

# UNIVERSITY OF ARKANSAS HOPE-TEXARKANA BOARD OF VISITORS

## OPERATIONS GUIDE

### INTRODUCTION AND WELCOME

The University of Arkansas Community College at Hope-Texarkana Board of Visitors (BOV) is comprised of ten regional community members. Service on the BOV requires commitment, dedication, and leadership. Visitor selection derives from an individual's broad knowledge of, and steadfast commitment to, southwest Arkansas. The scope of collective backgrounds and range of individual experiences brings legitimacy to the issues Visitors address on behalf of the College.

Board of Visitor members provide a valuable service to the University of Arkansas Community College at Hope-Texarkana (UAHT). Visitor participation is critical to implementing a rigorous and relevant curriculum and workforce education programs that provide deep educational experiences that prepare students for their futures.

### GOVERNANCE CONTEXT

All educational institutions in the state of Arkansas are established under Amendment 52 of the Arkansas Constitutions. Act 1244 (Arkansas Codes Annotated 6-53-203) provides access to educational programs and establishes an educational coordinating board. The University of Arkansas Community College at Hope-Texarkana operates under the authority of the Arkansas Higher Education Coordinating Board (AHECB). The Arkansas Department of Higher Education (ADHE) serves as the administrative staff for the AHECB.

UAHT is governed by the Board of Trustees of the University of Arkansas System (UA System). The Board of Trustees has legal control and responsibility for the functions of the University of Arkansas. Governance is through provisions in the Arkansas Constitution, Amendment 33, and by certain Arkansas Statutes.

The merger agreement between the University of Arkansas System and Red River Technical College as it became the University of Arkansas Community College at Hope, established the College as a separate, autonomous, equal member within the UA System. The merger agreement established a local Board of Visitors. The University of Arkansas System policy establishes a Two-Year Colleges and Technical Schools Committee to maintain a relationship with the BOV, the local community, and with faculty and staff as they relate to all two-year campuses within the state.

### UAHT MISSION AND VISION

#### Mission

The mission of the University of Arkansas Community College Hope-Texarkana is to connect students and community partners to quality academic and technical education, beneficial student support services, customized business and industry training, community development endeavors, and prevailing educational opportunities through exemplary and timely educational technologies, effective content delivery methods, and efficient organizational structures in an environment of integrity and respect that fosters student success, economic improvement, and civic and cultural enrichment.

### Vision and Values

The University of Arkansas Community College at Hope-Texarkana envisions itself as a twenty-first century model community college. To make our vision a reality, UAHT will reach beyond traditional boundaries so that students can overcome obstacles, achieve dreams and reach their full potential. We will empower a network of diverse and committed individuals to work creatively and collaboratively toward shared principles and the common goal of student success. Our learning environments will be nurturing, accepting, personalized and student focused. We will vow to the community that we commit to always be attentive to our mission, cohesive in our approach and responsive to changing needs.

As a commitment to our mission and to pursue our vision the following core values will serve as *the bridge to our future*:

#### **Student-focused**

The University of Arkansas Community College at Hope-Texarkana values students. We are student focused in all that we do and are highly committed to reaching beyond boundaries to make positive change in the lives of our students. The college fosters individual growth, encourages personal success and provides educational opportunities in an effort to empower students to lead productive and prosperous lives and achieve their full potential.

#### **Diversity**

The University of Arkansas Community College at Hope-Texarkana values diversity. We are a dynamic community of unique and diverse individuals with shared principles and common goals. The college is a cohesive network that works to create a nurturing, accepting and personalized campus that meets the needs of individual students as they strive to overcome obstacles and make their dreams come true.

#### **Versatility**

The University of Arkansas Community College at Hope-Texarkana values versatility. We provide opportunity to the populace in southwest Arkansas through the collaborative efforts of a dedicated administration, faculty and staff. The college is steadfast in its labors to provide quality programs with high educational standards and unwavering in its efforts to train the current and

future workforces, to educate individual students and to be responsive to changing societal needs.

### **Quality**

The University of Arkansas Community College at Hope-Texarkana values quality. We are success oriented. College employees are hardworking, devoted individuals who are committed to providing quality education and who stand united and are connected through their efforts to make a difference.

### **Community**

The University of Arkansas Community College at Hope-Texarkana values community. We are a public institution with a personal touch. The college thrives on community involvement, is responsive to community needs and seeks overall prosperity through collaborative and cooperative ventures that expand opportunities for area residents.

### **UAHT INSTITUTIONAL LEARNING OUTCOMES**

Upon completion of a degree or certificate from UAHT, students will be able to:

1. Conduct research, evaluate sources for credibility, and ethically integrate research into their own work.
2. Exhibit critical thinking skills and clear communication of thoughts, views, and ideas through speaking and/or writing.
3. Use and comprehend mathematic and scientific concepts and principles to make reasoned conclusions.
4. Apply relevant technology to acquire and process knowledge appropriate to the discipline or field.
5. Exhibit a broad knowledge and understanding of diverse human perspectives and cultures through history, government, the humanities, and the fine arts.

### **AUTHORITY**

The purpose of the BOV is to provide oversight coordination as assigned by the UA System. Specifically, the BOV oversees the UAHT operating budget, student tuition and fees, financial resources for programs, purposes, and operations, and expenditure of locally raised tax funds on behalf of the institution.

The BOV serves as advisors to UAHT and works cooperatively with college administrators, instructors, and staff to help strengthen and improve overall programming. The BOV has no administrative or legislative authority but serve as advocates for quality education by helping ensure programs have adequate resources to successfully meet the requirements of other higher education institutions, business, and industry needs. Visitors assess educational programming and

provide recommendations for improvement. Visitors promote and advocate workforce education throughout the community.

The Board of Visitors works together to ensure that all educational programming at UAHT is up to date and relevant to current business, industry, and professional employment practices. Visitors support the assessment of academic programs, advocate for quality career education, generate new ideas, and assist in the development of new programs. Visitor support is designed to be proactive rather than reactive.

Board of Visitor members utilize an open exchange of dialog among themselves and with members of the broader community.

## COMPOSITION

The BOV is appointed by the UA System Board of Trustees upon recommendation by the UAHT Chancellor. The membership consists of ten representatives of the service area community, broadly representing the UAHT service area demographics. Members may come from both the private and public sectors. Visitors should be able to contribute to enhancing the mission of UAHT.

TERMS OF OFFICE Membership is for a term of five (5) years or until a successor is appointed. Visitors may not serve more than two (2) consecutive five-year terms of service. Visitors who are appointed to complete an unexpired term of office are eligible to complete that term and be reappointed for one (1) additional consecutive five-year term. At the expiration of two consecutive terms of service a Visitor is not eligible for another consecutive term of service for one (1) year.

ELECTION OF OFFICERS The Executive Committee of the BOV consists of a Chair, Vice-chair, and Secretary. The election of the Chair, Vice-chair, and Secretary takes place at the first meeting of the BOV after July 1, or immediately after a vacancy occurs. Officers serve one-year terms and may be re-elected. Election of officers is by majority vote of the BOV.

### Chair

The Chair of the BOV presides at all meetings, enforces policies and operational functions of the Board, appoints committees, and performs such duties as required by the BOV. The Chair is entitled to vote on all matters coming before the BOV.

### Vice-chair

The Vice-chair presides in the absence of the Chair.

### Secretary

The Secretary oversees the records of BOV meetings. The administrative assistant of the chancellor is the official recorder and the official custodian of BOV records. The Secretary

coordinates with the administrative assistant to prepare and provide BOV members with notices of regular and special meetings. Records of the BOV are the property of UAHT and are open to inspection on the request of any citizen.

## COMMITTEES

The BOV performs its work as a committee of the whole. Special committees may be appointed by the Chair or may be elected by the Board. When the duties or work of committees is completed, committees are automatically discharged.

### Governance Committee

The Executive Committee, consisting of the Chair, Vice-chair, and Secretary serve as the Governance Committee. The purpose of the Governance Committee is to streamline board operations and elevate board meeting experiences. The Governance Committee has oversight of the BOV, monitors board structures and processes, periodically reviews organizational documents and processes, organizes ongoing training, and enhances collaboration and efficiency in all BOV meetings and functions to ensure compliance with policies and processes. The Governance Committee ensures that all BOV members understand their roles and responsibilities.

### Nominating Committee

The BOV Chair appoints a Nominating Committee consisting of the Vice-chair and two (2) BOV members. Every member of the BOV is eligible to serve on the Nominating Committee. Members of the Nominating Committee are not barred from becoming Executive Committee nominees themselves. Nominating Committee members contact whom they wish to nominate to serve on the Executive Committee to ensure acceptance of the nomination.

The Nominating Committee reports to the full BOV at the last regular meeting of each academic year of the College. Upon the recommendation of the Nominating Committee, the Chair calls for a vote. The UAHT Chancellor declares the vote results. The Nominating Committee oversees the selection process for re-appointed or newly appointed members. Factors to be considered when nominating members is their capability, available time, and level of interest in the mission of the College. New or re-appointed BOV members should be oriented to their role on the BOV. Orientation occurs prior to the first regular meeting of each academic year of the College, and as needed through the remaining academic year.

## DUTIES

The BOV is a meaningful link between the community and UAHT providing, maintaining, and improving education in Southwest Arkansas. The BOV is an important source of support in addressing economic conditions, student interest, program planning, and institutional resources. Duties include:

1. Advisory oversight for the UAHT operating budget.
2. Assisting in the development of long-range plans for UAHT.
3. Assisting in recruiting students and obtaining scholarship funds.
4. Promoting excellence in higher education instruction.
5. Assisting in fund raising and development activities in support of instructional programs.

## MEETINGS

Meetings of the Board of Visitors are determined by the BOV and the UAHT Chancellor. Dates for regular meetings are set by a majority vote of the members. Dates for special meetings are set by the Chair. All meetings are open to the public except when the BOV Chair calls for a closed session. Discussion is unlimited if it applies to matters specifically before the BOV. The Chair may limit discussion to matters that are before the members. The Chair may limit the time of citizens before the BOV. Visitors are encouraged to explore all points of view in working towards consensus.

Each meeting should have an agenda and a purpose. The UAHT Chancellor develops BOV agendas and provides information material regarding agenda items. BOV members should receive agenda and informational materials either by mail or electronically at least three (3) days prior to a meeting.

## QUORUM

A quorum is the minimum number of voting members who must be present, in person or electronically, at a properly called meeting to conduct business in the name of the BOV. A simple majority of Visitors constitutes a quorum. No member of the BOV may vote by proxy.

## ABSENCES

Board visitors will be removed from service after two consecutive unexcused absences or three unexcused absences in a year unless Board visitors vote to retain the visitor. It is the duty of the Board chair to notify the visitor removed from service. The Board secretary is responsible for attendance records.

## ONBOARDING

When a Visitor commits to board service, they agree to accept responsibility for UAHT. Visitors are tasked with making decisions and providing oversight coordination toward the success of the mission of the College. It is important that the BOV have steps in place to ensure that everyone is on the same page regarding college policies and BOV procedures.

Board of Visitor members are an asset for the College. The BOV Operations Guide is a broad approach to introducing the mission and the values of the College.

*University of Arkansas Community College at Hope-Texarkana Board of Visitors Operations Guide Adopted December 9, 2022*