



Arkansas Division of Higher Education

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Jacob Oliva
Secretary

Ken Warden, Ed.D.
Commissioner

July 6, 2023

The Honorable Breanne Davis, Co-Chair
The Honorable Mark H. Berry, Co-Chair
Arkansas Legislative Council - Personnel Subcommittee
State Capitol Building
Little Rock, AR 72201

Dear Senator Davis and Representative Berry:

Cossatot Community College of the University of Arkansas (CCCUA) requests the establishment of two (2) positions from the Higher Education Central Pool authorized by Act 778 of 2023, ACA §6-63-319. 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: Food Preparation Manager
LIM - FY24: \$58,589
Salary - FY24: \$26,733
Institution Match Rate % - FY24: 44%
Institution Match \$ - FY24: \$11,763
Total Compensation - FY24: \$38,496
Number of Positions: 1

Title: Project Specialist
LIM - FY24: \$82,779
Salary - FY24: \$31,000
Institution Match Rate % - FY24: 44%
Institution Match \$ - FY24: \$13,640
Total Compensation - FY24: \$44,640
Number of Positions: 1

Recommendation

Title: Food Preparation Manager
LIM - FY24: \$58,589
Salary - FY24: \$26,733
Institution Match Rate % - FY24: 44%
Institution Match \$ - FY24: \$11,763
Total Compensation - FY24: \$38,496
Number of Positions: 1

Title: Project/Program Specialist
LIM - FY24: \$82,779
Salary - FY24: \$31,000
Institution Match Rate % - FY24: 44%
Institution Match \$ - FY24: \$13,640
Total Compensation - FY24: \$44,640
Number of Positions: 1

These positions are requested to align a job title with the job duties performed and due to an increase in the number of student organizations. The Food Preparation Manager title is currently used at other institutions and the Project/Program Specialist is used at this institution.

The Food Preparation Manager will supervise food preparation staff. She will monitor food preparation, service, storage, and cleaning activities. In addition, the Food Preparation Manager will submit requisitions for food and non-food products from established vendors or a central storage facility to meet daily production needs.

The Project/Program Specialist will recruit and train club/organization sponsors, and support other areas of campus life. He/she will promote and plan events. In addition, the Project/Program Specialist will provide leadership development and promote team building.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Warden", with a stylized flourish at the end.

Ken Warden, Ed. D.
Commissioner



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July 5, 2023

Dr. Ken Warden, Commissioner
Arkansas Department of Higher Education
423 Main Street, Suite 400
Little Rock, AR 72201

Dear Dr. Warden,

In accordance with Act 778 of 2023, ACA § 6-63-319, Cossatot Community College of the University of Arkansas (UA Cossatot) is respectfully requesting a total of two (2) non-classified positions from the Division of Higher Education Central Pool. The positions are one (1) Project/Program Specialist and (1) Food Preparation Manager.

Due to the increasing number of student organizations and their activities, it has become necessary to have a full-time Project/Program Specialist dedicated to organizing and coordinating all meetings and events to and manage/supervise all Student Organization Sponsors. I feel this is necessary to ensure clubs are working toward club goals and outcomes, and students get a positive experience for their time and effort.

The Food Preparation Manager will replace the Food Service Director's position the current employee is in, and the Food Service Director's position will remain open. The Food Preparation Manager is a more appropriate title for duties performed.

Thank you for the consideration of our request for central pool positions. Please contact me with any questions.

Sincerely,

Steve Cole, Chancellor

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



Division of Higher Education Central Pool/Surrender Pool Justification Form

Institution:	Cossatot Community College UA	Date:	08/01/2023
Surrendered Title:		Number of Positions Surrendered:	
Requested Authorized Title:	Food Preparation Manager	LIM:	
Working Title:	Food Preparation Manager	Estimated Salary Range:	\$26,733
Institution Match Rate %:	44%	Institution Match \$:	\$11,763
Total Compensation:	\$38,496	Number of Positions:	1

Board Approval Date:	05/25/2023
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Justification:
 This position is needed to be able to correctly categorize a current employee who is in a Food Preparation Specialist position. If approved the employee she supervises will be moved to the Food Preparation Specialist position. This move vacates the Director of Food Service position which will remain open.

Educational Requirements:
 The formal education equivalent of a high school diploma; plus four years of experience in institutional and/or commercial food service or a related area, including one year in a supervisory capacity.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Duties:

Supervises food preparation staff by interviewing and recommending for hire/termination, overseeing the training of employees, developing shift schedules, assigning and reviewing work, counseling, and evaluating the performance of incumbents.

Monitors food preparation, service, storage, and cleaning activities, to ensure compliance with health, safety, and operating standards, by sampling food, examining serving size, identifying and controlling food waste, inspecting kitchen and service areas, and adjusting work assignments as needed.

Requisitions food and non-food products from established vendors or central storage facility to meet daily production needs, conducts inventory, and prepares purchase orders for non-routine items.

Inspects food and supply deliveries, approves product substitutions, and modifies menus, in accordance with doctor's or dietician's orders.

Compiles statistics of items ordered, used, and inventoried and prepares related reports, maintains records on special diets, participates in developing menus for special meals or events, and coordinates equipment requisition, repair, and maintenance activities.

Researches laws, reviews procedural updates, and attends informational meetings to develop and provide in-service training on policy and procedural changes, preparation methods, and equipment operations.

Performs other duties as assigned.

Additional Information:

Employee in Food Preparation Specialist position will be moved to this new position. She is currently performing all the duties described above and is in an inappropriate position at this time.

This position reports to the VC of Facilities and Planning as she currently does.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Decision (for official use only)	
<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 Commissioner:		Date:	



Division of Higher Education Central Pool/Surrender Pool Justification Form

Institution:	Cossatot Community College UA	Date:	8/1/2023
Item # of Position(s) Surrendered:			
Surrendered Title:		Surrendered Salary Range:	
Date Surrendered Positions Vacated:		Number of Positions Surrendered:	
Requested Authorized Title:	Project Specialist	LIM:	\$82,779
Working Title:	Coordinator of Student Activities	Estimated Salary Range:	\$31,000
Institution Match Rate %:	44%	Institution Match \$:	\$13,640
Total Compensation:	\$44,640	Number of Positions:	1

Board Approval Date:	05/25/2023
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Justification:

Due to the popularity of student organizations, their growing involvement in collegiate activities and community service projects, it has become necessary to hire a full-time employee to supervise/oversee student organizations and manage club sponsors.

Educational Requirements:

Associate degree is required. Demonstrated experience with student organizations and event planning; proficiency with computer; ability to build partnerships within the collegiate and surrounding communities; detail oriented; strong work ethic; flexible work hours at peak times and during events; and have the ability to work with diverse populations.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Duties:

The coordinator will recruit and train club/organization sponsors, and support other areas of campus life. The coordinator will be responsible for leading Student Ambassadors and PHI Theta Kappa, and assist sponsors with identifying club goals and outcomes for each academic year. The coordinator will plan events and create flyers for event promotion. The coordinator will provide leadership development and promote team building through monthly meetings, will maintain meeting minutes, co-curriculum approval/assessment plans and co-curriculum assessment report from all student club sponsors. This position will also assist athletics with student housing as needed.

Additional Information:

This is a new position, is not currently being done. If approved, applicants will be recruited both internally and externally.

This position works under the supervision of the Director of Student Success and Enrichment.

Decision (for official use only)

- | | |
|--|-----------------------------------|
| <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 Commissioner:		Date:	