

CAMPUS GOVERNANCE STRUCTURE AND POLICY DEVELOPMENT

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

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

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

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

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

Policy History:

January 6, 2025
November 5, 2018
July 7, 2014
January 2, 2011
December 5, 2005
September 24, 2001

COLLEGE GOVERNANCE STRUCTURE

Board of Visitors

- **Purpose:** Serves as a liaison between UA Cossatot and the region, advising leadership on local educational and service needs.
 - **Members:** Appointed community representatives
 - **Examples of Responsibilities:**
 - Advising the Chancellor, UA System President, and Board of Trustees on regional needs and priorities.
 - Representing the college positively in the community and at official events.
 - Revising and interpreting their own by-laws.
 - Strengthening ties between the college and local stakeholders.
 - Supporting institutional outreach and development efforts.
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Chancellor's Cabinet

- **Purpose:** Advises the Chancellor on high-level strategic, operational, and institutional matters.
 - **Members:** Chancellor, Vice Chancellors, Directors, and selected administrative leaders.
 - **Examples of Responsibilities:**
 - Setting institutional priorities and resource allocations.
 - Coordinating campus-wide initiatives.
 - Monitoring institutional effectiveness and accountability.
 - Reviewing and approving college policies and procedures.
 - Budgeting
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Academic Council

- **Purpose:** Ensures academic quality, integrity, and alignment across instructional programs.
 - **Members:** Vice Chancellor of Academics and Academic Team
 - **Examples of Responsibilities:**
 - Reviewing and endorsing student, academic policies and curriculum.
 - Coordinating across academic divisions.
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Strategic Planning Committee

- **Purpose:** Guides long-term institutional planning.
- **Members:** Cross-section of employees (faculty, staff, admin)
 - Selected by the Chancellor and VC Academics every 5 years.
- **Examples of Responsibilities:**
 - Setting goals aligned with the college mission.
 - Reviewing strategic initiatives.
 - Gathering campus input for the strategic plan.

Institutional Review Board (IRB)

- **Purpose:** Ensures ethical standards and regulatory compliance in research involving human subjects.
- **Members:** elected by Vice Chancellor for Academics for a two-year term; Director of Institutional Research leads the board
- **Examples of Responsibilities:**
 - Reviewing research proposals involving human participants.
 - Ensuring informed consent and privacy protections.
 - Monitoring compliance with federal and institutional research policies.

Institutional Animal Care and Use Committee (IACUC)

Purpose: An Institutional Animal Care and Use Committee (IACUC) is a federally required oversight committee that ensures the humane and ethical care and use of animals in teaching, research, and training programs. The IACUC reviews and approves animal use protocols, monitors facilities and procedures, and ensures compliance with the Animal Welfare Act and USDA regulations.

Members:

- Meghan Harrison, DVM
- Kelli Harris, JD
- Dr. Steve Cole
- Shawna Stinnett

Faculty Council

- **Purpose:** Serves as the official voice of the faculty on academic and institutional matters. The council fosters mutual respect and cooperation, promotes shared governance, and broadens communication across the college.
- **Members:** Elected faculty representatives serving two-year terms.
- **Examples of Responsibilities:**
 - Providing faculty input on institutional, academic, student, and faculty affairs.
 - Recommending policies on curriculum, awarding of credit, admissions, academic probation, and attendance.
 - Supporting faculty professional and instructional development.
 - Advising on matters affecting faculty welfare and working conditions.

- Engaging faculty expertise in guiding the college's direction.
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Staff Council

- **Purpose:** Advocates for classified (non-teaching) staff interests and professional development.
 - **Members:** Administrative and support staff selected for two-year terms
 - **Examples of Responsibilities:**
 - Planning training or workshops.
 - Addressing workplace concerns.
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Scholarship Committee

- **Purpose:** Oversees the awarding of institutional scholarships and related financial support.
 - **Examples of Responsibilities:**
 - Reviewing scholarship applications.
 - Establishing award criteria.
 - Ensuring equitable distribution of funds.
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Curriculum Committee

- **Purpose:** Oversees curriculum, academic policies, and instructional standards.
 - **Members:** Faculty, academic deans, curriculum coordinators. VC organizes, but is non-voting member.
 - **Examples of Responsibilities:**
 - Approving new and modifications to courses/programs.
 - Reviewing degree and certificate requirements.
 - Assessing academic standards.
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Student Experience Committee

- **Purpose:** Enhances the overall student experience across housing, athletics, student life, and international programs.
 - **Members:** Representatives from housing, athletics, student affairs, international programs
 - **Examples of Responsibilities:**
 - Coordinating student support and engagement programs.
 - Addressing concerns related to residence life, wellness, and co-curricular activities.
 - Recommending improvements in services affecting student life.
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Crisis Response/Safety/Compliance/Cleary

- **Purpose:** Ensures a safe campus environment and emergency response readiness.

- **Members:** Chancellor, Vice Chancellor for Academics, Campus police, facilities staff, faculty/staff reps.
 - **Examples of Responsibilities:**
 - Reviewing safety protocols.
 - Conducting emergency drills.
 - Coordinating responses to campus crises.
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Facilities & Space Planning Committee

- **Purpose:** Advises on campus facilities usage and future development.
 - **Examples of Responsibilities:**
 - Maintain Facility Master Plan
 - Reviewing space utilization.
 - Recommending renovations or upgrades.
 - Prioritizing capital projects.
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Distance Education Committee

- **Purpose:** Guides the growth and quality of online and hybrid instruction.
 - **Examples of Responsibilities:**
 - Recommending best practices for online teaching.
 - Reviewing online course design and accessibility.
 - Supporting professional development for online faculty.
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Awards, Recognition, and Events Committee

- **Purpose:** Recognizes outstanding employee contributions and service.
 - **Examples of Responsibilities:**
 - Managing nomination processes.
 - Organizing award ceremonies.
 - Promoting a culture of appreciation.
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Community Engagement and Alumni Relations Committee

- **Purpose:** Strengthens the college's relationships with the surrounding community.
 - **Examples of Responsibilities:**
 - Planning service learning and volunteer opportunities.
 - Coordinating community events and partnerships.
 - Supporting civic engagement initiatives.
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Student Accounts Appeals Team (*meets as needed*)

- **Purpose:** Reviews student appeals related to billing statements and account balances.
 - **Members:**
 - Vice Chancellor of Finance, Chair
 - Five members appointed by the Vice Chancellor of Finance
 - **Examples of Responsibilities:**
 - Reviewing appeal applications concerning student account charges.
 - Evaluating supporting documentation.
 - Rendering decisions or recommendations regarding financial account disputes.
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Student Appeals Committee (*meets as needed*)

- **Purpose:** Reviews student appeals unrelated to financial statements or billing (e.g., academic or conduct-related appeals).
 - **Members:**
 - Vice Chancellor for Academics
 - Vice Chancellor for Finance or proxy
 - One student (selected by VC for Academics)
 - One faculty or staff member (selected by VC for Academics)
 - One faculty or staff member (selected by the student appealing)
 - **Examples of Responsibilities:**
 - Reviewing submitted appeals and documentation.
 - Engaging in deliberation and voting on outcomes.
 - Ensuring a fair and impartial appeals process.
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Financial Aid Appeals Committee (*meets as needed*)

- **Purpose:** Reviews student financial aid appeals and makes final determinations.
 - **Members:** Committee membership is confidential to protect the integrity and impartiality of the process.
 - **Examples of Responsibilities:**
 - Reviewing student appeals related to financial aid eligibility or decisions.
 - Evaluating supporting documentation for exceptions to policy.
 - Approving, denying, or recommending adjustments to financial aid packages.
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Procedure History:

April 20, 2026
November 14, 2024
June 13, 2022
August 2, 2021
August 3, 2020
August 26, 2019
April 1, 2019
October 2018

STAFF COUNCIL CONSTITUTION AND BY-LAWS

University of Arkansas Cossatot

PREAMBLE

The governance of the University of Arkansas Cossatot is a shared responsibility among the Board of Visitors, the Board of Trustees, the administration, and the faculty under the leadership of the Chancellor. To ensure the active participation of staff in shaping policy, enhancing services, and supporting the mission of the institution, the adoption of this Constitution establishing the Staff Council is hereby ordained.

ARTICLE I: Definition of Staff

For the purposes of this Constitution, “**staff**” includes all employees of the University of Arkansas Cossatot—full-time, part-time, and part-time extra help—who are not represented by the Faculty Council or serving as voting members of the Chancellor’s Cabinet.

ARTICLE II: Purpose and Scope

The Staff Council of the University of Arkansas Cossatot represents the collective voice of staff across all campuses. The role of the Staff Council is **advisory** in nature. It serves as a forum for communication, recommendations, and staff development, but does **not create or implement institutional policy** unless explicitly delegated to do so by the administration or governing bodies.

The purposes of the Council are to:

- Actively participate in the college’s shared governance structure.
- Provide input into the development of institutional policies and procedures.
- Strengthen communication among staff and between staff and administration/Board of Visitors.
- Promote and advocate for student success.
- Support staff welfare, professional development, and unity.

- Reflect and represent a broad range of staff roles, perspectives, and experiences.
- Enhance the positive image of UAC within the region and state.
- Serve as an instrument of support for staff.

The staff, acting through the Staff Council, may make recommendations on any matter of staff concern, including but not limited to:

- Fringe benefits
- Compensation
- Work schedules and conditions
- Hiring and dismissal procedures
- Staff and administrative evaluations
- Environment and safety
- Physical facilities
- Health and wellness

The Staff Council shall not participate in or make decisions regarding legal, governmental, or personnel matters. This includes, but is not limited to:

- Hiring, termination, or disciplinary actions involving employees;
- Interpretation or enforcement of laws, regulations, or contracts;
- Matters requiring legal counsel or governmental compliance.

ARTICLE III: Membership

The Staff Council shall consist of:

- 3 members from the De Queen Campus
- 2 members from the Nashville Campus
- 1 member from the Ashdown Campus

Terms of service are two years. Members must sit out for one full term (two years) before being eligible for re-election.

Eligibility: To be eligible to serve on the Staff Council, a staff member must have been employed by the University for at least **one full year** at the time of election.

Representation: Membership should reflect a broad range of staff roles, perspectives, and experiences across all UAC campuses.

ARTICLE IV: Authority

The Staff Council shall serve as the official liaison between staff and the administration, faculty, and students. The Council may review and address items of interest or concern presented by staff, administrators, faculty, or students. After staff council review, all recommendation will be presented to Chancellors Cabinet for further consideration.

ARTICLE V: Officers

The officers of the Council shall include, but are not limited to, a Chair, Vice Chair, and Recorder. Officers will be elected by all staff at the beginning of each academic year.

- **Eligibility for Officers:** Any Staff Council member who has been employed by UAC for at least one year is eligible to serve as an officer.
- **Resignations and Vacancies:** An officer may resign by submitting written notice to the remaining officers. If a vacancy occurs:
 - The **Vice Chair automatically assumes the role of Chair** for the remainder of the term.
 - A special election shall be held to fill the Vice Chair position, if needed.
 - The newly elected officer will immediately assume the role and serve the unexpired term.

Officer Duties:

- **Chair:** Serves as the presiding officer, prepares meeting agendas, conducts meetings, appoints members to special committees (subject to Council approval), maintains communication with other groups or individuals, and manages correspondence.
- **Vice Chair:** Supports and substitutes for the Chair or Recorder, coordinates committee appointments, manages special projects, and supports staff initiatives. In the event of the Chair's resignation or removal, the Vice Chair shall assume the duties of Chair.

- **Recorder:** Maintains attendance, records meeting minutes, and posts minutes in a timely manner. Minutes shall be publicly available to all staff on the **UAC internal portal/intranet** (or other designated location) within 10 business days of each meeting.
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ARTICLE VI: Meetings

- The Council shall hold a minimum of four regular meetings each academic year.
 - Meeting minutes will be recorded by the Recorder and posted to the designated staff-accessible platform within 10 business days.
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ARTICLE VII: Quorum

A quorum shall consist of a majority of Council members. No official business may be conducted without a quorum.

ARTICLE VIII: Voting

The Chair, or Vice Chair in the Chair's absence, may call for a vote after a motion has been made.

ARTICLE X: Agenda

1. The Chair shall distribute an agenda prior to each meeting.
2. Agenda items may be submitted by:
 - Any Staff Council member
 - Any staff member
 - The Chancellor
 - Any Vice Chancellor
3. Items must be submitted in writing at least two days prior to the scheduled meeting. Officers will review requests to ensure they are within the Council's scope. Items deemed inappropriate will be redirected to the appropriate avenue, with the

petitioner informed. If unresolved, the item may be resubmitted with documentation, and the Council leadership may reconsider.

4. Only agenda items will be discussed during meetings. Issues arising outside the agenda will be tabled for submission to the next meeting.

ARTICLE XI: Privileges and Responsibilities

The Staff Council reserves the right to address any professional matter it deems important to the welfare of the college or the interests of staff.

ARTICLE XII: Recommendations

Following each meeting, the Chair shall forward any Council recommendations to the Vice Chancellor for Academics, the Vice Chancellor for Business Operations, and the Chancellor.

ARTICLE XIII: Amendments

This Constitution may be amended by a three-fourths vote of the Staff Council.

ARTICLE XIV: Ratification

This Constitution shall take effect upon approval by a simple majority vote of the Staff Council.

Procedure History:

November 17, 2025
