



Arkansas Division of Higher Education

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

Jacob Oliva
Secretary

Ken Warden, Ed.D.
Commissioner

August 11, 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 four (4) 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: Project/Program Director
LIM - FY24: \$109,505
Salary - FY24: \$53,060
Institution Match Rate % - FY24: 44%
Institution Match \$ - FY24: \$23,346
Total Compensation - FY24: \$76,406
Number of Positions: 1

Title: Project/Program Manager
LIM - FY24: \$91,697
Salary - FY24: \$40,000 - \$40,800
Institution Match Rate % - FY24: 44%
Institution Match \$ - FY24: \$17,600 - \$17,952
Total Compensation - FY24: \$57,600 - \$58,752
Number of Positions: 3

Recommendation

Title: Project/Program Director
LIM - FY24: \$109,505
Salary - FY24: \$53,060
Institution Match Rate % - FY24: 44%
Institution Match \$ - FY24: \$23,346
Total Compensation - FY24: \$76,406
Number of Positions: 1

Title: Project/Program Manager
LIM - FY24: \$91,697
Salary - FY24: \$40,000 - \$40,800
Institution Match Rate % - FY24: 44%
Institution Match \$ - FY24: \$17,600 - \$17,952
Total Compensation - FY24: \$57,600 - \$58,752
Number of Positions: 3

These positions are requested due to growth in CCCUA's athletic programs. These titles are currently used at other institutions/entities.

The Project/Program Director will be the Head Men's and Women's Basketball Coach and Athletic Director. He/she will promote the educational welfare and sportsmanship of student athletes. In addition, the Project/Program Director prepares the annual budget, prepares schedules and travel arrangements as well as fundraisers for athletic programs.

The three (3) Project/Program Managers will serve as Assistant Basketball Coach and Assistant Soccer Coach as well as Head Soccer Coach. They will recruit and mentor students. In addition, the Project/Program Managers will provide academic monitoring and develop player skills. He/she will also ensure that equipment and facilities are maintained.

Sincerely,

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

Ken Warden, Ed. D.
Commissioner



183 College Drive • De Queen, AR 71832
870.584.4471 • 800.844.4471 • www.cccua.edu

July 27, 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 four (4) non-classified positions from the Division of Higher Education Central Pool. The positions are one (1) Project/Program Director and (3) Project/Program Managers.

With UA Cossatot's Athletic Programs growth, and no appropriate vacant positions, it is vital this request be made.

If approved, our Athletic Director will be moved from his current Provisional position to the Project/Program Director's position, leaving the Academic Advisor/Coach Provisional position open, to be surrendered in the 24-25 Provisional Position Continuation request.

The Assistant/Associate Basketball Coach and the Head Soccer Coach will be moved to Project/Program Manager's positions, leaving our Special Instructor/Trainer positions vacant at this time.

The plan for the remaining Project/Program Manager position is to hire a second full-time Soccer Coach or Assistant beginning January 2024.

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

Sincerely,

A handwritten signature in blue ink, appearing to be "Steve Cole", written in a cursive style.

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:	
Item # of Position(s) Surrendered:	None		
Surrendered Title:		Surrendered Salary Range:	
Date Surrendered Positions Vacated:		Number of Positions Surrendered:	
Requested Authorized Title:	Project/Program Director	LIM:	\$109,505
Working Title:	Athletic Director/Head Basketball Coach	Estimated Salary Range:	\$53,060
Institution Match Rate %:	44%	Institution Match \$:	\$23,346.40
Total Compensation:	\$76,406.40	Number of Positions:	1

Board Approval Date:	05/25/2023
-----------------------------	-------------------

Justification:

UA Cossatot continues to grow our Athletic Programs, set to bring over 80 new student athletes to campus this fall. In order to better serve our student athletes, and to ensure that our programs are effective in recruiting and retaining top teaching and coaching talent, we are requesting a Program Director slot for the Athletic Director/Head Basketball Coach position, and for the Assistant Basketball Coach, Head Soccer Coach, and Assistant Soccer Coach, we are requesting Program Manager slots. These requests should place our Athletic Programs on the best footing possible for employee recruitment and retention, as that is a pervasive problem in higher education at this time.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Educational Requirements:

- Master's degree in athletic or health field preferred with at least three years coaching experience
- Must demonstrate high energy and friendliness to other employees and all students
- Excellent computer skills, especially in Microsoft Office
- Must have demonstrated fundraising experience

Duties:

The Head Men's and Women's Basketball Coach and Athletic Director will be responsible for maintaining the successful Colts basketball program for UA Cossatot. This past year was the first year for Colts Basketball and already the teams have a history of winning, with the women finishing 12-11 and the men 13-15! The position reports directly to the Chancellor, informing of all planning, organizing, and development of UA Cossatot's men's and women's basketball program. This is a 12-month position that renews annually.

DUTIES AND RESPONSIBILITIES INCLUDE

- Formulate a successful philosophy to promote the educational welfare and sportsmanship of the student-athlete
- Prepare a yearly budget for the basketball programs
- Develop a successful recruiting strategy
- Insure that all players meet NJCAA eligibility requirements and prepare eligibility forms
- Develop the yearly schedule and travel arrangements
- Develop fundraisers to improve the basketball program
- Develop successful "adopt a player" type programs to contribute to our player's success
- Work with Institutional Development and College Relations to market the program to the region
- Provide holistic academic advising and track the academic progress of all players
- Teach any appropriate courses
- Support the philosophy of the college
- Serve as Athletic Director and Official Voting Member of the NJCAA



Division of Higher Education Central Pool/Surrender Pool Justification Form

Additional Information:
<p>Our Athletic Director/Head Men's & Women's Basketball Coach will be moved from his current position slot, a provisional Academic Advisor/Coach position, which is no longer appropriate.</p> <p>This position reports directly to the Chancellor.</p>

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:	
Item # of Position(s) Surrendered:	None		
Surrendered Title:		Surrendered Salary Range:	
Date Surrendered Positions Vacated:		Number of Positions Surrendered:	
Requested Authorized Title:	Project/Program Manager	LIM:	\$91,697
Working Title:	Coach	Estimated Salary Range:	\$40,000 - \$40,800
Institution Match Rate %:	44%	Institution Match \$:	\$17,600 - \$17,952
Total Compensation:	\$57,600 - \$58,752	Number of Positions:	3

Board Approval Date:	05/25/2023
-----------------------------	-------------------

Justification:

UA Cossatot continues to grow our Athletic Programs, set to bring over 80 new student athletes to campus this fall. In order to better serve our student athletes, and to ensure that our programs are effective in recruiting and retaining top teaching and coaching talent, we are requesting a Project/Program Director slot for the Athletic Director/Head Basketball Coach position, and for the Assistant Basketball Coach, Head Soccer Coach, and Assistant Soccer Coach, we are requesting Project/Program Manager slots. These requests should place our Athletic Programs on the best footing possible for employee recruitment and retention, as that is a pervasive problem in higher education at this time.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Educational Requirements:

- Associate degree (Bachelor + preferred)
- Three (3) years of related work experience
- Demonstrate knowledge of NJCAA/NCAA rules and regulations
- Must be able to work evenings and weekends
- Must be able to travel between the college and other venues
- CDL Passenger Certified a plus

Duties:

Responsibilities include recruiting, mentoring, practice/game planning, budgeting, player skill development, academic monitoring, strength and conditioning program, social media, and camps. Coaches ensure that equipment and facilities are developed and maintained, performs administrative duties, schedules and supervises practice sessions, maintains training equipment, organizes team events, and are directly involved in fund-raising efforts.

Additional Information:

2 of the coaches will be moved from Special Instructor/Trainer position slots into Project/Program Manager positions if approved, then one will be advertised and recruited for, for our soccer program.

These positions report to the Athletic Director.

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:	
------------------------	--	-------	--



Division of Higher Education Central Pool/Surrender Pool Justification Form

Signatures (for official use only)			
ADHE Commissioner:		Date:	