



Board of Visitors

May 5, 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
May 5, 2025**

UA Cossatot Lockesburg Middle School Community Room

- I. Light Meal Served: 11:30a

- II. Opening Prayer:

Open Meeting:

Introduce Guests:

- III. Staff Reports
 - A. Chancellor’s Report by Steve Cole4-6
 - B. Financial Report by Charlotte Johnson7-19
 - C. Academic Services Report by Ashley Aylett20-21
 - D. Public Services & Workforce Development22-26

- IV. Action Items
 - No. 1 Approve Minutes of March 3, 2025, Board Meeting.....28-30
 - No. 2 Review Board of Visitors Meeting Schedule for 2025-2026.....31-32
 - No. 3 Review Operating Budget for 2025-2026..... 33
 - No. 4 Review Tuition and Fees for 2025-2026.....34
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 - No. 6 Review Salaries for 2025-2026.....36
 - No. 7 Review College Policy 464: Progressive Discipline Policy 37-46
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No. 10 Review College Policy 428: Time and Attendance for Non-Exempt Employees	51-54
No. 11 Review College Policy 466: Information Technology User Access Control	55-58
No. 12 Review College Policy 521: International Students	59-65
No. 13 Approve Pursuing with Adding UA Cossatot Men & Women's Cross Country 2025-2026 Academic Year	66-67
No. 14 Review Strategic Plan and Master Facilities Plan	68-69

V. Adjournment:

Motion:

Second:

Board of Visitors meeting schedule:

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

VI. Information Items

1. Employee Changes	71
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COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

May 5, 2025

SUBJECT: Chancellor's Report

DR. STEVE COLE

The Conclusion of Hard Work!

Over the past year, our college had two committees of hard working employees that were responsible for putting together two important documents that will assist us in guiding our college for years to come. The *Facilities Master Plan 2025* and *Strategic Plan 2030* will guide our efforts to enhance student success, institutional sustainability, and regional workforce alignment.

Strategic Alignment & Mission Focus:

UA Cossatot's Facilities Master Plan directly supports Strategic Goal 3 of the Strategic Plan 2030—*Elevate the Campus Experience*. It addresses modernization, safety, accessibility, and community engagement while enabling flexible learning environments and industry-specific training. These initiatives reinforce our standing as Arkansas's only Hispanic Serving Institution, a leader in OER adoption, and developing and expanding athletics and the campus experience.

Current Campus Status:

Across our four campuses—De Queen, Ashdown, Lockesburg, and Nashville—we conducted comprehensive evaluations to determine needs. While many facilities remain in good condition, several require critical updates in HVAC, technology infrastructure, and ADA compliance. Notably, the Ashdown Main Building (3.2 condition rating) presents recurring water intrusion and drainage concerns. In contrast, recent investments like the Soccer Complex and the updated café in De Queen exemplify our progress.

Enrollment & Demographics:

Fall 2024 enrollment reached 1,322 students, with 36% being concurrently enrolled high school students. Our student body is 28% Hispanic and 16% African American, reflecting the diversity we serve. While part-time students represent 67% of our population, we continue to implement flexible and workforce-relevant programming, including new offerings in Cybersecurity, Nursing, and Fiber Network Engineering.

Immediate Priorities:

- Address water drainage at the Ashdown and De Queen campuses
- Expand ADA-accessible features, including restrooms and automated doors
- Improve Wi-Fi reliability and increase electrical capacity in technical labs
- Continue HVAC system upgrades using federal and state grants
- Completely remodel the cafeteria area to include a Starbucks café and more food offerings

Long-Term Vision:

Planned projects include constructing student housing in De Queen and Nashville, a convocation center in De Queen, a working farm in Nashville, and expanded study and student services areas system-wide. Fiber upgrades and security enhancements are also slated to ensure a more robust digital infrastructure.

Conclusion:

Our facilities and strategic plans are designed not only to serve today's students but to position UA Cossatot as a regional leader in education, workforce development, and community engagement for the decade ahead. As we continue implementing these initiatives, I appreciate the Board's ongoing support in helping us realize this vision. I think you will be amazed at our results!

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Steve Cole", with a stylized flourish at the end.

Dr. Steve Cole

Chancellor

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

May 5, 2025

SUBJECT: Financial Report

CHARLOTTE JOHNSON

Cossatot Community College of the University of Arkansas
Summary of Unrestricted & Auxiliary Revenues/Expenditure Report
As of February 2025

<u>REVENUES</u>	Fiscal Year 2023-2024		Fiscal Year 2024-2025	
	ACTUAL	BUDGETED	ACTUAL	BUDGETED
General Revenue	\$2,661,886.13	\$3,783,425.00	\$2,611,405.22	\$3,757,578.00
Workforce 2000	900,224.80	1,350,337.00	900,224.80	1,350,337.00
Tuition & Fees	3,533,190.82	4,284,483.00	2,961,610.39	4,432,287.00
Sales Tax Revenue	1,076,880.23	1,814,000.00	1,198,231.82	1,824,900.00
Other Income	242,092.10	286,900.00	321,005.00	473,000.00
Auxiliary Revenues (Book, Café, Sports)	314,610.45	718,700.00	317,910.03	917,500.00
TOTAL REVENUES	\$8,728,884.53	\$12,237,845.00	\$8,310,387.26	\$12,755,602.00
<u>EXPENDITURES</u>				
Salaries	\$3,828,010.85	\$6,199,917.00	\$3,667,070.25	\$6,329,093.00
Fringe Benefits	1,036,681.60	2,066,150.00	1,097,578.72	1,906,945.00
Travel, Conf. Expenses, Prof. Dev.	112,909.43	197,250.00	125,842.58	256,525.00
Supplies & Services	1,459,192.76	1,704,855.00	2,123,768.63	2,537,979.00
Utilities/Telephone	252,877.75	455,710.00	182,559.49	465,610.00
Professional & Administrative Fees	675,750.76	803,791.00	99,722.84	240,075.00
Miscellaneous Other	187,145.03	227,004.00	285,384.52	449,395.00
Debt Service *	43,654.37	262,988.00	7,360.11	267,300.00
Capital Outlay	32,927.38	320,180.00	173,427.08	302,680.00
TOTAL EXPENDITURES	\$7,629,149.93	\$12,237,845.00	\$7,762,714.22	\$12,755,602.00
Net Increase (Decrease) for Year	\$1,099,734.60	\$0.00	\$547,673.04	\$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 February	\$4,335,964.58	\$4,200,000.00	\$3,832,536.04	\$3,350,000.00

Cossatot Community College of the University of Arkansas
Accounts Receivable Month and Yearly Comparison
As of February 2025

Student Accts Receivables (less allowances)	<u>Jul-23</u>	<u>Jul-24</u>	<u>Yearly Change</u>	<i>*July 2024 -Revised - now includes Fall 2024 bills</i>
	<u>\$1,580,916.72</u>	<u>\$2,283,682.09</u>	<u>\$702,765.37</u>	
Student Accts Receivables (less allowances)	<u>Aug-23</u>	<u>Aug-24</u>	<u>Yearly Change</u>	
	<u>\$1,638,914.56</u>	<u>\$2,629,082.58</u>	<u>\$990,168.02</u>	
Student Accts Receivables (less allowances)	<u>Sep-23</u>	<u>Sep-24</u>	<u>Yearly Change</u>	
	<u>\$1,370,978.79</u>	<u>\$1,907,714.22</u>	<u>\$536,735.43</u>	
Student Accts Receivables (less allowances)	<u>Oct-23</u>	<u>Oct-24</u>	<u>Yearly Change</u>	
	<u>\$1,220,810.03</u>	<u>\$1,552,133.72</u>	<u>\$331,323.69</u>	
Student Accts Receivables (less allowances)	<u>Nov-23</u>	<u>Nov-24</u>	<u>Yearly Change</u>	
	<u>\$1,145,023.17</u>	<u>\$1,273,226.76</u>	<u>\$128,203.59</u>	
Student Accts Receivables (less allowances)	<u>Dec-23</u>	<u>Dec-24</u>	<u>Yearly Change</u>	<i>** Spring charges for early enrollees</i>
	<u>\$1,201,228.35</u>	<u>\$2,081,547.00</u>	<u>\$880,318.65</u>	
Student Accts Receivables (less allowances)	<u>Jan-24</u>	<u>Jan-25</u>	<u>Yearly Change</u>	
	<u>\$1,497,916.86</u>	<u>\$2,553,503.71</u>	<u>\$1,055,586.85</u>	
Student Accts Receivables (less allowances)	<u>Feb-24</u>	<u>Feb-25</u>	<u>Yearly Change</u>	
	<u>\$1,304,285.51</u>	<u>\$1,668,969.60</u>	<u>\$364,684.09</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 February 2025

Grants	Expiration Date	Total Award	Earned to Date
		Amount Remaining	
Adult Education ABE Grant	6/30/2025	\$214,640.89	126,198.64
Adult Education General Education Diploma GAE Grant	6/30/2025	320,066.37	197,336.97
Adult Education D & E (Direct & Equitable)	6/30/2025	105,866.61	64,654.88
Adult Education EL/Civics Grant	6/30/2025	22,938.00	12,661.76
Adult Education C/I Grant	6/30/2025	21,363.34	12,508.32
Adult Education SNAP State Grant	6/30/2025	22,546.22	14,801.58
Adult Education State Carryover Grant	6/30/2025	7,659.99	7,659.99
ACE-Career Coaches State Grant	6/30/2025	190,630.70	104,963.89
ACE-Career Coaches High School Share	6/30/2025	167,130.70	99,413.54
Carl Perkins Grant	6/30/2025	105,576.00	78,540.57
ACE-JAG De Queen Grant	6/30/2025	56,463.25	27,687.04
ACE-JAG Nashville Grant	6/30/2025	59,510.15	31,931.94
ACE-JAG PIM Grant	6/30/2025	89,300.00	43,574.72
ACE-JAG Conferences	6/30/2025	11,131.20	11,131.20
Career Pathways (TANF funds)	6/30/2025	288,202.00	197,690.97
Trauma EMS Training Grant	6/30/2025	4,372.00	4,227.35
Title III ALIGN Grant - 5 Yrs (\$2,226,660)	9/30/2025	1,033,527.35	282,323.11
EDA Wellness Education Learning and Living - 5 Yrs (2,000,000)	8/4/2026	1,672,843.40	404,185.71
DOTD Capacity Building Support Grant	1/1/2025	5,000.00	4,068.89
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	30,546.18
Broadband Expansion Initiative (BEI) Grant	6/30/2025	506,229.00	233,520.19
Fiber Engineer Grant	6/30/2025	399,341.00	72,571.82
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	13,946.61
Domtar WEC Grant 2024	12/31/2024	18,194.03	18,194.03
Domtar WEC Grant 2025	12/31/2025	35,000.00	5,348.54
DOL POWER Grant - 4 Yrs (\$1,597,031)	2/28/2027	1,286,545.95	301,738.98
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	308,477.24
USDA NIFA Design Grant	12/31/2024	77,829.06	75,418.72
USDA NIFA Lead Grant	8/14/2028	400,000.00	19,885.93
NSF HIS STEM Grant	9/30/2025	195,900.00	45,010.15
Sevier County FRIENDS 2024	12/31/2024	40,273.84	40,273.84
Sevier County FRIENDS 2025	12/31/2025	69,500.00	16,382.45
Little River County Intermodal FY2025	6/30/2025	76,000.00	50,661.49
Howard County Development 2024	12/31/2024	31,626.16	31,626.16
Howard County Development 2025	12/31/2025	66,546.00	10,441.10
ARNEC Consortium	6/30/2025	364,485.00	128,881.77
Totals		\$9,142,265.26	\$3,178,899.88

Cossatot Community College of the University of Arkansas
Schedule of Bank Accounts
As of February 2025

Name of Account	Bank Name	Balance
Cash Fund Account	Farmer's Bank & Trust	\$4,189,259.26
General Revenue Account - Unrestricted	State Treasury	385,546.89
Financial Aid	Farmer's Bank & Trust	97,153.14
Scholarship Fund	First State Bank	1,907.45
Student Organizations	First State Bank	52,968.93
	Total	<u>\$4,726,835.67</u>

****Bank Balance as of February 2024 \$5,557,569.91***

**Cossatot Community College of the University of Arkansas
Schedule of Investments - Certificate of Deposits
As of February 2025**

Amount	Rate	Maturity Date	Bank	Term
College Funds on Certificate of Deposit				
\$320,831.21	4.50%	3/29/2025	Horatio State Bank	12 months
\$312,652.49	4.50%	6/26/2025	Horatio State Bank	12 months
\$312,536.02	4.75%	8/28/2025	Horatio State Bank	12 months
<u>\$117,902.24</u>	3.90%	11/6/2025	Diamond Bank	12 months
<u>\$1,063,921.96</u>			Total College CD Funds	

***CD Balance as of February 2024 \$1,016,347.31**

**University of Arkansas Pooled Investments
As of February 2025**

	<i>Beginning Balance</i> <i>7/1/2024</i>	<i>Net Change</i>	<i>Ending Balance</i> <i>2/28/2025</i>
Tier 2 Investments	534,138.14	22,521.32	556,659.46

*** UA Pooled Balance as of February 2024 \$527,593.30**

Cossatot Community College of the University of Arkansas
Schedule of Endowment Funds
As of February 2025

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><u>\$75,000.00</u></u>	Total Endowment CD's			
Balance				
Endowment Funds in Checking				
\$132,121.68	Farmer's Bank & Trust			
<u><u>\$132,121.68</u></u>	Total Endowment Checking			
<u><u>\$207,121.68</u></u>	Total Endowment Funds			

**Endowment Fund Balance as of February 2024 \$159,060.30*

Cossatot Community College of the University of Arkansas
Summary of Unrestricted & Auxiliary Revenues/Expenditure Report
As of March 2025

<u>REVENUES</u>	Fiscal Year 2023-2024		Fiscal Year 2024-2025	
	ACTUAL	BUDGETED	ACTUAL	BUDGETED
General Revenue	\$2,933,871.88	\$3,783,425.00	\$2,868,219.19	\$3,757,578.00
Workforce 2000	1,012,752.90	1,350,337.00	1,012,752.90	1,350,337.00
Tuition & Fees	3,574,976.91	4,284,483.00	3,474,929.00	4,432,287.00
Sales Tax Revenue	1,220,083.21	1,814,000.00	1,340,829.24	1,824,900.00
Other Income	279,827.21	286,900.00	363,105.74	473,000.00
Auxiliary Revenues (Book, Café, Sports)	331,820.39	718,700.00	368,663.78	917,500.00
TOTAL REVENUES	\$9,353,332.50	\$12,237,845.00	\$9,428,499.85	\$12,755,602.00
<u>EXPENDITURES</u>				
Salaries	\$4,343,019.44	\$6,199,917.00	\$4,202,099.88	\$6,329,093.00
Fringe Benefits	1,175,364.63	2,066,150.00	1,239,077.70	1,906,945.00
Travel, Conf. Expenses, Prof. Dev.	128,430.04	197,250.00	141,169.94	256,525.00
Supplies & Services	1,498,250.63	1,704,855.00	2,213,176.30	2,537,979.00
Utilities/Telephone	282,469.81	455,710.00	202,782.31	465,610.00
Professional & Administrative Fees	694,979.24	803,791.00	103,437.74	240,075.00
Miscellaneous Other	196,932.59	227,004.00	335,894.18	449,395.00
Debt Service *	46,879.37	262,988.00	7,360.11	267,300.00
Capital Outlay	57,001.39	320,180.00	177,291.30	302,680.00
TOTAL EXPENDITURES	\$8,423,327.14	\$12,237,845.00	\$8,622,289.46	\$12,755,602.00
Net Increase (Decrease) for Year	\$930,005.36	\$0.00	\$806,210.39	\$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 March	\$4,166,235.34	\$4,200,000.00	\$4,091,073.39	\$3,350,000.00

Cossatot Community College of the University of Arkansas
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As of March 2025

	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>	<i>*July 2024 -Revised - now includes Fall 2024 bills</i>
	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>	
	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>	
	Dec-23	Dec-24	Yearly Change	
Student Accts Receivables (less allowances)	<u>\$1,201,228.35</u>	<u>\$2,081,547.00</u>	<u>\$880,318.65</u>	<i>** Spring charges for early enrollees</i>
	Jan-24	Jan-25	Yearly Change	
Student Accts Receivables (less allowances)	<u>\$1,497,916.86</u>	<u>\$2,553,503.71</u>	<u>\$1,055,586.85</u>	
	Feb-24	Feb-25	Yearly Change	
Student Accts Receivables (less allowances)	<u>\$1,304,285.51</u>	<u>\$1,668,969.60</u>	<u>\$364,684.09</u>	
	Mar-24	Mar-25	Yearly Change	
Student Accts Receivables (less allowances)	<u>\$1,188,249.35</u>	<u>\$1,357,317.38</u>	<u>\$169,068.03</u>	

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Cossatot Community College of the University of Arkansas
Grants & Other Restricted Programs
As of March 2025

Grants	Expiration Date	Total Award Amount Remaining	Earned to Date
Adult Education ABE Grant	6/30/2025	\$214,640.89	142,521.45
Adult Education General Education Diploma GAE Grant	6/30/2025	320,066.37	222,297.52
Adult Education D & E (Direct & Equitable)	6/30/2025	105,866.61	72,322.29
Adult Education EL/Civics Grant	6/30/2025	22,938.00	15,211.65
Adult Education C/I Grant	6/30/2025	21,363.34	14,160.83
Adult Education SNAP State Grant	6/30/2025	22,546.22	16,608.36
Adult Education State Carryover Grant	6/30/2025	7,659.99	7,659.99
ACE-Career Coaches State Grant	6/30/2025	190,630.70	120,442.28
ACE-Career Coaches High School Share	6/30/2025	167,130.70	111,840.22
Carl Perkins Grant	6/30/2025	105,576.00	85,558.78
ACE-JAG De Queen Grant	6/30/2025	56,463.25	30,979.08
ACE-JAG Nashville Grant	6/30/2025	59,510.15	35,549.55
ACE-JAG PIM Grant	6/30/2025	89,300.00	49,329.46
ACE-JAG Conferences	6/30/2025	11,131.20	11,131.20
Career Pathways (TANF funds)	6/30/2025	288,202.00	242,098.90
Trauma EMS Training Grant	6/30/2025	4,372.00	4,227.35
Title III ALIGN Grant - 5 Yrs (\$2,226,660)	9/30/2025	1,033,527.35	315,718.92
EDA Wellness Education Learning and Living - 5 Yrs (2,000,000)	8/4/2026	1,672,843.40	424,159.30
DOTD Capacity Building Support Grant	1/1/2025	5,000.00	4,068.89
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	31,087.34
Broadband Expansion Initiative (BEI) Grant	6/30/2025	506,229.00	254,746.19
Fiber Engineer Grant	6/30/2025	399,341.00	102,524.11
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	20,870.04
Domtar WEC Grant 2024	12/31/2024	18,194.03	18,194.03
Domtar WEC Grant 2025	12/31/2025	35,000.00	8,148.75
DOL POWER Grant - 4 Yrs (\$1,597,031)	2/28/2027	1,286,545.95	342,082.99
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	347,772.36
USDA NIFA Design Grant	12/31/2024	77,829.06	75,418.72
USDA NIFA Lead Grant	8/14/2028	400,000.00	27,116.53
NSF HIS STEM Grant	9/30/2025	195,900.00	45,010.15
Sevier County FRIENDS 2024	12/31/2024	40,273.84	40,273.84
Sevier County FRIENDS 2025	12/31/2025	69,500.00	22,173.87
Little River County Intermodal FY2025	6/30/2025	76,000.00	57,374.89
Howard County Development 2024	12/31/2024	31,626.16	31,626.16
Howard County Development 2025	12/31/2025	66,546.00	15,511.48
ARNEC Consortium	6/30/2025	364,485.00	137,853.26
Totals		\$9,142,265.26	\$3,554,084.34

Cossatot Community College of the University of Arkansas
Schedule of Bank Accounts
As of March 2025

Name of Account	Bank Name	Balance
Cash Fund Account	Farmer's Bank & Trust	\$4,031,145.42
General Revenue Account - Unrestricted	State Treasury	754,888.96
Financial Aid	Farmer's Bank & Trust	103,242.10
Scholarship Fund	First State Bank	1,907.53
Student Organizations	First State Bank	55,545.24
	Total	<u>\$4,946,729.25</u>

****Bank Balance as of March 2024 \$5,246,503.11***

**Cossatot Community College of the University of Arkansas
Schedule of Investments - Certificate of Deposits
As of March 2025**

Amount	Rate	Maturity Date	Bank	Term
College Funds on Certificate of Deposit				
\$321,952.80	4.25%	3/29/2026	Horatio State Bank	12 months
\$313,731.78	4.50%	6/26/2025	Horatio State Bank	12 months
\$313,674.85	4.75%	8/28/2025	Horatio State Bank	12 months
<u>\$118,254.98</u>	3.90%	11/6/2025	Diamond Bank	12 months
<u>\$1,067,614.41</u>			Total College CD Funds	

***CD Balance as of March 2024 \$1,020,096.37**

**University of Arkansas Pooled Investments
As of March 2025**

	<i>Beginning Balance 7/1/2024</i>	<i>Net Change</i>	<i>Ending Balance 3/31/2025</i>
Tier 2 Investments	534,138.14	25,215.31	559,353.45

*** UA Pooled Balance as of March 2024 \$529,773.13**

Cossatot Community College of the University of Arkansas
Schedule of Endowment Funds
As of March 2025

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				
\$133,435.46			Farmer's Bank & Trust	
<u>\$133,435.46</u>			Total Endowment Checking	
<u>\$208,435.46</u>			Total Endowment Funds	

**Endowment Fund Balance as of March 2024 \$160,302.08*

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

May 5, 2025

SUBJECT: Academic Services Report

DR. ASHLEY AYLETT

Academic Services Report--May 2025

Program Pass Rate Updates

- OTA 6/6 have passed as of now. 2 more need to test (December 2024 class)
- PTA 100% (December 2024)
- LPN 96%
- ARNEC LPN-RN 94%

Graduation

Commencement is scheduled to be held Friday, May 16th @ 6:30 at our De Queen Amphitheater. Venue will be moved in the event of rain.

	Total Awards	Total Grads	High School Awards	High School Student Grad
<i>Spring 2025 (expected)</i>	405	227	101	56
Spring 2024	486	231	139	66
Spring 2023	439	210	85	41
Spring 2022	464	271	62	63

Fall Enrollment Updates (as of 4/24/25)

401 enrolled (same time last year 220)

Adult Education

- 31 students have earned their GED
- 72 students completed WAGE certifications, 1 ESL WAGE Completion
- 42 students enrolled in Youthbuild: Construction course partnered with Youthbuild - students worked on and/or completed OSHA, Forklift, and NCCER certifications while working to complete their GED and WAGE certifications as well.
- 25 students enrolled in Paraprofessional course - - students worked on instruction and communication skills, field observations, and state parapro assessment

High School Senior Visits

Our team has visited the following campus to register graduating seniors that plan to attend UA Cossatot in the fall: Nashville, De Queen, Dierks, Ashdown, Foreman, Horatio, Umpire, Mineral Springs, Kirby and Murfreesboro

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS

REPORT TO THE BOARD OF VISITORS

May 5, 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. On April 9th, the Workforce Development and Career Services teams partnered to host a Career Fair on the De Queen campus. The event was open to students, alumni, and community members.

Workforce Development enlisted employers to participate in the event for the benefit of both employers and students. The Career Fair provided employers with an opportunity to attract a pool of candidates without having to place ads, access to non-traditional applicants such as those from disciplines they would not normally consider, and to increase or maintain their company's visibility within the college and community alike. Career Services promoted student participation, enabling students to meet multiple employers, collect information, make contacts, and engage in one-on-one conversations to make themselves stand out as prospective employees.



Above: Employers and resource providers visit with Career Fair 2025 participants.

2. On April 14th, representatives from numerous employers, vendors, Office of Skills Development, Arkansas Community Colleges, and UA Cossatot joined the first cohort of Fiber Network Engineer students for the soft opening of the program on the Lockesburg campus. Many present donated equipment, supplies, and software access to complement funding awarded to UA Cossatot by the Arkansas Office of Skills Development through a grant to the Arkansas Community College Association. The grand opening is planned for August 2025.



Left: Dr. Steve Cole leads guests on a tour of the Lockesburg campus.



Right: Instructor Marty Allen shares program details with guests, including the Arkansas Office of Skills Development Director, Stephanie Issacs, and Arkansas Community Colleges Center for Workforce Director, Kyla Waters.

The pilot course will meet Monday-Thursday, April 14 - July 28 from 8:00 AM – 4:30 PM. The next course is scheduled to begin in August 2025. In addition to free training, supportive services are available to assist qualifying participants with transportation costs, and graduates are equipped with almost \$1,000 in tools to begin their career.

3. Continuing Education and Workforce Development:

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT	February 2025	March 2025
Hours of Classroom Instruction Offered	330.49	313.60
Registrations Processed	49	61

Courses offered:

- Aerial Lineman: Communications
- Basic Life Support Renewal
- Bloodborne Pathogens
- Broadband Essentials
- Commercial Truck Driving
- Forklift Operator
- HeartCode Basic Life Support
- Heartsaver First Aid CPR AED: Total
- National Registry of EMTs National Continued Competency Program
- Hundreds of non-credit courses made available online monthly in partnership with Cengage Learning

4. YouthBuild enrollment and credential attainments are as follows for the grant cycle through March 2025.

YOUTHBUILD	
Enrollment	61
Credentials Earned	268
19 – GED	
21 – Arkansas Workforce Alliance for Growth in Economy (WAGE) Certificates	
59 – Heartsaver First CPR AED Certifications	
59 – Bloodborne Pathogens	
13 – Forklift Operator Certification	
21 – OSHA 10: Construction Certifications	
32 – OSHA 30: Construction Certifications	
40 – National Center for Construction Education Research (NCCER) Core: Introduction to Basic Construction Skills Certifications	
04 – Arkansas Certified Nurse Aid License	

5. Career Pathways enrollment and credential attainments are as follows for the grant cycle through March 2025.

CAREER PATHWAYS	
Enrollment	97
Credentials Earned 05 – Certificates of Proficiency 10 – Technical Certificates 08 – Associate Degrees 08 – Certificates of Completion	31

6. Career Readiness Certification Services:

CAREER READINESS CERTIFICATION SERVICES	February 2025	March 2025
WorkKeys Curriculum	2	3
WorkKeys	1	2
Total Participants	3	5
AR NATIONAL CAREER READINESS CERTIFICATIONS EARNED	February 2025	March 2025
Platinum - Has core employability skills for approximately 99% of jobs profiled by WorkKeys	0	1
Gold - Has core employability skills for approximately 90% of jobs profiled by WorkKeys	0	0
Silver - Has core employability skills for approximately 65% of jobs profiled by WorkKeys	1	0
Bronze - Has Core employability skills for approximately 30% of jobs profiled by WorkKeys	0	0
Total Earned	1	1

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

BOARD OF VISITORS

ACTION ITEMS

May 5, 2025

Action Item No. 1: Approve Minutes of the March 3, 2025, Board of Visitors Meeting.

- Yeas:** **Nays:**

MINUTES OF MEETING
COSSATOT COMMUNITY COLLEGE OF THE UNIVERSITY OF
ARKANSAS BOARD OF VISITORS
March 3, 2025

Chair Mike Cranford called the regular meeting of the Board of Visitors to order at 12:22 p.m. following a light meal at the UA Cossatot Lockesburg Community Room.

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

Absent: Barbara Horn

Staff Reports

Chancellor Cole greeted the Board at the March meeting. Dr. Cole presented the annual Risk Assessment Report. He noted that, in coordination with the University of Arkansas System Office, the college reviewed its top five institutional risks. The five top risks that our college is facing is Enrollment, Cybersecurity, Accounts Receivable, Staff Training, and Federal Appropriations. Dr. Cole also pointed out three important documents that were shared with the board. The Master Facilities Plan rough draft which will accomplish to keep us on track with the current state and future state of all our college facilities. The Strategic Plan rough draft will cover the next five years of the college's goals. These documents will be presented at the May board meeting once they are finalized. Dr. Cole spoke about the college hosting the May Board of Trustees meeting and encourages the Board of Visitors to attend. Another important document presented was a proposal to offer Student Loans. This time around we surveyed students, staff, and stakeholders and researched thoroughly to ensure the program would be both financially sustainable and responsive to the actual needs of our students. The feedback collected guided the development of loan terms, eligibility criteria, and support services, aiming to create a well-rounded solution that promotes access to education while minimizing long-term financial burden on students.

Vice Chancellor Charlotte Johnson presented the board with the most recent financial report. As of the end of January, the Summary of Unrestricted and Auxiliary Revenues shows a total of \$7.4 million, reflecting the tuition pro rated monthly. Expenditure has increased from this time last year, amounting to \$6.8 million. The college's Accounts Receivable have increased compared to the previous month due to spring charges showing for early enrollees. In terms of Grants and Other Restricted Programs, the college has been awarded \$9 million in total grants remaining, with \$2.8 million recognized so far. The Schedule of Bank Accounts indicates a balance of \$3.9 million, down from last year. Additionally, Charlotte noted that the Schedule of Investments—Certificates of Deposit—totals \$1 million, marking a \$47,000 increase over the prior year. Pooled investments have grown to \$551,000, and total endowment funds now stand at \$206,000, about a 52,000 increase from this time last year

Vice Chancellor Dr. Ashley Aylett delivered the Academic Services report. She announced that registration for the Summer 2025 term began on February 10, while Fall 2025 registration would commence once all courses were uploaded into the Workday system. IPEDs graduation rate has shown an increase at 54%. The college had a goal to reach 50% and we have accomplished it. Spring 2025 enrollment totaled 1,220 students, an increase from 1,196 the previous spring. Of these, 552 were concurrently enrolled students, with an FTE of 739.5. She also provided a breakdown of the student population by ethnicity and county. Recruiting efforts were outlined across various student groups. A Career Cluster Camp for sophomores is scheduled for March 4–6 at the Lockesburg campus. Additionally, Dr. Aylett announced the approval of a new Associate of Applied Science program in

Livestock Production & Management.

Tammy Coleman, Director of Public Services and Workforce Development, provided a comprehensive report on workforce-related initiatives. A significant new development is the launch of the Fiber Network Engineer Program, registration is now open for this program. The course will be set on the Lockesburg campus and scheduled to begin April 14 and run through July 28. The curriculum covers a wide range of topics from networking fundamentals to remote work security and prepares students for multiple industry certifications. The YouthBuild program started a new cohort and reported 51 active enrollees. Workday is still scheduled for launching this spring for the Workforce department.

Madelyn Jones gave an overview of public relations and outreach efforts for January and February 2025. She shared the coming of a new member to the department focusing on Sports Information. Upcoming "Coffee with the Chancellor" events were scheduled for March 4–6 in Ashdown, Nashville, and DeQueen, aiming to build community engagement and dialogue. Madelyn also reported on Colts Athletics, which hosted Ashdown elementary students in January and recognized ten graduating sophomores during a special event on February 24. Planning is also underway for Fiesta Fest, the college's largest community and fundraising event, scheduled for May 3 in downtown DeQueen. The festival will include a live band from Houston, folkloric dancing, a mariachi band, wrestling, a talent show, and a dog show. As of February 26, 2025, the UA Cossatot Foundation reported total assets of \$850,877.51. Lastly, Madelyn highlighted the work of ED88 for the month of January and February.

Action Items:

No. 1 Approve Minutes of January 6, 2025, Board Meeting. Angie Walker motioned for passage and Brenda Tate seconded the motion. The motion passed with a vote of 8-0.

No. 2 Review New College Policy 473: Multi-Factor Authentication Policy. Angie Walker motioned for review and Barbara Dixon seconded the motion. The motion passed by a vote of 8-0.

No. 3 Review Delete College Policy 212: Institutional Effectiveness Plan—Continuous Quality Improvement Cycle. Angie Walker motioned for passage and Dori Gutierrez seconded the motion. The motion passed by a vote of 8-0.

Chair Mike Cranford asked for a motion to adjourn the meeting. Joe Martinez made the motion and with a second from Brenda Tate, Chair Mike Cranford adjourned the meeting at 1:24 p.m.

Respectfully submitted,

Angie Walker, Secretary

wg

Board of Visitors Meeting – May 5, 2025

Action Item No. 2: Review Board of Visitors Meeting Schedule for 2025-2026

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

- 2. Why action is needed at this time:** This is the last Board of Visitors meeting prior to the beginning of the 2025-2026 Fiscal Year.

- 3. Chancellor's Recommendation:** The Chancellor recommends the Board approves the Board of Visitors Meeting Schedule for 2025-2026.

4. Board of Visitors Action: _____

Motion by:

Seconded by:

Yeas:

Nays:

UA Cossatot
Board of Visitors
Meeting Schedule
2025-2026

July 7, 2025	UAC Lockesburg Middle School-Community Room
*September 8, 2025	UAC Lockesburg Middle School-Community Room
November 3, 2025	UAC Lockesburg Middle School-Community Room
January 5, 2026	UAC Lockesburg Middle School-Community Room
March 2, 2026	UAC Lockesburg Middle School-Community Room
May 4, 2026	UAC Lockesburg Middle School-Community Room

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

Board of Visitors Meeting – May 5, 2025

Action Item No. 3: Review Operating Budget for 2025-2026.

1. **Background information:** The Board of Visitors reviews the Operating Budget each year contingent upon approval by the University of Arkansas Board of Trustees.

2. **Why action is needed at this time:** This is the last time the Board of Visitors will meet before the beginning of 2025-2026 Fiscal Year.

3. **Chancellor's Recommendation:** Chancellor Cole recommends the Board review the Operating Budget for 2025-2026

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

Motion by:

Seconded by:

Yeas: Nays:

Board of Visitors Meeting – May 5, 2025

Action Item No. 4: Review Tuition and Fees for 2025-2026

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

2. Why action is needed at this time: This is the last Board of Visitors meeting prior to the beginning of the 2025-2026 Fiscal Year.

3. Chancellor's Recommendation: The Chancellor recommends the Board review the Tuition and Fees for 2025-2026.

4. Board of Visitors Action: _____

Motion by:

Seconded by:

Yeas:

Nays:

Board of Visitors Meeting – May 5, 2025

Action Item No. 5: Review Career Service Awards for 2025-2026

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

- 2. Why action is needed at this time:** This is the last time the Board of Visitors will meet prior to the beginning of the 2025-2026 Fiscal Year.

- 3. Chancellor's Recommendation:** The Chancellor recommends the Board review the Career Service Awards for 2025-2026.

4. Board of Visitors Action: _____

Motion by:

Seconded by:

Yeas:

Nays:

Board of Visitors Meeting – May 5, 2025
Action Item No. 6: Review Salaries for 2025-2026

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

- 2. Why action is needed at this time:** This is the last Board of Visitors meeting prior to the beginning of the 2025-2026 Fiscal Year.

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

4. Board of Visitors Action: _____

Motion by:

Seconded by:

Yeas:

Nays:

Board of Visitors Meeting – May 5, 2025

Action Item No. 7: Review College Policy 464: Progressive Discipline Policy

- 1. Background information:** College Policy 464, the Progressive Discipline Policy, has been updated to enhance the institution's ability to address employee performance and misconduct in a more consistent, transparent, and supportive manner. The revised policy provides clearer guidance on the steps of progressive discipline.

- 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 reviews the College Policy 464: Progressive Discipline Policy.

- 4. Board of Visitors Action:** _____

Motion by:

Seconded by:

Yeas:

Nays:

UNIFORM CONDUCT STANDARDS PROGRESSIVE DISCIPLINE POLICY

~~A. PURPOSE~~

~~The conduct standards policy is established to provide uniform standards concerning work-related behaviors, which define and convey the expectations of the college to its employees.~~

~~Nothing herein is intended to imply that any standard or expectation is all inclusive. Standards are intended to identify recurring or common deviations from acceptable work-related behaviors in an effort to create and maintain a high level of professional conduct.~~

~~B. POLICY~~

~~UA Cossatot will establish a work climate that promotes productivity. Management will communicate job expectations and behavioral expectations to all employees.~~

~~Management is expected to initiate corrective measures when an employee deviates from acceptable behaviors that impact the work environment or job functions. These corrective measures typically will be progressive in nature and supervisory actions shall be fair and consistent and shall be administered in an objective manner.~~

~~Progressive discipline shall be utilized for all deviations from these conduct standards unless documented circumstances clearly warrant other actions. These variances from the progressive discipline philosophy may be due to mitigating, extenuating or aggravating circumstances which may indicate a lesser or greater level of discipline. If other actions are warranted, University of Arkansas Board of Trustees Policy 405.4 shall be followed as a method of disciplinary action. If the employee encounters a problem with compliance with these standards, they should immediately notify management.~~

~~Utilization of this procedure by management to manage the work environment does not create any expectation of continued employment, but provides management and employees guidelines on behavioral expectations.~~

~~C. SCOPE~~

~~This policy shall apply to all employees of UA Cossatot.~~

~~D. RESPONSIBILITIES~~

~~EMPLOYEES~~

- ~~● Shall become familiar with and understand the conduct standards~~
- ~~● Shall avoid deviation from the conduct standards~~
- ~~● Shall participate in good faith in any administrative investigation~~
- ~~● Shall report to supervisory personnel any condition(s), circumstance(s), unclear instruction(s) or procedures which may affect or prevent satisfactory compliance with the conduct standards~~

- ~~Shall comply with any corrective action plans or instructions following~~
~~a deviation from these standards~~

~~SUPERVISORS/MANAGEMENT~~

- ~~Shall ensure that all employees have received a copy of the conduct standards (and any subsequent revisions). This will include education of employees concerning explanation of the rules, why the rules are important and conveyance of expectations~~
- ~~Shall obtain a signed acknowledgement of receipt of a copy of the conduct standards from each employee~~
- ~~Shall monitor employee behaviors to determine deviations from the conduct standards~~
- ~~Shall determine any discipline to be assessed, based upon these procedural guidelines and the effect, if any, of mitigating, extenuating or aggravating circumstances~~
- ~~Shall document each disciplinary action, to include specific and factual detail, cause for the action, including applicable standard(s), plus justification for deviation from the standard, if appropriate~~
- ~~Shall specify, if appropriate, the conduct expected in the future and the next level of discipline should the behavior reoccur~~

~~E. DEFINITIONS~~

- ~~Progressive Discipline — A system of discipline which links certain types of offenses to specific levels of discipline and allows for variations due to mitigating, extenuating or aggravating circumstances. Disciplinary levels range from written warning to termination. In some instances, verbal/oral warnings may be considered as disciplinary actions. Absent special circumstances, repetition of an offense is accompanied by an automatic progression to the next higher or more severe level of discipline. Progressive discipline emphasizes problem solving and increasing communication of expected behaviors before disciplinary action is taken.~~
- ~~Corrective Action — Actions taken by a supervisor in order to correct and/or improve an employee's behavior of non-compliance with the conduct standards~~
- ~~Disciplinary Actions — Formalized actions taken by a supervisor in response to an employee's behavior. Actions range from written warning to termination. Such action is supported with documentation. Some actions may be utilized in combination with other, i.e. a written warning, plus a period of suspension.~~
- ~~Infraction — Violation of a specific work rule, policy or procedure committed by an act of omission or commission. Employee is aware of the consequences of violations of the rules, policies or procedure.~~
- ~~Letter of Clarification — Written documentation to preserve an informal discussion between the supervisor and employee regarding a work-related behavior. Often referred to as a "counseling" or "memo of understanding." This document is not a disciplinary action.~~

~~Such a letter of clarification may serve as the foundation for future disciplinary actions if unacceptable work related behaviors are not corrected or recur.~~

- ~~• Minor Infraction — Incidents of inappropriate behavior that indicate corrective action is necessary. Although behavior is inappropriate, it has not escalated to a more severe level. Employee must have multiple occurrences of same or similar behaviors to warrant escalation of disciplinary levels.~~
- ~~• Major Infraction — Incidences of behavior which may be characterized as jeopardizing the order of the work environment, which are more severe in nature than minor infractions. An accumulation of two or more of these types of offenses will generally lead to termination. Certain types of major infractions are of such a serious nature as to warrant immediate termination.~~
- ~~• Mitigating/Aggravating Circumstances — Factors corresponding to the actual unacceptable work related behavior that also may be outside the control of the employee. Supervisors must determine based on the sum total of circumstances, the impact or effect of any mitigating, extenuating or aggravating factors. Such variances should be documented to verify deviation from the standards of conduct.~~

~~F. GENERAL CONDUCT STANDARDS~~

~~The following standards are not all inclusive, but are intended to be illustrative of the minimum expectations for acceptable work related behavior. They also are intended to provide for some flexibility in administration, based upon necessity. Examples are provided for illustrative purposes and should not be considered all inclusive.~~

~~Attendance~~

- ~~a. Employees shall report to work as scheduled.~~
- ~~b. If employees cannot report as scheduled:~~

- ~~• Employees shall arrange planned absences, including reporting to work late or leaving early, in advance with their supervisor~~
- ~~• Employee shall report unexpected absences, of any nature, to their supervisor as promptly as possible~~

~~Overtime~~

~~Employees shall work overtime hours only as directed by their supervisors or management, as specified in the college's FLSA policy and/or compensatory time policy. Non-exempt employees (as defined by FLSA policies) shall not work overtime without advance authorization from their supervisors.~~

~~Compliance with Policies~~

~~Employees are expected to abide by all policies promulgated by the college, the Office of Personnel Management and Governor's Policy Directives. Advance notice of disciplinary action is required, except in instances when the employee's continued presence may be harmful to the employee, other employees, clients and/or patients,~~

~~inmates and/or students, or it is impossible to continue business with the employee present, or the employee's presence may constitute negligence in regard to the college's duties.~~

~~Circumstances Affecting Work Related Behavior~~

- ~~a. Employees shall report to their supervisors any conditions or circumstances that prevent satisfactory compliance with conduct standards~~
- ~~b. An employee unable to meet job requirements such as those listed below may be removed from employment under this section:~~
 - ~~• Loss of driver's license required for performance of job duties~~
 - ~~• Incarceration for a period exceeding seventy-two (72) hours~~
 - ~~• Loss of required professional license or certification to perform job duties~~

~~Unacceptable Behaviors~~

~~The offenses set forth below are not all inclusive, but are intended as examples of unacceptable behaviors for which specific disciplinary actions may be warranted. Accordingly, any offense, which, in the judgment of the college Chancellor undermines the effectiveness of the college activities, may be considered unacceptable and treated in a manner consistent with the provisions of this section. The offenses listed below are organized into three groups according to the severity of the behavior, with Group 1 being the least severe.~~

~~Group 1~~

~~Disciplinary actions for specific offenses in Group 1 generally result in the issuance of a written notice as the necessary action. A Letter of Clarification may precede the first official written notice. Such documentation shall be determined by the supervisor and may serve as the foundation for any disciplinary action. Upon accumulation of three (3) active Written Notices for Group 1 offenses, the employee normally should be suspended without pay for three (3) to five (5) workdays. A fourth active Written Notice for a Group 1 offense should normally result in discharge. In the event of mitigating or extenuating circumstances, transfer, suspension or demotion may be justified as an alternative. Suspension under this category should be no more than thirty (30) working days.~~

~~Types of Offenses~~

- ~~a. Excessive absences or excessive tardiness~~
- ~~b. Abuse of state time, including, for example, unauthorized time away from the work area, use of state time for personal business, and abuse of sick leave~~
- ~~c. Inadequate or unsatisfactory work performance~~
- ~~d. Disruptive behaviors~~
- ~~e. Failure to follow Social Media Guidelines~~

~~Group 2~~

~~This category of offenses includes acts and behavior, which may be considered more severe in nature than Group 1 offenses, and as such, an accumulation of two (2) Group 2 offenses normally may warrant removal. The disciplinary action for a Group 2 offense is the issuance of a Written Notice or a Written Notice and up to ten (10) work days suspension without pay. A Letter of Clarification may precede the first official written notice. Such documentation shall be determined by the supervisor and may serve as the foundation for disciplinary action.~~

~~Group 2 Written Notices are cumulative, meaning that a second active Group 2 Written Notice normally may result in discharge. A Group 2 Written Notice following three (3) active Group 1 Written Notices normally should result in discharge.~~

Types of Offenses

- ~~a. Failure to follow a supervisor's instructions, perform assigned work, or otherwise comply with established written policy~~
- ~~b. Violating a safety rule where there is not a threat of bodily harm~~
- ~~c. Leaving the work site during work hours without authorization~~
- ~~d. Unauthorized or negligent misuse of state property or records including, but not limited to computers and software, telecommunication devices, equipment, or motor vehicles~~
- ~~e. Unauthorized use or misuse of state property or records~~
- ~~f. Refusal to work overtime hours as required~~
- ~~g. Violation of Drug Free Workplace policies of the college and the Governor's Policy Directives, Violation of anti-discrimination, equal employment opportunity policies, depending upon the nature of the violation~~
- ~~h. Violation of Sexual Harassment prevention policies, depending upon the nature of the violation~~
- ~~i. Sleeping during work hours~~
- ~~j. Directing obscene or abusive language towards another employee or student.~~

Group 3

~~This category of offenses includes acts and behavior of such a serious nature that a first-time occurrence normally should warrant removal. This would require a Written Notice and discharge. If a Letter of Clarification has been issued for a previous offense, the supervisor shall use the letter as the foundation for the official written notice and discharge, as determined by the supervisor.~~

Types of Offenses

- ~~a. Absence in excess of three (3) consecutive workdays without proper notification of immediate supervisor or a satisfactory reason~~
- ~~b. Willful falsification of any college records, including, but not limited to, (TR1) travel vouchers, petty cash vouchers, reports, insurance claims, time records, leave records, personnel records, student records, or other state records or reimbursement vouchers~~

- ~~c. Willfully or negligently damaging or defacing state records, state property or property of other persons (including, but not limited to, employees, clients, supervisors, visitors, and/or students)~~
- ~~d. Theft or unauthorized removal of state records, state property, or the property of other persons (including, but not limited to, employees, clients, supervisors, visitors, and/or students)~~
- ~~e. Gambling on state property or gambling during working hours~~
- ~~f. Fighting and/or other acts of physical violence~~
- ~~g. Violating safety rules where there is a threat of physical harm~~
- ~~h. Participating in any type of concerted interference with state operations including but not limited to terrorism or sabotage~~
- ~~i. Unauthorized possession or use of firearms, dangerous weapons, or explosives~~
- ~~j. Threatening or coercing persons associated with the college (including, but not limited to, employees, supervisors, clients, visitors and/or students)~~
- ~~k. Criminal conviction for illegal conduct occurring on or off the job that clearly is of such a nature that to continue the employee in their position could constitute negligence in regard to the college's duties to the public, students, clients or other state employees~~
- ~~l. Violation of the Drug Free Workplace policies of the college and Governor's Policy Directives, depending upon the nature of the violation~~
- ~~m. Violation of the Sexual Harassment prevention policies, depending upon the nature of the violation~~
- ~~n. Violation of the anti-discrimination, equal employment opportunity policies, depending upon the nature of the violation~~

~~Corrective Action~~

~~Corrective Action should be implemented as soon as a supervisor becomes aware of an employee's unsatisfactory behavior or commission of an offense.~~

~~The supervisor has a choice of corrective actions or may utilize a combination of corrective actions if the situation warrants such actions. Examples of corrective actions include issuance of a Letter of Clarification (previously referred to as counseling or a memorandum of understanding) and/or referral to the college counselor or other professional assistance, and/or disciplinary action. Mitigating and/or extenuating circumstances may be a consideration.~~

~~Timeliness Factors~~

~~Management should issue Written Notice as soon as possible after an employee's commission of an offense. Ideally, a Letter of Clarification will precede an official written notice.~~

~~The active life of a Written Notice is dependent upon the type of offense for which it is issued and is measured by the period for which it is "active", as itemized below:~~

- ~~● A Written Notice for a Group 1 offense is active for one (1) year from its date of issuance to the employee.~~

- ~~A Written Notice for a Group 2 offense is active for two (2) years from its date of issuance to the employee.~~
- ~~A Written Notice for a Group 3 offense is active for three (3) years from its date of issuance to the employee.~~
- ~~The active periods stated above may not be extended due to an employee's absence.~~
- ~~Written Notices that are no longer active shall not be considered in an employee's accumulation of Written Notices, or in determining the appropriate disciplinary action for a new offense.~~

Retention of Written Notices

~~Written Notices shall be kept in the employee's personnel files, except as follows: Removal of a Written Notice may occur if the college modifies or vacates the disciplinary action or if it is determined through the grievance process that the disciplinary action was too severe or was not justified.~~

Pay and Benefits during Suspension

- a. ~~All suspensions are without pay. (Payroll records, etc., should be updated concerning such action, including suspension, demotion, transfer, discharges and reinstatement.) If an employee is suspended without pay pending the outcome of an investigation being conducted by the State Police and/or other federal, state, or local law enforcement agencies, and the findings are in favor of the employee, pay and benefits shall be restored by the college. NOTE: Exempt employees shall be suspended for no less than increments of five (5) working days.~~
- b. ~~A suspended or terminated employee shall be responsible for full payment of any health insurance premiums due during the period of suspension or following the termination. If the employee's suspension is rescinded or the employee is reinstated following termination by the college, the college shall make appropriate refund(s) to the employee, provided, however that the reinstatement from suspension or the rescinding of the suspension included "with back pay and benefits". If any type of reinstatement is made "without back pay", the college shall not be required to reimburse the employee for any lost benefits, including insurance.~~
- c. ~~If the suspended or terminated employee is reinstated to full employment and benefits, meaning reinstatement with back pay and benefits, the award of back pay shall, automatically, be offset by unemployment compensation received by the employee.~~

Utilization of the Grievance Procedure

~~Employees may, at their option, utilize the grievance procedure of the college. Please refer to the Employee Handbook for a copy of the grievance procedure.~~

A. OBJECTIVE

The purpose of this Progressive Discipline Policy is to establish clear and consistent guidelines for addressing employee performance or misconduct issues. This policy is designed to ensure fairness and transparency while providing employees with an opportunity to address or improve unacceptable job performance or misconduct before more severe actions are taken.

B. POLICY

This policy applies to all employees. The steps in the progressive discipline process are designed to address and correct issues in a structured manner. Progressive discipline shall be utilized for addressing or improving unacceptable job performance or employee misconduct issues; however, the college reserves the right to vary from the progressive discipline process when warranted by documented circumstances.

These variances from the progressive discipline philosophy may be due to mitigating, extenuating, or aggravating circumstances that may indicate a lesser or greater level of discipline. Factors that may be considered when varying from the progressive discipline process are whether the offense is repeated, the nature and severity of the issue, the employee's work record or prior disciplinary record, and the impact the performance or conduct may have on the college.

Utilization of this procedure by management to manage the work environment provides management and employees guidelines on expectations. If the employee encounters a problem with compliance with these standards, they should immediately notify management. However, nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between the college and its employees.

C. CONDUCT NOT SUBJECT TO PROGRESSIVE DISCIPLINE

Progressive discipline actions are not applicable in every instance where disciplinary action is warranted. If an employee's violation of College work rules or policies involves gross misconduct, violation of law, dishonesty and/or theft, substance abuse, intoxication, workplace violence, significant risks to the college's operations or the safety and well-being of one-self, the employee may not be eligible for progressive discipline and instead will be subject to more serious disciplinary action including immediate termination. Actions requiring more serious disciplinary action (and not the progressive discipline actions) may vary at the sole discretion of the College and will not be limited to those actions listed in this policy.

D. STEPS OF PROGRESSIVE DISCIPLINE

1. Counseling and Verbal Warning

- **Purpose:** To inform the employee of a minor issue and discuss solutions.
- **Procedure:**
 - Supervisor meets with the employee.
 - Specific concerns are outlined and expectations for improvement are communicated to the employee.
 - No formal documentation is placed in the employee's personnel file, but a note is kept for reference and the employee is asked to sign attesting to his or her receipt and understanding of the corrective action outlined in the document.

2. **Written Warning**

- **Purpose:** To formally document repeated or more serious behaviors or misconduct.
- **Procedure:**
 - Supervisor schedules a meeting with the employee to discuss the issue.
 - A written warning form is completed and signed by the supervisor. The employee is asked to sign the written warning attesting to his or her receipt and understanding of the corrective action outlined in the document.
 - A copy is provided to the employee, and the original is placed in the personnel file.

3. **Final Written Warning and Possible Suspension With or Without Pay**

- **Purpose:** To emphasize the gravity of the issue and outline potential consequences.
- **Procedure:**
 - Supervisor documents and signs the ongoing or severe issues in a final written warning form and possible suspension, and the employee is asked to sign the final written warning and possible suspension attesting to his or her receipt and understanding of the corrective action outlined in the document.
 - A copy is given to the employee, and the original is filed.

4. **Termination**

- **Purpose:** To end employment when previous steps fail to resolve the issue or if the violation is severe.
- **Procedure:**
 - Supervisor consults with HR to review the facts and circumstances of the case.
 - A termination meeting is scheduled, and the employee is informed of the decision.
 - Final documentation is placed in the personnel file.

Acknowledgment:

I confirm that I have received and understand the company's Progressive Discipline Policy.

Employee Signature: _____

Date: _____

Policy History:

September 8, 2014
August 20, 2014
July 30, 2012
March 28, 2011
January 1, 2011
November 17, 2003

Board of Visitors Meeting – May 5, 2025

Action Item No. 8: Review College Policy 450: Grievance Policy

- 1. Background information:** College Policy 450: Grievance Policy has been revised to enhance clarity, consistency, and accessibility for all staff, students, and community members. The updated policy strengthens the colleges's commitment to a safe, respectful, and professional environment by clearly defining improper conduct subject to grievance, including harassment, bullying, threats, and other forms of disruptive behavior.

- 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 reviews the College Policy 450: Grievance Policy.

- 4. Board of Visitors Action:** _____

Motion by:

Seconded by:

Yeas:

Nays:

GRIEVANCE POLICY

Staff, students, and community members have the right opportunity to formally raise concern or grievance regarding the actions of any part-time or full-time college employee or ~~grieve an action taken by a part-time or full-time member of the college staff or a student enrolled at the college at the time of the~~ incident occurrence.

Employee Grievances

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

Employees may file a grievance against another employee or student if the matter involves improper conduct. Such conduct may include, but is not limited to:

- Harassment of any kind
- Bullying
- Threats against an individual or the college
- Terroristic threats or behavior
- Any other action that negatively impacts another person's well-being

The college is committed to maintaining a safe, respectful, and productive environment. The college does not tolerate behavior by students, staff, or members of the community, that interferes with student learning, campus safety, or the professional responsibilities of employees.

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

Residents within of the college's service area are also encouraged welcome to share ~~raise~~ concerns regarding college ~~about the~~ policies or college personnel actions, particulary if as they relate impact to the orderly conduct operation of the college. ~~Residents' These concerns related to college operation~~ should be submitted in writing to the college Chancellor.

Board of Visitors Meeting – May 5, 2025

Action Item No. 9: Review College Policy 427: Compensatory Time

- 1. Background information:** The revised policy emphasizes the requirement for prior written approval before compensatory time can be earned. These updates aim to align college practices with current University of Arkansas System Business Policies and ensure accurate timekeeping.

- 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 reviews the College Policy 427: Compensatory Time.

- 4. Board of Visitors Action:** _____

Motion by:

Seconded by:

Yeas:

Nays:

COMPENSATORY TIME

UA Cossatot defines compensatory time is defined as time earned for work performed in excess of forty (40) hours in the work week. Compensatory time may not be earned in less than fifteen (15) minute increments, and may not be earned during an employee's lunch and/or authorized break periods.

All UA Cossatot employees performing qualifying non-exempt work within a work week will accrue compensatory time at the rate of one and one-half times the number of hours worked in excess of 40 hours. Non-exempt employees are eligible for compensatory time in lieu of overtime payment.

Compensatory time ~~may be used in lieu of sick leave and may be used until the balance is depleted before using annual leave~~ will be applied to submitted leave according to current UA System Business Policies.

Compensatory time may be earned ~~or used only~~ with the prior approval, in writing, by the employee's immediate supervisor.

Policy History:

September 8, 2014
August 29, 2014
January 1, 2011
July 30, 2001

Board of Visitors Meeting – May 5, 2025

Action Item No. 10: Review College Policy 428: Time and Attendance for Non-Exempt Employees

1. Background information: College Policy 428: Time and Attendance for Non-Exempt Employees has been updated to clarify related employee compensation, particularly in situations involving work-related travel. The policy outlines expectations regarding compensable time when non-exempt employees travel for meetings, conferences, or training courses. This ensures clear guidance on what constitutes compensable time during work-related travel.

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 reviews the College Policy 428: Time and Attendance for Non- Exempt Employees.

4. Board of Visitors Action: _____

Motion by:

Seconded by:

Yeas:

Nays:

TIME AND ATTENDANCE POLICY FOR NON-EXEMPT EMPLOYEES

This policy ~~assures~~ ensures non-exempt employees at Cossatot Community College of the University of Arkansas ("UA Cossatot") of its practice to accurately compensate them, to do so in compliance with all applicable state and federal laws, and to correct mistakes when they are called to its attention. It is expected, therefore, that all employees at UA Cossatot will review their payroll records promptly each time compensation is received, and report any perceived error to the Payroll Tech in the Business Office.

UA Cossatot will fully investigate every report of perceived error or violation of this policy, will take corrective action when appropriate, and will make a good will effort to avoid violations in the future. In addition, UA Cossatot will not allow any form of retaliation against individuals who report alleged violations or who cooperate in UA Cossatot's investigation of such reports. Any form of retaliation in violation of this policy may result in disciplinary action, up to and including discharge.

DEFINITIONS

NONEXEMPT EMPLOYEES are those whose positions do not meet Fair Labor Standards Act (FLSA) exemption tests and who are paid or receive compensation time at one-and-one-half times their regular rate of pay for hours worked in excess of 40 in one week. This definition is based on provisions of the FLSA and state law (See <http://www.dol.gov/compliance/laws/comp-flsa.htm>).

TIME PROCEDURES

The work schedule for non-exempt employees generally begins each Monday at 8:00 a.m. and ends each Friday at 4:30 p.m., with the exception of summer hours and official UA Cossatot holidays or closings. Flexed work schedules may be approved by supervisors to meet departmental needs. Non-exempt employees receive a 30 minute lunch break and two additional 15 minute breaks each work day. The additional 15 minute breaks are given/taken at the supervisor's discretion.

A nonexempt employee must maintain an accurate record of the total hours worked each day. The record must include all regular and overtime hours worked, any absences, late arrivals, early departures and meal breaks. The signature of the employee is required as an indication that the record is complete and accurate. The signature of the immediate supervisor is required for verification and approval.

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. A nonexempt employee will be expected to work overtime when necessary to meet the needs of UA Cossatot. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the employee's supervisor's prior written authorization.

When employees must travel for work to meetings, conferences, or training courses, overtime may be required while in travel status or when attending the events. Time spent beyond normally scheduled work hours is compensable. Employees must be in attendance. Free time is not compensable. Travel Compensation Guidelines are available as a procedure.

In lieu of overtime compensation, the State of Arkansas and any political subdivision of the state may award compensatory time off at the rate of not less than one and one-half (1 ½) hours for each hour of employment for which overtime compensation is required. Nonexempt employees at UA Cossatot are compensated for overtime worked through the use of compensatory time (comp time) in accordance with state and federal law. Compensatory Time Authorization forms must be utilized and approved in advance. Overtime pay is typically paid for comp time exceeding 90 hours.

A nonexempt employee may not work any hours that are not previously authorized in writing by the employee's supervisor. A nonexempt employee will not be paid for voluntarily arriving at the work-site before their regular starting time or remaining at the work-site after their shift. No overtime, no matter how slight, may be worked without prior written approval from their supervisor.

A nonexempt employee does not start work early, finish work late, work during a meal break or at their desk or work station, take work home, work weekends, or perform any other unauthorized extra or overtime work without written authorization from their supervisor. A nonexempt employee is prohibited from performing "off-the-clock" work, i.e, work performed and not reported.

ATTENDANCE PROCEDURES

To maintain a safe and productive work environment, UA Cossatot expects employees to be punctual and reliable in reporting for scheduled work. Employees are hired to fulfill specific needs of the college. Nonexempt employees are expected to be at their jobs during their regularly scheduled hours. Attendance will be carefully monitored. When absent or tardy, it disrupts the work in the school. Therefore, absence from work will not be excused under circumstances that can reasonably be avoided. Reporting of Absences falls under College Policy 460 and College Policy 464 Uniform Conduct Standards explains the various Offenses that absences may fall into if needed. The following rules apply to all non-exempt employees:

- Regardless of your reason for absence or tardiness, the employee must always notify his or her supervisor as far in advance as possible, but no later than thirty (30) minutes prior to the start of the scheduled work time.
- If, because of an emergency, the employee is unable to notify his or her supervisor, the employee should have someone contact the supervisor on his or her behalf.
- The employee is expected to give the reason for absence or tardiness and the date and time when the employee expects to return.
- Unless it is an approved leave of absence, the employee must call in each day of his or her absence.

- Chronic and repeated tardiness without acceptable reason is cause for disciplinary action and falls into a Group 1 Offense from College Policy 464 Uniform Conduct Standards.
- In the case of a prolonged absence, a leave of absence must be approved in advance and if the prolonged absence is due to personal illness, a physician's release may be required prior to return to work.
- If the employee is absent three consecutive scheduled workdays without notification, he or she will be considered as having abandoned the job and will be terminated. This is a Group 3 Offense from College Policy 464 Uniform Conduct Standards.
- An excused absence occurs, provided the employee still has available paid time or the absence is otherwise approved, when the employee notifies the supervisor of his or her absence no later than thirty (30) minutes prior to the start of the scheduled work time, or as soon as possible in the case of an emergency.
- An unexcused absence occurs when an employee fails to notify the supervisor of his or her absence, when notification is received less than thirty (30) minutes prior to the start of the scheduled work time, when permission is not granted by the supervisor for justifiable reasons, or in any case when there is no paid time off available and the leave is not otherwise approved.
- Two or more incidents of unexcused absences within any six-month period may result in disciplinary action up to and including termination of employment.
- The college maintains attendance records for its employees. Written reprimands, which are placed in the employee's personnel file, become part of the employee's record.
- Employees are not allowed to use sick days for reasons other than personal illness, illness of an immediate family member or for the care of others as proscribed by federal or state law. Unless otherwise approved for leave under the Family and Medical Leave Act or to accommodate a disability under the Americans with Disability Act, a supervisor may require a physician's note when abuse of sick leave is suspected. If a supervisor confirms that the sick day benefit is being abused, a written warning may be issued and a copy filed in that employee's personnel file. Such warnings may lead to further disciplinary action up to and including termination of employment.

Policy History:

November 7, 2016

Board of Visitors Meeting – May 5, 2025

Action Item No. 11: Review College Policy 466: Information Technology User Access Control

1. **Background information:** the revised policy now includes formal provisions for remote access, outlining requirements for secure connectivity to college systems from off-campus locations. These changes are consistent with the Baker Tilly audit findings.

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 reviews the College Policy 501: Appeals & Complaints Involving Students.

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

Motion by:

Seconded by:

Yeas:

Nays:

INFORMATION TECHNOLOGY USER ACCESS CONTROL

PURPOSE

This policy provides a framework for how user accounts and access privileges are created, managed, and removed. It includes how new users are authorized and granted appropriate privileges, as well as how these are reviewed and revoked when necessary and includes appropriate controls to prevent users obtaining unauthorized privileges or access.

SCOPE

This policy applies to all college employees, students, consultants, contractors, agents, and authorized users accessing who have access to any college information technology and information management systems.

RESPONSIBILITY AND AUTHORITY

Campus management is responsible for the oversight, implementation, and monitoring of user access control policies. All policies and procedures related to user access control practices are subject to approval by the UA Cossatot Chancellor's Cabinet, Board of Visitors, and UA System Board of Trustees.

The Director of Information Technology will ensure the user access control process is established, implemented, and maintained. Information Technology staff will continuously monitor and update procedural controls as needed.

POLICY

User access controls manage the access of users to system and network resources by granting users access only to the specific resources they require to complete their job-related duties. Access controls are necessary to ensure only authorized users can obtain access to system data and information technology systems.

1. General Requirements

- a. The college will provide access privileges to college information technology systems (including networks, systems, applications, and devices) based on the following principles:
 - i. Need to access – users will be granted access to systems and resources that are necessary to fulfill their job roles and responsibilities.
 - ii. Least privilege – users will be granted the minimum privileges necessary to fulfill their job roles and responsibilities.

2. Requesting User Access

- a. Requests for users' accounts and access privileges must be formally documented and appropriately approved.
- b. Requests for special accounts and privileges (such as vendor accounts, application and service accounts, system administration accounts, shared / generic accounts, test accounts and remote access) must be formally documented and approved.
- c. Application and service accounts must only be used by application components requiring authentication; access to the passwords must be restricted to authorized IT administrators or application developers only.

3. Access Control Requirements

- a. All users must use a unique user ID to access college systems and applications. Shared account access is not allowed unless special circumstances exist and have been documented and approved by management and IT.
- b. Passwords must be set in accordance with the password requirements of the system or application being accessed. The use of strong passwords, where available, is required. Sharing passwords is strictly prohibited per College Policy 465 Acceptable Use of Information Technology Resources.
- c. Some systems and applications may require an additional verification step via multifactor authentication (MFA). This additional step requires the use of an authenticator application on a mobile device or a phone call to a mobile device or office phone. The MFA requirement is not optional and is required for all employees.
- d. System sessions are configured to lock after 15 minutes of inactivity.
- e. User access and privileges may be revoked at any time.

4. User Access Audit and Review

- a. Existing user accounts and access rights will be reviewed annually to detect dormant accounts and accounts with excessive privileges.
- b. Existing user accounts and access rights of employees who change job roles and responsibilities will be reviewed immediately at the time their job duties change.
- c. Access rights will be immediately disabled or removed when the user is terminated or ceases to have a legitimate reason to access designated systems.

5. Remote Access

- a. The college will provide remote access privileges to information technology systems (including networks, systems, applications, and devices) based on the following principles:
 - i. Need to access – users will be granted access to systems and resources that are necessary to fulfill their job roles and responsibilities.
 - ii. Least privilege – users will be granted the minimum privileges necessary to fulfill their job roles and responsibilities.
 - iii. Remote access must be secured using an encrypted connection via our VPN client software.
 - iv. Multi-factor authentication is required for all remote access users.
 - v. User remote access privileges may be revoked at any time.

6. Policy Exceptions

Exceptions to this policy must be documented and formally approved by the IT Director. Policy exceptions must describe:

- a. The nature of the exception.
- b. A reasonable explanation for the why the policy exception is needed.
- c. Risks created by the policy exception.

RELATED DOCUMENTS

NIST IR7316, Assessment of Access Control Systems
NIST SP 800-39, Managing Information Security Risk

Policy History:

March 7, 2022

Board of Visitors Meeting – May 5, 2025

Action Item No. 12: Review College Policy 521: International Students.

- 1. Background information:** College Policy 521 outlines the comprehensive admissions, enrollment, and compliance requirements for international students seeking to attend UA Cossatot. The policy ensures adherence to federal immigration regulations while providing a structured process for international applicants.

- 2. Why action is needed at this time:** To ensure that College Policy 521 remains up-to-date with current federal immigration regulations.

- 3. Chancellor's Recommendation:** The Chancellor recommends the Board reviews the College Policy 521: International Students.

- 4. Board of Visitors Action:** _____

Motion by:

Seconded by:

Yeas:

Nays:

INTERNATIONAL STUDENTS

Principal Designated School Official (PDSO) is the appropriate contact to assist in completion of the admissions process and in ensuring status is maintained.

ADMISSIONS REQUIREMENTS

- GENERAL ADMISSIONS REQUIREMENTS.
 - Submit Admissions Application.
 - Submit official final transcripts from secondary and all postsecondary institutions attended.
 - Secondary transcript via InCred only if student graduated from an institution outside of the U.S. Otherwise U.S. institutions must send transcripts directly to UA Cossatot.
 - Postsecondary official transcripts from all institutions attended via InCred for all institutions outside of the U.S.
 - Submit proof of two MMR (Measles, Mumps, and Rubella) vaccinations. Arkansas state law (Act 141 of 1987) requires proof of two (2) immunizations against measles (rubeola), one (1) immunization against rubella, and one (1) against mumps
 - Submit placement test scores. UA Cossatot accepts ACT, SAT, Accuplacer. Accuplacer testing can be completed remotely, if needed through the UA Cossatot Testing Center.
- INTERNATIONAL ADMISSIONS REQUIREMENTS.
 - Color copy of unexpired passport.
 - Financial Resources Form. International applicants must provide proof they have in their possession adequate funds specifically for the purpose of covering the cost of attendance. If sponsors are indicated, a separate Financial Sponsorship Form will need to be completed for each.
 - Financial Resources Supportive Documentation. Supportive documentation must be provided to verify each line of funding provided within the Financial Resources Form. Examples include bank letters or statements with USD currency conversions.
 - If applicable, Financial Sponsorship Form. Submit a form for each sponsor listed on the Financial Resources Form.
 - If applicable, Transfer-In Form. Applicants and their previous institution's PDSO or DSO must complete, sign, and submit this form **before** transferring the student's SEVIS record.
 - If applicable, submit one of the following TOEFL English proficiency exams and meet required minimum score as listed below only if English is not an official language in home country according to [Central Intelligence Agency's World Fact](#)

Book. Please note the scores must be no older than 3 years. TOEFL requirement may be waived if applicant graduated from a U.S. high school.

- TOEFL iBT Test – Minimum score of 61 required
- TOEFL Paper Based Test – Minimum score of 500 required
- TOEFL Computer Based Test – Minimum score of 173 required
- If applicable, submit proof of negative Tuberculosis screening. If from a country where Tuberculosis is endemic according to [Rules and Regulations Pertaining to Tuberculosis Screening for Foreign-Born University and College Students](#).
 - QuantiFERON®-TB Gold Plus (QFT-Plus)
 - T-SPOT®.TB test (T-Spot)
 - TB skin test (Mantoux tuberculin skin test)
- Color copy of student visa. For applicants who do not already possess a student visa, I-20 will be issued by PDSO once all general admissions and other international admissions requirements have been met. When the I-20 is received by the applicant, an appointment should be made with the U.S. Embassy in the applicant's home country to petition for a student visa. Applicant will need to bring all admissions documents submitted to UA Cossatot with them to their appointment. Requests for appointments may take up to two weeks or more.

TRAVEL AND ARRIVAL TO THE U.S. / UA COSSATOT

Once all general and international admissions requirements have been met, the applicant will be matriculated to student status and will be approved to secure travel to UA Cossatot. Students must keep PDSO informed of travel plans including flight numbers, departure and arrival dates and times, etc. UA Cossatot will arrange for transportation from TXK – Texarkana Regional Airport to campus. Transportation arrangements from alternative airports may be made upon request.

Upon arrival at UA Cossatot, international students must check in immediately with the to register in SEVIS, enroll in courses if needed, complete student housing lease agreement, make payment, etc.

All international students are required to attend international new student orientation.

F-1 and M-1 students are required to have the health insurance that is offered through the institution.

ACADEMIC ELIGIBILITY STATUS

- International students must meet with PDSO at the start of registration for each semester in order to be advised and enrolled.

- International students must be enrolled in at least 12 credit hours full-time for the fall and spring terms. Web-based online courses can only account for 3 of the required 12 hours.
- International students are not required to enroll in the summer term. However, if they plan to take summer courses, they will have to meet with the PDSO for approval.
- If an international student needs to reduce their course load it must be approved by the PDSO.
- Before leaving the country, international students must meet with PDSO to obtain approval and a travel signature on the I-20. Failure to do so may result in deportation by customs upon reentry to the U.S.
- International students must notify the PDSO of any changes needed on their I-20.
- International students who do not attend their courses by the start date of the program will not be maintaining status and will be terminated in SEVIS.
- International students must maintain a strong academic standing each semester. Immigration status may be adversely affected by academic suspension, dropping below the required minimum course load (if not authorized), or any other comparable action that prevents enrollment.

INTERNATIONAL STUDENT EMPLOYMENT

International students may be employed on-campus, if positions are available, following federal and institutional guidelines. See PDSO for more information.

~~International students must submit an admissions application to UA Cossatot online through workday. Please allow up to one week following the initial apply date for the PDSO (Principal Designated School Official) to send out a "Welcome" email regarding the students admissions status~~

~~Students will receive the second instructional email prompt from the Principal Designated School Official (PDSO), who will then begin issuing I 20s through the SEVIS system if all admissions requirements have been met. Please see all steps below regarding admissions requirements and additional information:—~~

- ~~1. Complete an admissions application through workday, students will need to create an account through workday. Students will need to fill this out before proceeding with the enrollment process~~
- ~~2. Students will need to send copies of all translated academic records such as transcripts, immunization records, etc. UA Cossatot will require any international transcripts to be translated to English through a translation service. Students are responsible for any fees associated with authentication services~~
- ~~3. Students will need submit one of the following English proficiency exams and must meet the required minimum score as listed below:—
TOEFL iBT Test—~~

- ~~Score 61 (Internet Based)~~
- ~~500 (Paper Based)~~
- ~~173 (Computer Based)~~

Please note that these scores must be no older than 3 years

Please use the following website for the TOEFL exams—www.ets.org/toefl.

~~TOEFL requirement may be waived if a student attended a U.S. high school for at least 6 years, and graduated, OR obtained a 470 score on the Arkansas GED. Some countries may be exempt from this requirement. Updated list will be kept with the PDSO.~~

4. ~~ALL Students must provide placement test scores such as ACT, SAT, accuplacer, etc. prior to receiving an I-20. Additional testing such as the Accuplacer will be provided remotely, if needed through the UA Cossatot testing center~~
5. ~~ALL Students must provide each of the following documents:~~
 - a. ~~Financial Resources Form~~
~~The person covering the costs of your attendance at UA Cossatot must fill out this form. These documents will need to be provided with this form as well: Statements of finances OR a bank letter from your bank indicating the amount that corresponds to the current attendance costs. The balance for the last three months should be displayed in this statement or letter.~~
 - b. ~~Additional Financial Resource Form~~
~~Students will need to complete this form as additional evidence for the Financial Resources form mentioned above~~
 - c. ~~Immunization Form~~
~~Proof of two MMR (Measles, Mumps, and Rubella) vaccinations are required for all students. Students who are foreign-born must provide proof of a negative tuberculosis test. Some countries may be exempt from tuberculosis testing. Updated lists will be kept with the PDSO. Students may contact the Arkansas Department of Health at 501-661-2169 to claim a philosophical or religious exemption.~~
~~*Copy of current Passport must be attached to this Immunization Form.*~~

~~All students must have completed all placement tests (if necessary), paid for their transcript translations, and have all of the documentation listed above submitted to the Principal Designated School Official (PDSO). Students must have all academic holds lifted prior to arriving in the U.S. Students must have an admissions correspondence letter before being issued an I-20.~~

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~~All documents must be submitted to:—~~

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~~UA Cossatot—~~

~~ATTN: Chantal Alonso (PDSO)—~~

~~calonso@cccua.edu~~

UA Cossatot
ATTN: Chantal Alonso (PDSO)
183 College Drive
De Queen, AR 71832

ARRIVAL ON CAMPUS

Students will need to go to the PDSO's office immediately, which is in the Leeper Building, office number 124. All payment plans, house leasing agreements, etc. will be completed at this time.

All international students will be required to attend the international new student orientation.

INSURANCE

F-1 and M-1 students will be **required** to have health insurance.

COST OF ATTENDANCE

The fees, tuition, and estimated living expenses for full-time applicants who are non-Arkansas residents and are from other countries intending to attend UA Cossatot are within the tuition and cost breakdown chart.

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The tuition and cost breakdown chart will represent the approximate costs for a full-time academic year (fall and spring semesters) with twelve credit hours. Please note that if you have an F-1 OR M-1 VISA it is required that you are a full-time student (12 credit hours per term).

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The projected costs do not include the cost of transportation from one's native country to the United States. Students will be required to pay for any costs associated with travel to campus, and all students coming to UA Cossatot if flying, must fly into the Texarkana Regional Airport. Arrangements will be made for pick-up with the PDSO and/or DSO.

TRANSFERRING INTERNATIONAL STUDENTS

Please use this link for any questions regarding transferring from one institution to another—<https://studyinthestates.dhs.gov/students/complete/instructions-for-transferring-to-another-school-as-an-f-1-student>. Transferring international students will still need to provide the same documents as non-transferring international students.

COURSES

All students must be enrolled full-time each fall and spring semester. Students are not required to take courses in the summer. However, if they plan to take summer courses they will have to

meet with the PDSO and DSO.

- Web-based online courses can only take up three of the required 12 hours.
- If a student does not meet all VISA requirements OR if the student drops below full-time status without authorization, it will impact a student's immigration status. If planning to travel please refer to the SEVIS website <https://www.ice.gov/sevis/travel> for specific guidelines regarding F-1 and M-1. If a student works off campus without permission the PDSO and DSO must terminate the student record in SEVIS.
- If a student needs to reduce their course load it must be approved by the PDSO and/or DSO. If an F-1 student has a specific academic difficulty, illness, or medical condition, or if it is the student's last term to complete their program and they must reduce their course load it may be approved. However, M-1 students may ONLY reduce their course load due to a medical condition or illness and must be approved by the PDSO and/or DSO. Please refer to the SEVIS website for more guidelines <https://studyinthestates.dhs.gov/sevis-help-hub/student-records/manage-program-dates-registration-and-course-load/reduced-course>.

MAINTAINING STATUS

- To maintain status, students must be enrolled in at least 12 credit hours full-time. If a student has completed 12 credit hours, they are eligible to add one more course.
- Before being permitted to leave the country and to apply for re-entry, students must meet with the Principal Designated School Official (PDSO) and the Designated School Official (DSO). In order to be allowed to re-enter the nation, they have to tell the Principal Designated School Official (PDSO) and the Designated School Official (DSO) each time they want to depart and obtain approval.
- Students must notify the PDSO (Principal Designated School Official) and DSO (Designated School Official) of any changes that are to be made on their I-20.
- If the student does not enroll in the program by the start date of the program, their immigration status will be revoked.
- Students must maintain a strong academic standing each semester. The student's immigration status may be adversely affected by academic suspension, dropping below the required minimum course load (if not authorized), or any other comparable action that prevents enrollment.

Students will be required to report to the PDSO (Principal Designated School Official) and DSO (Designated School Official) at the beginning of every semester in order to update registration in SEVIS. Bi-Weekly academic check-in meetings will be required for students. Students will be required to follow all other student policies.

HLC Criterion: TBD

Policy History:

March 4, 2024

Board of Visitors Meeting – May 5, 2025

Action Item No. 13: Approve pursuing with Adding UA Cossatot Men & Women's Cross Country 2025-2026 Academic Year.

1. **Background information:** Since establishing the UA Cossatot Colts athletic program, we have noticed an enormous support from the community. We now want to further expand our athletic program with adding Men and Women's Cross Country for the 2025-2026 academic year.

2. **Why action is needed at this time:** We feel we will offer more opportunities for students in our athletic program, we will offer more marketing opportunities for our college, and we will offer the community high-quality sporting events which will build more community pride and college pride.

3. **Chancellor's Recommendation:** The Chancellor recommends the Board approves pursuing with Adding UA Cossatot Men & Women's Cross Country 2025-2026 Academic Year.

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

Motion by:

Seconded by:

Yeas:

Nays:



UA Cossatot

183 College Drive / De Queen, AR 71832 / 870.584.4471 / 800.844.4471 <http://www.cccua.edu>

April 22, 2025

To whom it may concern,

Please accept this letter indicating that UA Cossatot intends to add the sport of Cross Country to our roster of NJCAA sports in fall of 2025. Cross Country is an exciting sport and one that is particularly embraced by our local feeder schools.

We intend to develop men's and women's Cross Country and immediately offer roster spots for up to 40 student athletes. Our intentions are to recruit and hire a part-time Cross Country coach and only offer and continue to operate that program if it provides a revenue-positive budget. Budgeting using the low-end of the range (10 men, 10 women) for student numbers, we expect to have in our first year an overall expense budget of \$45,000, while generating \$68,000 in tuition and fee income.

I have been working closely with the NJCAA, our local Board of Visitors, and Athletic Director, Coach Stan Asumnu to develop this exciting program as I feel it will serve our students and local community well.

Respectfully submitted,

Dr. Steve Cole,
Chancellor

“UA Cossatot is committed to improving the lives of those in our communities by providing quality education, outstanding service, and relevant industry training” – UA Cossatot Mission Statement

Board of Visitors Meeting – May 5, 2025

Action Item No. 14: Review Strategic Plan and Master Facilities Plan

- 1. Background information:** This strategic planning initiative is grounded in a comprehensive understanding of the college’s mission, values, and evolving role in higher education. The college is committed to academic excellence, student success, and community engagement.

Our college is undertaking the development of its first-ever Master Facilities Plan to strategically guide the growth and optimization of campus spaces in alignment with our academic mission, student needs, and long-term institutional goals.

- 2. Why action is needed at this time:** To formally authorize the development and implementation of the Strategic Plan and Master Facilities Plan.

- 3. Chancellor's Recommendation:** The Chancellor recommends the Board reviews the Strategic Plan and Master Facilities Plan.

- 4. Board of Visitors Action:** _____

Motion by:

Seconded by:

Yeas:

Nays:



UA Cossatot

183 College Drive / De Queen, AR 71832 / 870.584.4471 / 800.844.4471 <http://www.cccua.edu>

April 24, 2025

To whom it may concern,

I am proud to submit to the Board of Trustees of the University of Arkansas the 2025-2030 Strategic Plan and Master Facilities Plan for UA Cossatot.

These plans are a culmination of hard work by the respective committees for each plan, and we feel they have developed plans that are not only practical but based upon sound research and planning.

Every single group of stakeholders provided input for these plans, and now our college has two intertwined roadmaps that will allow us to properly direct resources to areas most in need.

I am providing these plans to inform the Board of Trustees of our efforts and ask for a vote of confidence for these plans, if that is appropriate.

Respectfully submitted,

Dr. Steve Cole,
Chancellor

“UA Cossatot is committed to improving the lives of those in our communities by providing quality education, outstanding service, and relevant industry training” – UA Cossatot Mission Statement

COSSATOT COMMUNITY COLLEGE
OF THE UNIVERSITY OF
ARKANSAS

BOARD OF VISITORS

INFORMATION ITEMS

May 5, 2025

EMPLOYEE CHANGES

Newly Hired

Tonya White

Hire Date: January 6, 2025

Position: Career Coach- Kirby High School

Salary: \$42,000

Miranda Burt

Hire Date: February 3, 2025

Position: Student Accounts Officer

Salary: \$29,836

Jake Howard

Hire Date: March 31, 2025

Position: Sports Information Coordinator

Salary: \$40,000