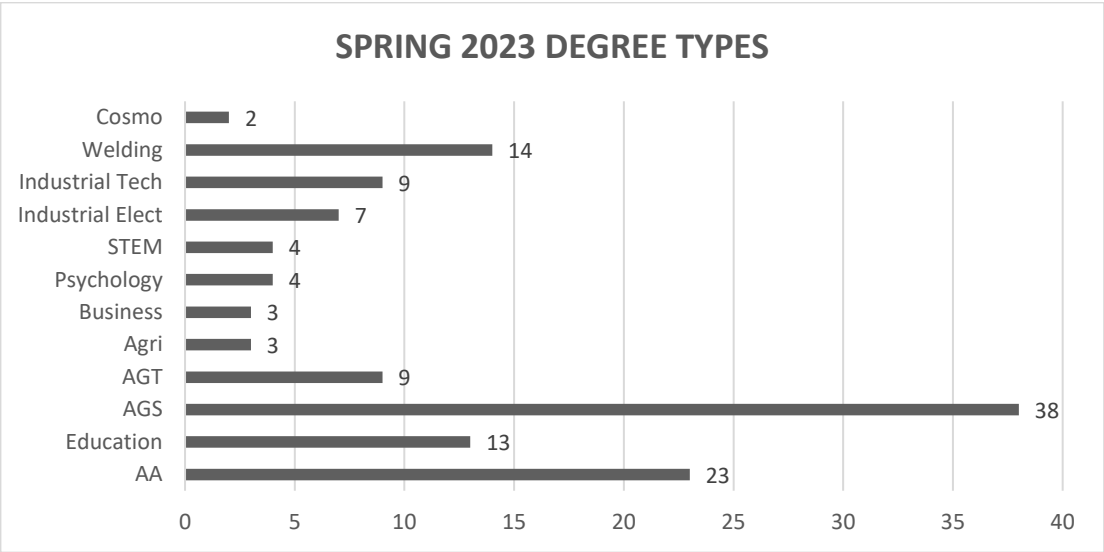
### SPRING 2024 AWARD TYPES

■ Associate   ■ Technical Cert   ■ Cert of Prof

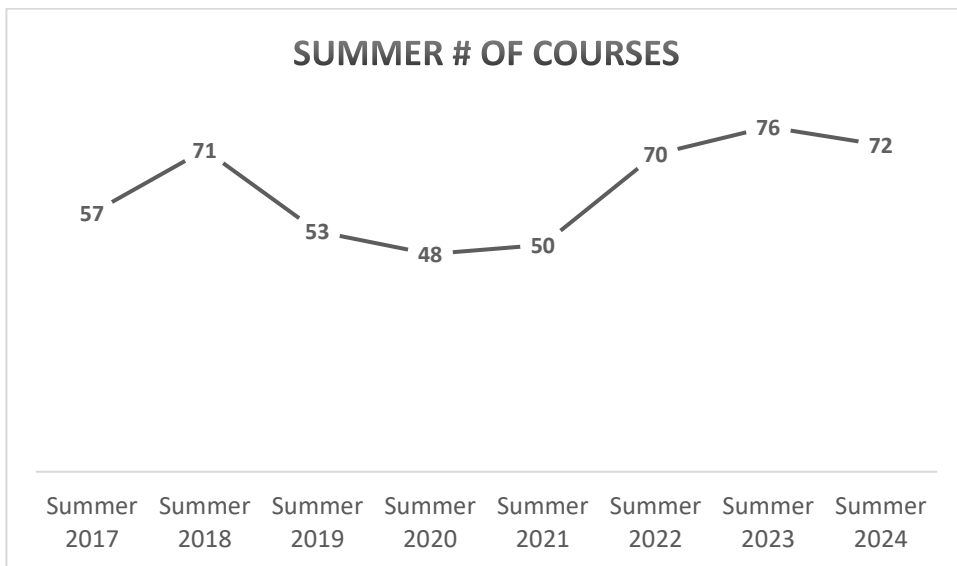
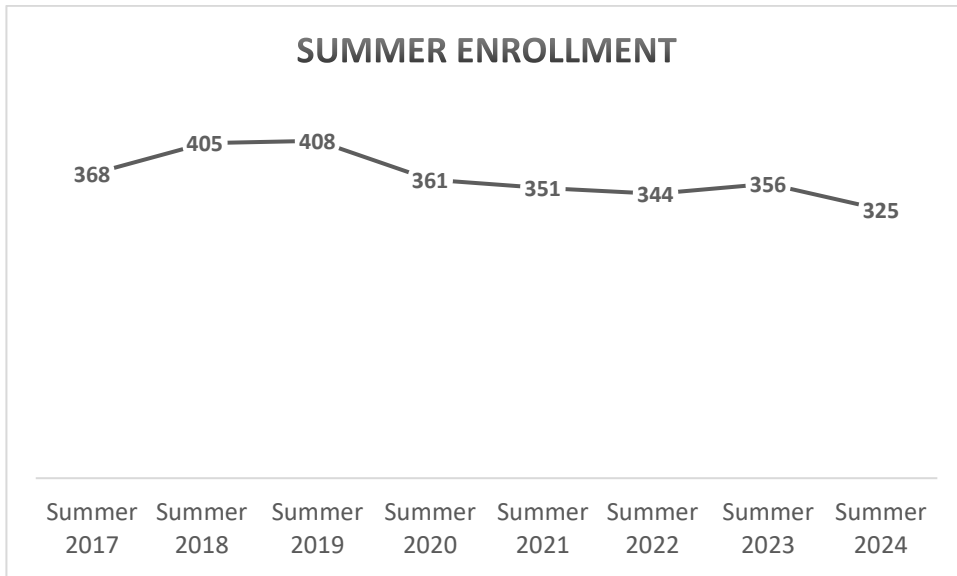


### SPRING 2024 DEGREE TYPES





## Summer Enrollment



COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

July 8, 2024

SUBJECT: Facilities Report

MIKE KINKADE

## Facilities Update as of 17 April 2024

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

### **Middle School Project**

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

### **Simulation Labs and MLT**

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

### **Other projects**

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

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

July 8, 2024

SUBJECT: Public Services & Workforce Development

TAMMY COLEMAN



## Public Services & Workforce Development Report

**Contributing Team Members:** Career Pathways Director, Crystal Bell-Hunter; Continuing Education Coordinator, Nancy Tollett; Continuing Medical and Safety Education Coordinator, Waco Jackson; CRC Team Leader, Gina Duncan; Workforce Development Coordinator, Michelle Burrell; Youth Build Manager, Leslie Daniels; and Public Services and Workforce Development Director, Tammy Coleman.

1. Continuing Education and Workforce Development activity was as follows for April - May 2024.

<b>CONTINUING EDUCATION &amp; WORKFORCE DEVELOPMENT</b>	<b>April 2024</b>	<b>May 2024</b>
<b>Hours of Classroom Instruction Offered</b>	314.04	301.97
<b>Registrations Processed</b>	56	78

Courses offered:

- Aerial Lineman: Communications
- Bloodborne Pathogens
- Broadband Essentials
- Commercial Truck Driving
- EMS Stroke Care
- Forklift Operator
- HeartCode BLS
- Heartsaver First Aid CPR AED: Total
- Heartsaver First Aid CPR AED: Total with Optional Topics
- Total First Aid CPR AED with Options
- Hundreds of non-credit courses made available online monthly in partnership with Cengage Learning

2. Career Pathways enrollment and credential attainments, April – May 2024:

<b>CAREER PATHWAYS INITIATIVE</b>	<b>April 2024</b>	<b>May 2024</b>
<b>Participants</b>	91	93
<b>Credentials Earned</b> 2 – Certificate of Proficiency 4 – Technical Certificates 6 – Associate Degrees	0	12

3. YouthBuild conducted Mental Toughness, a comprehensive two-week intake and selection orientation course, in May. Nine (9) participants were accepted into the YouthBuild Program. These participants completed leadership training. In addition to learning about professionalism and customer service, they completed a True Colors Test. This test provided

insight into the strengths and weakness of their identified personality type for the purpose of achieving personal success and enhancing interpersonal connections. They will now transition into NCCER training.

4. Career readiness certification services provided, April – May 2024:

<b>CAREER READINESS CERTIFICATION SERVICES</b>	<b>April 2024</b>	<b>May 2024</b>
<b>WorkKeys Curriculum</b>	11	18
<b>WorkKeys</b>	5	19
<b>Total Participants</b>	<b>16</b>	<b>37</b>
<b>AR NATIONAL CAREER READINESS CERTIFICATIONS EARNED</b>	<b>April 2024</b>	<b>May 2024</b>
<b>Platinum</b> - Has core employability skills for approximately 99% of jobs profiled by WorkKeys	1	5
<b>Gold</b> - Has core employability skills for approximately 90% of jobs profiled by WorkKeys	1	8
<b>Silver</b> - Has core employability skills for approximately 65% of jobs profiled by WorkKeys	2	5
<b>Bronze</b> - Has Core employability skills for approximately 30% of jobs profiled by WorkKeys	1	1
<b>Total Earned</b>	<b>5</b>	<b>19</b>

UA Cossatot is a one-stop provider for Arkansas National Career Readiness Certification (AR NCRC®). The primary purpose of the *free* Arkansas National Career Readiness Certificate Program is to positively impact the economy in Arkansas by helping job seekers build their workplace skills, respond to employer needs, and increase the likelihood of a job seeker’s success.

The CRC team consisting of staff members associated with multiple departments within the college:

- Verify job seekers have an Arkansas Job Link Account
- Administer WorkKeys Curriculum Pretests to determine if the job seeker is ready to take the WorkKeys assessments



- Provide remediation training using WorkKeys Curriculum, if the individual does not score adequately on the WorkKeys Curriculum Pretest
- Conducts WorkKeys Assessments
- Prints and distributes AR National Career Readiness Certificates (AR NCRCs) to successful examinees



COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

July 8, 2024

SUBJECT: College Relations

# College Relations July 2024

## Social Media

Among the duties of the College Relations team is the promotion and coverage of UA Cossatot events, such as graduation ceremonies. We provided photography, audio / visual, and livestreaming services at the Spring 2024 graduation on May 17, as well as the LPN pinning and graduation on June 21.



We also use our social media platforms to broadcast the signings of student athletes into our Colts athletic programs. Those signings included:

May 6 – Foreman - Shooting Sports

May 8 – Bigelow – Shooting Sports

May 16 – Cossatot River – Basketball

We were on hand for the UAC Youth Basketball Camp at Ashdown High School on June 10 and in Lockesburg on June 19 & 20 for the Basketball Skills Camp.

## Community Involvement

College Relations helped promote and took an active part numerous events in the communities we serve, including:



May 4 - Peach Blossom Festival – Nashville

May 18 – Rusty Relics Tractor Show – Nashville

May 28 – Howard County Children’s Center Radiothon – Nashville

May 31 – Sevier County Sr. Citizens’ Appreciation Day – De Queen



June 10 – Block Party – Ben Lomond

June 25 – Block Party – Lockesburg

### **College Promotion**

College Relations sent a team member to UA Fayetteville on May 10 to film a promotional video for the UA Transfer Scholarship program.

In addition, we promoted the summer class schedule on social media and in local newspapers in De Queen, Nashville, and Little River County, as well as in the Amigo paper which targets Hispanic residents of Southwest Arkansas.

### **UA Cossatot Foundation**

The Foundation is now utilizing Raiser's Edge to allow us to increase our number of donors, number of gifts, and our total number of dollars raised. And we have put together the schedule of athletic fundraising events for the 2024-25 school year.

### **Ed 88**

The college radio station staff produced several radio interviews and social media videos in May and June, promoting events in the area. Among the in-studio interviews conducted were interviews with the Sevier County Chamber of Commerce, Sevier County Block Party Committee, Rusty Relics Tractor Club, and American Legion Post 54. We also produced radio announcements promoting our graduations and summer class offerings.

### **Ongoing Projects**

In the coming weeks, the College Relations team will be busy ordering Colts merchandise which will be marketed through our campus ERC's in De Queen, Nashville, and Ashdown. We will launch our marketing program for the Fall semester, and begin our broadcasts of Colts soccer matches. And our new billboard in Texarkana advertising our PTA and OTA programs will make its debut.

COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF ARKANSAS

BOARD OF VISITORS

ACTION ITEMS

July 8, 2024



**Board of Visitors Meeting – July 8, 2024**

**Action Item No. 1: Approve Minutes of the May 6, 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 May 6, 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  
May 6, 2024

Vice Chair Mike Cranford called the regular meeting of the Board of Visitors to order at 12:08 p.m. following a light meal at the UA Cossatot Lockesburg Community Room.

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

Absent:        Barbara Horn            Angie Walker

**Staff Reports**

Chancellor Cole welcomed everyone to the May Board of Visitors meeting. Chancellor Cole continued with his report about what is coming for UA Cossatot during the summer hours. During this time, it gives us the opportunity to plan and try new things as well as fix things without being overloaded with students. Chancellor Cole mentioned to the board about a written offer being issued to purchase the Samaritan Fields soccer fields in De Queen. Once the process moves forward it will be placed in the agenda for the Board of Trustees to approve. We feel this would be a wonderful tool for the future of our college.

Vice Chancellor Charlotte presented the most recent financial report to the board. In the summary of Unrestricted & Auxiliary total revenues at the end of March earned are at 9.3 million and the Expenditures are at 8.4 million. Our net increase is about at 930,000 so the college is in the good for the Unrestricted & Auxiliary budget. The Accounts Receivable is up about 232,000 compared to last year. This has been from students not paying their bills on time unfortunately. In Grants & Other Restricted Programs we have 10.5 million in total grants and have earned 3.7 million to date. In the Schedule of Bank Accounts, the college is at 5.2 million which is down from last year at this time. Charlotte proceeded to report the college is at a little over 1 million in CDs and investments. In our pooled investments we have earned almost 30,000 as of the end of march. This account has been doing well since we moved over a year and a half ago. In the total endowment funds, we have 75,000 in CDs that we have had for a while now, the interest from this goes into our endowment checking account that has built up to 85,000 and we have also added some money from the Title III grant that has helped increase this.

Vice Chancellor Dr. Ashley Aylett presented the latest Academic Services report. Dr. Aylett informed the board about the OTA and PTA 100% pass rates from December 2023. She continued to provide graduation information that will take place May 17th at 7:00pm weather permitting. Dr. Aylett shared expected awards for this Spring Graduation. Changes to these numbers will occur after finals are completed. Fall enrollment is underway and we have a total of 255 enrolled. With our new workday system this has affected our numbers for the fall semester. Dr. Aylett wrapped up with providing an FYI about the Institutional Research department creating a page on the ccua.edu website that includes many helpful data of the college.

Vice Chancellor Mike gave an updated Facilities report to the board. The Middle School Project has been completed. They have been working on some outside fixtures to the building. The simulation lab project has now been drawn and bids have been made. We did come across a short on the funds, but we have reached out to let us contract it out ourselves. The med lab tech grant should be ready to bid in the next few weeks. A storage facility

is being built for the Aerial Lineman program now. Also, the Mobile Medical Lab is ready and will be delivered later in May.

Madelyn Jones reported on behalf of the College Relations report. Madelyn highlighted the success of the Sevierly Dark Festival over the Solar eclipse weekend. The college hosted 15 cars that Monday of the Solar Eclipse. Th shooting sports drawdown event did very well and was hosted in April. During The annual Fiesta Fest we had a talent show and live wrestling that drew a good amount of a crowd. Madelyn shared a new event called “Coffee with the Chancellor” that was a success over all three counties. The community came by to have coffee and doughnuts with our chancellor Dr. Cole and indulge in conversation. This is something we hope to continue to do in the future.

**Action Items:**

**No. 1 Approve Minutes of March 4, 2024, Board Meeting.** Dr. Glenn Lance motioned for passage and Brenda Tate seconded the motion. The motion passed with a vote of 7-0.

**No. 2 Review Board of Visitors Meeting Schedule for 2024-2025.** Barbara Dixon motioned for review. Brenda Tate seconded the motion. The motion passed by a vote of 7-0.

**No. 3 Review Operating Budget for 2024-2025.** Tim Pinkerton motioned for review and Ellen Moreland seconded the motion. The motion passed by a vote of 7-0.

**No. 4 Review Tuition & Fees for 2024-2025.** Tim Pinkerton motioned for passage and Barbara Dixon seconded the motion. The motion passed by a vote of 7-0.

**No. 5 Review Career Service Award for 2024-2025.** Brenda Tate motioned for review. Dori Gutierrez seconded the motion. The motion passed by a vote of 7-0.

**No. 6 Review Salaries for 2024-2025.** Barbara Dixon motioned for passage and Brenda Tate seconded the motion. The motion passed by a vote of 7-0.

**No. 7 Review College Policy 501: Appealing & Complaints Involving Students.** Ellen Moreland motioned for review. Brenda Tate seconded the motion. The motion passed by a vote of 7-0.

Vice Chair Mike Cranford asked for a motion to adjourn the meeting. Brenda Tate made the motion and with a second from Tim Pinkerton, Vice Chair Mike Cranford adjourned the meeting at 1:43 p.m.

Respectfully submitted,

Angie Walker, Secretary

wg

**Board of Visitors Meeting – July 8, 2024**

**Action Item No. 2: Approve Election of Officers for 2024-2025**

1. **Background information:** This is a routine action for the Board each year to elect a Chair, Vice- Chair, and a Secretary.
  
2. **Why action is needed at this time:** This action is customary at the first Board of Visitors meeting of each new fiscal year.
  
3. **Chancellor's Recommendation:** The Chancellor recommends the Board elects a Chair, Vice- Chair, and a Secretary to serve for the fiscal year 2024-2025.

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

**Motion by:**

**Seconded by:**

**Yeas:**

**Nays:**

**UA COSSATOT BOARD OF VISITORS**  
**OFFICERS ELECTED**  
2024-2025

Chair \_\_\_\_\_

Vice Chair \_\_\_\_\_

Secretary \_\_\_\_\_

**Board of Visitors Meeting – July 8, 2024**

**Action Item No. 3: Review College Policy 216- Title IX.**

1. **Background information:** This policy has been revised to align with the updated guidelines provided by the General Counsel regarding revisions to Title IX policy required by the Biden administration to go into effect on August 1, 2024.
  
2. **Why action is needed at this time:** This is the first Board of Visitors meeting since the policy was revised.
  
3. **Chancellor's Recommendation:** Chancellor Cole recommends the Board review the College Policy 216: Title IX.

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

**Motion by:**

**Seconded by:**

**Yeas:        Nays:**

**Board of Visitors Meeting – July 8, 2024**

**Action Item No. 4: Review College Policy 415- Instructional Staff Teaching Loads.**

**1. Background information:** The revision to College Policy 415 is to change the assigned points of teaching duties per semester from 18 to 15. We also added a sentence to clarify the absence of a faculty member from a graduation ceremony if needed.

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

**3. Chancellor's Recommendation:** The Chancellor recommends the Board review the revised College Policy 415: Instructional Staff Teaching Loads.

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

**Motion by:**

**Seconded by:**

**Yeas:**

**Nays:**

## INSTRUCTIONAL STAFF TEACHING LOAD

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### 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 40 hours on campus. ~~10 and 11-month~~ Chairs do not earn annual leave, but receive the same breaks as 9 month faculty. ~~12-month chairs earn annual leave.~~ 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 ~~18~~ 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. ~~Waivers may apply for lab-based courses up to 24 points or under-unique situations with Vice Chancellor for Academics approval.~~

##### *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 ~~that may be scheduled in the faculty office or in the E-R-C~~. 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. ~~a faculty to be absent and the faculty must submit leave in the amount of 3 hours.~~
- 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

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### Policy History:

July 11, 2022

March 2, 2020

July 9, 2019

January 8, 2018

May 6, 2019

November 3, 2014

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**Board of Visitors Meeting – July 8, 2024**

**Action Item No. 5: Review College Policy 416: Performance Reviews.**

1. **Background information:** College Policy 416 was revised for a clean up in wording. The revision also reflects a name change to the policy.
  
2. **Why action is needed at this time:** This is the first Board of Visitors meeting since the revision was made.
  
3. **Chancellor's Recommendation:** The Chancellor recommends the board review changes to College Policy 416: Performance Reviews.

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

**Motion by:**

**Seconded by:**

**Yeas:**

**Nays:**

**EVALUATIONS PERFORMANCE REVIEWS**

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UA Cossatot has an established ~~a yearly annual evaluation~~ performance review process that applies to all classifications of full-time ~~and part-time~~ employees employed ~~a minimum of twelve months~~ the full previous calendar year. Completed ~~evaluation~~ performance reviews and any supporting documents are used to assess the overall production and quality of employees.

Completed ~~evaluations~~ performance reviews are used to ~~determine employee appointments and salary levels in the next academic year~~ identify individual strengths and weaknesses, and determine merit bonus percentages.

HLC Criterion: 3C.4; 3C.5; 3C.7

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**Policy History:**

September 9, 2019  
September 8, 2014  
July 21, 2014  
December 2, 2013  
December 3, 2012  
January 1, 2011  
March 31, 2003  
July 30, 2001

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**Board of Visitors Meeting – July 8, 2024**

**Action Item No. 6: Review College Policy 533- Academic Probation and Suspension.**

**1. Background information:** College Policy 533 has been updated to better understand the process after readmission following suspension. The updates also include concurrent statement and programs of study if on probation.

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

**3. Chancellor's Recommendation:** The Chancellor recommends the Board review the College Policy 533: Academic Probation and Suspension.

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

**Motion by:**

**Seconded by:**

**Yeas:**

**Nays:**

**ACADEMIC PROBATION/SUSPENSION**

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Students must maintain a cumulative g.p.a. of 2.0 to achieve academic good standing satisfactory academic progress (S.A.P.). Failure to maintain a cumulative 2.0 g.p.a. will result in the student being placed on academic probation. If the grade level performance does not improve within the next semester, the student may be placed on suspension for a period of one regular semester. ~~Upon readmission, the student will be on academic probation and must meet the guidelines set forth or be dismissed.~~ After one regular semester, the student may be eligible for readmission on academic probation. A student will move out of probation when the cumulative g.p.a. is above 2.0. Students may receive approval from the Vice Chancellor for Academics to retake failed courses during a summer term to improve their g.p.a. After 2 semesters of readmission on academic probation, if the student fails to make improvement the student will re-enter academic suspension.

If a concurrent student enters probation, the student may receive approval from the Vice Chancellor of Academics to retake D or F courses during a probationary period in order to improve the g.p.a. and exit suspension status. The probation period will not extend over two semesters for concurrent students. If approved, students must pay full price for course retakes and are not eligible for the concurrent discount. If a concurrent student enters suspension as a secondary student, the student will enter post-secondary on a probationary status.

Some acceptance-based programs require a “C” or better in order to progress in the program of study. Failure to maintain required average may result in program dismissal.

Students on probation or those returning from suspension must work with a success coach from Student Services. The success coach will work closely with the student, advisor, and instructors to develop a plan to support the student and increase the opportunity for success. Plans of action may vary from student to student and may include things such as tutoring sessions, visits to the Student Success Center, meetings with advisor, etc.

Students on suspension or probation from another institution must follow the same guidelines detailed above.

To appeal an academic probation or suspension, the student must submit a typed request similar to that of a formal grade grievance to the Vice Chancellor for Academic Services.

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**Policy History:**

May 3, 2021  
May 7, 2018

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COSSATOT COMMUNITY COLLEGE  
OF THE UNIVERSITY OF  
ARKANSAS

BOARD OF VISITORS

INFORMATION ITEMS

July 8, 2024

## EMPLOYEE CHANGES

### Newly Hired

Sawyer Kesterson  
Hire Date: June 10, 2024  
Position: YouthBuild Construction/Trainer  
Salary: \$65,000

Veronica Ozura  
Hire Date: June 10, 2024  
Position: Sevier County Economic Development Director  
Salary: \$60,000

Ruby Camacho  
Hire Date: June 24, 2024  
Position: ERC Tutor/Resource Assistant  
Salary: \$28,633

Ashley Maya  
Hire Date: July 16, 2024  
Position: Purchasing Specialist  
Salary: \$29,836



May 2024

# The Communicator

Published by UAC Adult Education



## Student Success

Jordan Branscum from Ashdown Adult Education received a top honor at the Arkansas State Capital. He was one of 25 students to receive a plaque of recognition for earning a high score on his GED<sup>®</sup> exam. Jordan was number 23 out of 2,659 students in the state of Arkansas. UA Cossatot Adult Education strives in the excellence and success of our students. We are proud and honored of all the accomplishments Jordan has obtained, and those he will obtain in the future.

## This Issue

Student Success

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# ESL End of Year Party







# Spring GED® Graduates



Kaida  
Bromley

Katherine  
Chambers

Christian  
Farmer

Kaylee  
Farrier

Elijah  
Hamilton

Evette  
Hamilton

Jakailyn  
Martin

Justin  
Perez

Aiden  
Reaves

Nahomi  
Ruiz

Brayden  
Sexton

Matthew  
Strain

Asia  
Tavorn

Shaolin  
Taylor

Jayla  
Verdin



# Citizenship Graduates

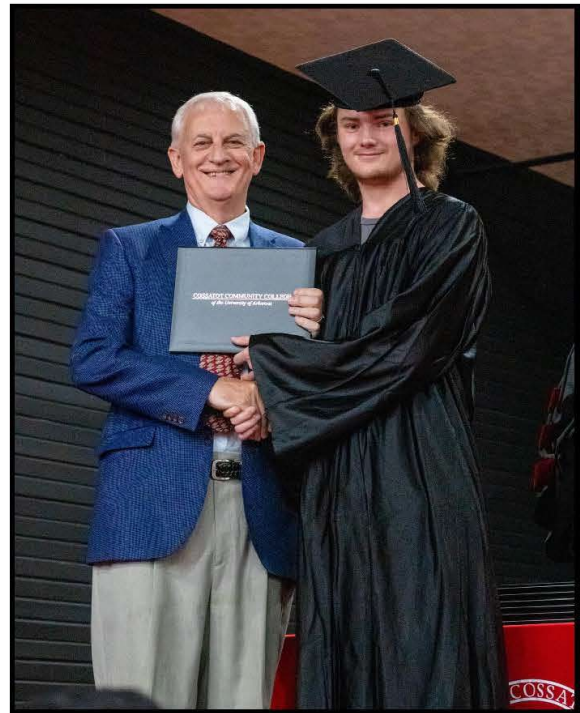


Norma Godoy  
DeQueen Campus



Vanessa Carreno  
DeQueen Campus

# YouthBuild



The UA Cossatot YouthBuild program started back up in August of 2023. Students who participated in the program worked on earning their GED<sup>®</sup>, as well as their OSHA-10, NCCER, CPR, and forklift certificates. Students went out into the community and built a porch for a daycare, remodeled houses, and even helped at UA Cossatot's greenhouse. Students in the program spend time learning skills that will help better their future.



# YouthBuild



# Enrollment Information

## Adult Basic Education/GED

Enroll in ABE and GED® programs to raise educational levels in reading, writing math, social studies, and computer literacy. Let us help you earn your GED® credential, get a job or a job promotion, enter a career training program, or enroll in college.

## Citizenship

Citizenship classes prepare you for the citizenship test. This class is offered at DeQueen and Nashville Adult Education Centers. You can get started today! Becoming a citizen in your new country is a great step. As a citizen, you can vote in national elections and contribute to your community. Research also shows individuals who naturalize, or become citizens, often make more money and have better job opportunities.

## English As A Second Language

The Adult Education Department offers **FREE** English classes for those who want to learn how to read, write, and speak English. These classes are offered at both UA Cossatot DeQueen and Nashville.

## UAC Adult Education Campuses

### DeQueen

Monday & Wednesday

8am-4:30pm

Tuesday & Thursday

8am-8pm

Friday 8am-11am

### Centerpoint

Wednesday & Thursday

9am—5pm

Friday 9am—1pm

Monday & Tuesday CLOSED

### Nashville

Monday & Wednesday

8am-5pm

Tuesday & Thursday

8am-6:30pm

Friday 8am - 12pm

### Murfreesboro

Monday & Tuesday

10am - 6pm

Thursday 10am-4pm

Friday CLOSED

### Ashdown

Monday-Thursday

8am-4:30pm

Friday CLOSED

### Dierks

Monday 8am—2pm

Tuesday—Friday CLOSED