



Arkansas Division of Higher Education

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Jacob Oliva
Secretary

Ken Warden, Ed.D.
Commissioner

August 31, 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 one (1) position 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 Specialist
LIM - FY24: \$39,580
Salary - FY24: \$24,413
Institution Match Rate % - FY24: 44%
Institution Match \$ - FY24: \$10,741
Total Compensation - FY24: \$35,154
Number of Positions: 1

Recommendation

Title: Food Preparation Specialist
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This position is requested due to the increase in business for the café at the DeQueen campus. This title is currently used at this institution as well as other institutions/entities.

The DeQueen café has become increasingly busy with the addition of men's and women's basketball, soccer and shooting sports programs. The Food Preparation Specialist will take customer orders, run the cash register, cook, and clean the kitchen and dining area. The customer volume is too great for one person to manage.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ken Warden'.

Ken Warden, Ed. D.
Commissioner



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

August 29, 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 one (1) non-classified position from the Division of Higher Education Central Pool, a Food Preparation Specialist.

With the addition of three athletic programs, the volume of students utilizing the café on a regular basis has increased drastically and is no longer manageable by one employee.

If approved, it will allow us to advertise, recruit, and retain full-time help, easing the burden of the current staff member, reduce customer waiting times, and the café will be better able to serve both employees and students.

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:	08/29/2023
Surrendered Title:		Number of Positions Surrendered:	
Requested Authorized Title:	Food Preparation Specialist	LIM:	\$39,580
Working Title:	Food Preparation Specialist	Estimated Salary Range:	\$24,413
Institution Match Rate %:	44%	Institution Match \$:	\$10,741
Total Compensation:	\$35,154	Number of Positions:	1

Board Approval Date:	05/25/2023
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Justification:

This position is needed to hire a second full-time person to assist in the café on the De Queen campus. The café has become increasingly busy with the addition of men's and women's basketball, soccer, and shooting sports programs and is need of another full-time person. The customer volume is too great for one person to manage.

Educational Requirements:

The ability to read, write and follow oral and written instruction.

Duties:

Take customer orders, run cash register, cook, and clean kitchen and dining area.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Additional Information:

This person will report to the Food Preparation Manager.

This position is budgeted for if approved. Funds were set aside for part-time help, but we have not been successful with recruiting efforts.

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:	