



Arkansas Division of Higher Education

101 E. Capitol Avenue, Suite 300 • Little Rock, Arkansas • 72201-3827 • (501) 371-2000 • Fax (501) 371-2001

Johnny Key
Secretary

Maria Markham, Ph.D.
Director

September 1, 2022

The Honorable David Wallace, Chair
The Honorable David Hillman, Chair
Arkansas Legislative Council - Personnel Subcommittee
State Capitol Building
Little Rock, AR 72201

Dear Senator Wallace and Representative Hillman:

Black River Technical College (BRTC) requests the establishment of one (1) non-classified position from the Higher Education Central Pool authorized by Act 763 of 2019, ACA §21-5-1415. In accordance with the provisions of the act, we are forwarding our recommendation to you for consideration.

We recommend that the following be established from the Higher Education Central Pool:

Requested

Title: Associate Registrar
LIM - FY23: \$89,854
Salary - FY23: \$30,000
Institution Match Rate % - FY23: 31%
Institution Match \$ - FY23: \$9,300
Total Compensation FY23: \$39,300
Number of Positions: 1

Recommendation

Title: Associate Registrar
LIM - FY23: \$89,854
Salary - FY23: \$30,000
Institution Match Rate % - FY23: 31%
Institution Match \$ - FY23: \$9,300
Total Compensation FY23: \$39,300
Number of Positions: 1

This position is requested to fulfill the full scope of services for students and prospective students by BRTC's Student Affairs office. This title is used at another institution.

The Associate Registrar will be responsible for managing academic records and coordinating registration. He/She will oversee the maintenance and retention of all student academic records. The Associate Registrar will also coordinate the transfer of data into the electronic data processing system.

Sincerely,

Maria Markham, Ph. D.
Director



August 31, 2022

Dr. Maria Markham, Director Arkansas Department of Higher Education
423 Main Street, Suite 400
Little Rock, AR 72201

RE: Request for Two Non-classified Positions from Central Pool

Dear Dr. Markham:

In accordance with Act 599 of 2017, ACA §21-5-1415, Black River Technical College is respectfully requesting (1) non-classified positions from the Higher Education Central Pool to serve our students. The position requested is Associate Registrar.

Justification: Associate Registrar:

This is a new position that is necessary for BRTC's Student Affairs office to fulfill its full scope of services for students and prospective students to be adequately served. Currently, there are approximately 1400 students enrolled in BRTC this Fall 2022 and approximately 600 of those students are registered through the Registrar's Office. This is an increase of 200 enrollments through this office in the past year and the outlook shows a continued increase in concurrent and LETA demand for the future. The college has increased its program offerings which has increased the graduation applications to more than 5 times the previous graduate numbers.

This much-needed new Associate Registrar will work with Academic Advisors and students with all graduation needs and transcript evaluations. This position will facilitate and document communication with faculty, staff, and students, will collect, report and maintain data related to all student accounts. They will be advising and working to support campus-wide initiatives and annual planning, and will create, maintain and disseminate reports required for Arkansas Department of Higher Education and the Higher Learning Commission.

BRTC appreciates your consideration in our request for approval of these two positions from the Central Pool. Please don't hesitate to contact me with any questions concerning this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Eggenesperger", with a horizontal line extending to the right.

Martin Eggenesperger, Ed.D. President, BRTC



Division of Higher Education Non-Classified Central Pool Justification Form

Institution:	Black River Technical College	Date:	08-31-2022
Requested Authorized Title:	Associate Registrar	LIM:	\$89,854
Working Title:	Assistant Registrar	Estimated Salary Range:	\$30,000
Institution Match Rate %:	31%	Institution Match \$:	\$9,300.00
Total Compensation:	\$39,300.00	Number of Positions:	1

Board Approval Date: _____

Justification:

BRTC has experienced several changes that have significantly increased the workload of the Registrar’s office. Currently the Registrar’s Office has only the Registrar and one administrative assistant. The current administrative assistant plans to retire in October. This retirement will leave a short staffing issue that must be addressed. BRTC is requesting to replace this administrative assistant position with an Assistant Registrar position. The need for an Assistant Registrar position has long been needed, however it has now become critical due to two large changes in workloads for this office.

First, BRTC has completed a large overhaul in the number of available degrees and credentials students are able to earn and the associated tracking mechanisms for tracking the increase of degrees and credentials in order to increase productivity according to the key performance indicators in the productivity funding formula. These changes have resulted in record gains in degrees and credentials earned per semester resulting in over 2,000 new credentials per semester. This is roughly over a 500% increase in the associated degrees and credentials obtained on average per semester. This increase has resulted in many positive outcomes for the institution but has also created an enormous increase in the amount of work the Registrar’s Office must complete each semester in order to effectively track and complete degree audits on all of the new credentials.

Secondly, BRTC experienced recording breaking enrollment growth this fall with a 14% increase in semester credit hours fall-to-fall. Much of this enrollment increase is due to growth in the concurrent credit students at local high schools and students enrolled in the career and technical programs associated with the high schools. While this growth is certainly positive for BRTC. The workload of processing the influx of applications and associated documents has increase exponentially.

For these reasons BRTC is requesting a Central Pool Position to create an Assistant Registrar’s position.



Division of Higher Education Non-Classified Central Pool Justification Form

Educational Requirements:

What are the educational requirements to perform this job?

Associates degree required.

What are the unique skills needed to perform this job?

Knowledge of practices and procedures pertaining to specialized fields of registration. Knowledge of principles of management and program planning. Ability to develop operational goals within policy guidelines. Ability to organize and coordinate the work of others. Ability to evaluate effectiveness of programs and activities. Ability to define resources and activities required to accomplish objectives. Ability to conduct research and perform basic quantitative quality assurance reviews. Ability to counsel students and families.

Is certification required?

No specific certification is required.

Duties:

Please list in order of priority and include supervisory responsibilities if applicable.

The Associate Registrar is responsible for managing academic records and the direction of coordinating registration at an institution of higher education, as well as auditing degree plans, the verification of accuracy of data input in the student academic record, and the implementation of the registration processes. This position is governed by state and federal laws and agency/institution policy. Oversees the maintenance and retention of all student academic records through the development of a systematic approach for the establishment, security, storage, and retrieval of all records. Coordinates the transfer of data into the electronic data processing system, providing for the consolidation and storage of file records. Develops filing systems to facilitate effective paper flow, information retrieval, and dissemination. Approves the release of transcripts. Plans and coordinates the scheduling of registration and graduation. Coordinates advanced registration activities including the preparation of materials and supplies. Resolves problems encountered regarding scheduling and formulates alternative plans. Performs other duties as assigned



Division of Higher Education Non-Classified Central Pool Justification Form

Additional Information:
<p style="color: red;">Example: Will this be a new hire?</p> <p style="color: red;">Example: Is this job currently being done? If so please explain.</p> <p style="color: red;">Example: Who will this position report to?</p> <p>This new position will report to the Registrar. The duties are currently being shared between the administrative assistant and the Registrar.</p>

Decision (for official use only)				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Approved</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Rejected</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Approved with modifications</td> <td style="border: none;"><input type="checkbox"/> Deferred</td> </tr> </table>	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected			
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred			
Justifications:				

Signatures (for official use only)			
Institutional Finance:		Date:	
ADHE Director:		Date:	