



## 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

January 4, 2024

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:

Southeast Arkansas College (SEAC) requests the establishment of six (6) 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:** \$42,260  
**Institution Match Rate % - FY24:** 25%  
**Institution Match \$ - FY24:** \$10,815  
**Total Compensation - FY24:** \$54,075  
**Number of Positions:** 1

**Title:** Project/Program Director  
**LIM - FY24:** \$109,505  
**Salary - FY24:** \$52,000  
**Institution Match Rate % - FY24:** 25%  
**Institution Match \$ - FY24:** \$13,000  
**Total Compensation - FY24:** \$65,000  
**Number of Positions:** 1

**Title:** Project/Program Manager  
**LIM - FY24:** \$91,697  
**Salary - FY24:** \$30,000  
**Institution Match Rate % - FY24:** 25%  
**Institution Match \$ - FY24:** \$7,500  
**Total Compensation - FY24:** \$37,500  
**Number of Positions:** 2

### **Recommendation**

**Title:** Child Care Director  
**LIM - FY24:** \$68,540  
**Salary - FY24:** \$42,260  
**Institution Match Rate % - FY24:** 25%  
**Institution Match \$ - FY24:** \$10,815  
**Total Compensation - FY24:** \$54,075  
**Number of Positions:** 1

**Title:** Project/Program Administrator Pool  
**LIM - FY24:** \$82,778 - \$109,505  
**Salary - FY24:** \$52,000  
**Institution Match Rate % - FY24:** 25%  
**Institution Match \$ - FY24:** \$13,000  
**Total Compensation - FY24:** \$65,000  
**Number of Positions:** 1

**Title:** Day Care Teacher  
**LIM - FY24:** \$54,169  
**Salary - FY24:** \$30,000  
**Institution Match Rate % - FY24:** 25%  
**Institution Match \$ - FY24:** \$7,500  
**Total Compensation - FY24:** \$37,500  
**Number of Positions:** 2

**Title:** Project/Program Specialist  
**LIM - FY24:** \$82,778  
**Salary - FY24:** \$23,000  
**Institution Match Rate % - FY24:** 25%  
**Institution Match \$ - FY24:** \$5,750  
**Total Compensation - FY24:** \$28,750  
**Number of Positions:** 2

**Title:** Child Care Technician  
**LIM - FY24:** \$41,164  
**Salary - FY24:** \$23,000  
**Institution Match Rate % - FY24:** 25%  
**Institution Match \$ - FY24:** 5,750  
**Total Compensation - FY24:** \$28,750  
**Number of Positions:** 2

These positions are requested due to revamping the Early Child Center into a Childcare Center and the opening of a new student housing facility. These titles are currently used at other institutions.

The Child Care Director will be responsible for the day-to-day operation of the SEAC Childcare Center. He/She will manage all financial and administrative responsibilities of the Center. In addition, the Child Care Director will maintain high quality childcare standards based on developmentally appropriate practices.

The Project/Program Administrator pool position will manage the daily operations of the 168-bed facility. He/She will determine repairs and improvements necessary for the maintenance and operation of the student housing facility. In addition, the Project/Program Administrator pool position will review, update, and enforce all housing policies to ensure the safety of the residents.

The Day Care Teachers will be responsible for the routine care & supervision of toddlers and preschoolers ranging from ages 18 Months to 5 years of age at the SEAC Childcare Center. They will maintain a safe environment by monitoring children for health, behavioral, and emotional issues and reporting concerns to staff and parents. In addition, the Day Care Teachers will provide oversight and laboratory experiences for students enrolled in an Early Childhood Degree Program at SEAC.

The Child Care Technicians will assist the Day Care Teacher with conducting routine care & supervision of toddlers and preschoolers ranging from ages 18 Months to 5 years of age at the SEAC Childcare Center. They will also assist with documenting the observation/interaction hours of college students with children at the childcare center.

Sincerely,



Ken Warden, Ed. D.  
Commissioner



# Southeast Arkansas College

1900 Hazel St., Pine Bluff, AR 71603

Tel (870) 543-5900 ■ 1-888-SEARKTC (Toll Free) ■ Website: [www.seark.edu](http://www.seark.edu)

January 3, 2024

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, Southeast Arkansas College (SEARK) respectfully requests the establishment of six (6) positions from the Higher Education Central Pool. The positions are two (2) Project/Program Directors, two (2) Project/Program Managers, and two (2) Project/Program Specialists.

One Project/Program Director will be SEARK's Childcare Center Director. He/She will be responsible for the day-to-day operation of the SEARK Childcare Center. The Director will manage all financial and administrative responsibilities of the Center and will maintain high quality childcare standards based on developmentally appropriate practices.

One Project/Program Director will be SEARK's Director of Housing. He/She will manage the daily operations of the 168-bed facility by determining repairs and improvements necessary for the maintenance and operation of the student housing facility.

The two Project/Program Managers will be SEARK's Childcare Center Lead Teachers. The managers will be responsible for the routine care and supervision of toddlers and preschoolers, as well as providing oversight and laboratory experiences for students enrolled in an Early Childhood Degree program.

The two Project/Program Specialists will be SEARK's Childcare Center Assistant Teachers. The specialists will be responsible for assisting with carrying out the routine care and supervision of toddlers and preschoolers ranging in age from 18 months to 5 years.

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

Sincerely,

Dr. Steven Bloomberg  
President, SEARK College



## Division of Higher Education Central Pool/Surrender Pool Justification Form

<b>Institution:</b>	<b>Southeast Arkansas College</b>	<b>Date:</b>	<b>12/5/2023</b>
<b>Item # of Position(s) Surrendered:</b>			
<b>Surrendered Title:</b>		<b>Surrendered Salary Range:</b>	
<b>Date Surrendered Positions Vacated:</b>		<b>Number of Positions Surrendered:</b>	
<b>Requested Authorized Title:</b>	Project/Program Director	<b>LIM:</b>	\$109,505
<b>Working Title:</b>	SEARK Childcare Center Director	<b>Estimated Salary Range:</b>	\$43,260
<b>Institution Match Rate %:</b>	25%	<b>Institution Match \$:</b>	\$10,815
<b>Total Compensation:</b>	\$54,075	<b>Number of Positions:</b>	1

<b>Board Approval Date:</b>	<b>9/13/23</b>
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**Justification:**

Southeast Arkansas College is revamping the former Early Childhood Center into a Childcare Center open to students, faculty, staff, and the surrounding community with childcare needs. The Director is responsible for the day-to-day operation of the SEARK Childcare Center located on the SEARK College campus in Pine Bluff, AR. These responsibilities include scheduling staff to ensure adequate coverage for the Center throughout the operational hours, creating and maintaining a safe environment that promotes learning, and ensuring the Center and Center staff are in compliance with all local, state, and federal regulations. The Director will manage all financial and administrative responsibilities of the Center and will maintain high quality childcare standards based on developmentally appropriate practices.



## Division of Higher Education Central Pool/Surrender Pool Justification Form

### Educational Requirements:

Child Development Associate

Associate's degree in Child Development, Early Childhood Education, or a related field.

One year experience working fulltime in a childcare setting.

Must be able to be certified as a director of a childcare center per the state and federal governing agencies.

Thorough knowledge and understanding of childcare center operations, including safety considerations, curriculum, and behavior management.

Ability to implement policy and procedures.

Ability to build appropriate rapport with team members, parents, and students.

Strong organizational, communication, public relations, computer, and interpersonal skills.

Knowledge of state and federal childcare guidelines and licensing requirements.

Financial management skills and the ability to manage a budget.

Understanding of developmental processes and disabilities.

Ability to maintain emotional control under stress and work with frequent interruptions.

Ability to work with a diverse population.

### Duties:

Schedule, manage, and support all teaching staff with quality practice components of curriculum development, child and classroom environment assessments, teacher training, and professional development.

Serve as a primary point of contact for community members and clients, develop and maintain quality relationships with all Center families and team members.

Coordinate Center activities, implement policy & procedures, and ensure adherence to all state & federal childcare guidelines and licensing requirements.

Manage the financial, business development, and administrative responsibilities of the Center.

Hire, train, and manage all team members in accordance with College policies.

Maintain high quality childcare standards based on developmentally appropriate practices.

Interact with children, teachers, and parents on the playground, in the office, or in the classroom.

Maintain a professional appearance, attitude, and work ethic at all times.

### Additional Information:

The College is currently utilizing a Special Instructor position. The current Childcare Center Director will be moved from Special Instructor – Childcare Center Director to the Project/Program Director if approved. This position reports to the Dean of Students.



# 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
<b>Justifications:</b>	

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



## Division of Higher Education Central Pool/Surrender Pool Justification Form

<b>Institution:</b>	<b>Southeast Arkansas College</b>	<b>Date:</b>	<b>12/5/2023</b>
<b>Item # of Position(s) Surrendered:</b>			
<b>Surrendered Title:</b>		<b>Surrendered Salary Range:</b>	
<b>Date Surrendered Positions Vacated:</b>		<b>Number of Positions Surrendered:</b>	
<b>Requested Authorized Title:</b>	Project/Program Director	<b>LIM:</b>	\$109,505
<b>Working Title:</b>	SEARK Director of Housing	<b>Estimated Salary Range:</b>	\$52,000
<b>Institution Match Rate %:</b>	25%	<b>Institution Match \$:</b>	\$13,000
<b>Total Compensation:</b>	\$65,000	<b>Number of Positions:</b>	1

<b>Board Approval Date:</b>	<b>9/13/23</b>
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**Justification:**

Southeast Arkansas College opened a new student housing facility. The Project/Program Director will manage the daily operations of the 168-bed facility. The director will determine repairs, improvements, and purchases necessary for the maintenance and operational requirements of the student housing facility.



## Division of Higher Education Central Pool/Surrender Pool Justification Form

### Educational Requirements:

Bachelor's degree in General Business, Business Administration, Public Administration, or a related field.

Three years of experience in student housing or a related field.

One year experience in a supervisory capacity.

Knowledge of the maintenance and operational requirements of housing units.

Knowledge of human resources principles and practices, understanding of FERPA regulations, and the ability to maintain confidentiality of student records.

Ability to prepare projections based on income and expense balances.

Ability to determine repairs, improvements, and purchases necessary to maintain housing operations.

### Duties:

Oversees all aspects of on-campus housing for students.

Assigns residence hall managers and residence assistants to the residence hall as needed.

Reviews, updates, and enforces all housing policies to ensure the safety of the residents.

Manages and oversees subordinate managers and provides input on strategic decisions.

Resolve escalated issues arising from operations.

Monitors income and expense balances associated with housing operations and makes projections for future purchases, repairs, and anticipated revenues.

Reviews and approves tenant requests for repairs and improvements to housing facilities.

Makes final tenant selections from screened and referred applications.

Determines furniture and equipment needs and approves purchases, as needed.

Participates in setting goals and objectives and long-range planning concerning housing operations with university administrators.

Assists with development and enforcement of College policies relating to student housing and student conduct.

### Additional Information:

The College is currently utilizing a Special Instructor position. The current Housing Director will be moved from Special Instructor – Director of Housing to the Project/Program Director if approved.

This position reports to the Dean of Students.





# Division of Higher Education Central Pool/Surrender Pool Justification Form

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<b>Surrendered Title:</b>		<b>Surrendered Salary Range:</b>	
<b>Date Surrendered Positions Vacated:</b>		<b>Number of Positions Surrendered:</b>	
<b>Requested Authorized Title:</b>	Project/Program Manager	<b>LIM:</b>	\$91,697
<b>Working Title:</b>	SEARK Childcare Center Lead Teacher	<b>Estimated Salary Range:</b>	\$30,000
<b>Institution Match Rate %:</b>	25%	<b>Institution Match \$:</b>	\$7,500
<b>Total Compensation:</b>	\$37,500	<b>Number of Positions:</b>	2

<b>Board Approval Date:</b>	<b>9/13/23</b>
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### Justification:

Southeast Arkansas College is revamping the former Early Childhood Center into a Childcare Center open to students, faculty, staff, and the surrounding community with childcare needs. The lead instructor is responsible for the routine care & supervision of toddlers and preschoolers ranging from ages 18 Months to 5 years of age. This position is governed by state licensing policies, as well as Better Beginnings requirements and NAEYC Standards. The Lead Teacher provides oversight and laboratory experiences for students enrolled in an Early Childhood Degree Program.



## Division of Higher Education Central Pool/Surrender Pool Justification Form

### Educational Requirements:

Bachelor's degree in Child Development, Early Childhood Education, or a related field.  
Two years experience working with Preschoolers in a childcare setting.  
Knowledge of Early Childhood Development and Education, Arkansas Minimum Licensing Requirements, NAEYC Standards, Environmental Rating Scales, and observation and assessment of young children.  
Ability to develop developmentally appropriate lesson plans and activities for young children.  
Ability to obtain and provide information, guidance, and education to parents, guardians, and other constituents.  
Demonstrated computer skills, including, but not limited to, Microsoft Office, e-mail, and database management.  
Strong verbal and written communication skills  
Ability to work with a diverse student population.

### Duties:

Provide for the physical and emotional needs of preschool aged children (3-5 years of age).  
Develop and encourage age-appropriate learning and socialization to ensure children learn basic skills and concepts.  
Maintain a safe workplace by monitoring children for health, behavioral, and emotional issues and reporting concerns to staff and parents.  
Support educational and social experiences of children in care.  
Maintain detailed records on students in care.  
Under the direction of the Early Childhood Development program director, document the observation/interaction hours of undergraduate students with children in care.  
Complete a minimum of 20 hours a year in early childhood training and professional development.  
Work with parents to help children progress towards educational and behavioral goals.  
Provide administrative assistance to the Director of the Childcare Center.

### Additional Information:

The College is currently using a Special Instructor position. The current Special Instructor – Childcare Lead Teacher will be moved to the Project/Program Manager if approved. This position will report to the Dean of Students.



# Division of Higher Education Central Pool/Surrender Pool Justification Form

Decision (for official use only)	
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<b>Surrendered Title:</b>		<b>Surrendered Salary Range:</b>	
<b>Date Surrendered Positions Vacated:</b>		<b>Number of Positions Surrendered:</b>	
<b>Requested Authorized Title:</b>	Project/Program Specialist	<b>LIM:</b>	\$82,778
<b>Working Title:</b>	SEARK Childcare Center Assistant Teacher	<b>Estimated Salary Range:</b>	\$23,000
<b>Institution Match Rate %:</b>	25%	<b>Institution Match \$:</b>	\$5,750
<b>Total Compensation:</b>	\$28,750	<b>Number of Positions:</b>	2

<b>Board Approval Date:</b>	<b>9/13/23</b>
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### Justification:

Southeast Arkansas College is revamping the former Early Childhood Center into a Childcare Center open to students, faculty, staff, and the surrounding community with childcare needs. These full-time positions assist the lead instructor with carrying out the routine care & supervision of toddlers and preschoolers ranging from ages 18 Months to 5 years of age. This position is governed by state licensing policies, as well as Better Beginnings requirements and NAEYC Standards. The Assistant Teacher will also assist with the oversight and laboratory experiences for students enrolled in an Early Childhood Degree Program.



## Division of Higher Education Central Pool/Surrender Pool Justification Form

### Educational Requirements:

Child Development Associate

Two years experience working with Toddlers/Preschool children in a childcare setting.

Knowledge of Early Childhood Development and Education, Arkansas Minimum Licensing Requirements, NAEYC Standards, Environmental Rating Scales, and observation and assessment of young children.

Ability to develop developmentally appropriate lesson plans and activities for young children.

Ability to obtain and provide information, guidance, and education to parents, guardians, and other constituents.

Demonstrated computer skills, including, but not limited to, Microsoft Office, e-mail, and database management.

Strong verbal and written communication skills

Ability to work with a diverse student population.

### Duties:

Provide for the physical and emotional needs of toddlers/preschool children (18 months – 5 years).

Develop and encourage age-appropriate learning and socialization to ensure children learn basic skills and concepts.

Maintain a safe workplace by monitoring children for health, behavioral, and emotional issues and reporting concerns to staff and parents.

Support educational and social experiences of children in care.

Maintain detailed records on students in care.

Assist the lead teacher with documenting the observation/interaction hours of college students with children in care.

Complete a minimum of 20 hours a year in early childhood training and professional development.

Work with parents to help children progress towards educational and behavioral goals.

Provide administrative assistance to the Director of the Childcare Center.

### Additional Information:

The College is currently utilizing a Special Instructor position. The current Special Instructor – Childcare Assistant Teacher will be moved to the Project/Program Specialist if approved. This position will report to the SEARK College Childcare Center Lead Teacher.



# Division of Higher Education Central Pool/Surrender Pool Justification Form

Decision (for official use only)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
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