



## 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, Ph.D.  
Commissioner

January 4, 2024

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

Dear Senator Davis and Representative Berry:

The Arkansas Division of Higher Education (ADHE) submits a request from Arkansas State University-  
Newport (ASUN) for your review.

ASUN requests to obtain two (2) positions from the Higher Education surrender pool authorized by Act 778 of 2023, ACA §6-63-319 (c)(1). The positions requested, positions being surrendered, and positions recommended are listed below:

### POSITION(S) REQUESTED

<u>TITLE</u>	<u>SALARY RANGE</u>	<u>LINE-ITEM-MAX (LIM) SALARY</u>	<u>NUMBER OF POSITIONS</u>
Project/Program Director	\$55,000	\$109,504	1
Project/Program Manager	\$50,000	\$91,697	1

### POSITION(S) SURRENDERED

<u>TITLE</u>	<u>SALARY RANGE</u>	<u>LINE-ITEM-MAX (LIM) SALARY</u>	<u>NUMBER OF POSITIONS</u>	<u>DATE VACATED</u>
Administrative Support Pool	\$45,000 - \$55,000	\$35,187 - \$60,932	1	1/1/2024
Administrative Support Pool	\$45,000 - \$55,000	\$35,187 - \$60,932	1	1/1/2021

### POSITION(S) RECOMMENDED

<u>TITLE</u>	<u>SALARY RANGE</u>	<u>LINE-ITEM-MAX (LIM) SALARY</u>	<u>NUMBER OF POSITIONS</u>
Project/Program Administrator Pool	\$50,000 - \$50,000	\$82,778 - \$109,504	2

### JUSTIFICATION

One of the Project/Program Administrator pool positions will be responsible for maintaining the Athletic programs established by ASUN. He/She will provide leadership and guidance for sports programs and

activities. In addition, this Project/Program Administrator pool position will ensure compliance with government rules and league policies.

The other Project/Program Administrator pool position will evaluate athletes' condition, establish plans for diet, fitness, and treatment, and track progress towards health and fitness goals. He/She will provide game/event and practice coverage for all ASUN sports programs.

**RECOMMENDATION**

The Arkansas Division of Higher Education (ADHE) has reviewed this request from Arkansas State University-Newport (ASUN) and recommends the request to obtain two (2) Project/Program Administrator Pool positions and to surrender two (2) Administrative Support Pool positions to the ADHE surrender pool. ASUN states that the total compensation for the positions requested is \$63,500 - \$69,850.

Sincerely,

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

Ken Warden, Ph. D.  
Commissioner



ARKANSAS STATE UNIVERSITY - NEWPORT  
NEWPORT • JONESBORO • MARKED TREE

December 12<sup>th</sup>, 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, Arkansas State University-Newport Community College of the Arkansas State University System is respectfully requesting a total of two (2) non-classified positions from the Division of Higher Education Surrender Pool. The positions are (1) Project/Program Director and (1) Project/Program Manager.

If approved, we plan to surrender two (2) Administrative Support Pool positions, Line Item #28, from our ACT 375 of the Regular Session, Senate Bill 104. We would like to surrender these vacant positions in January 2024.

The plan is to hire a Project/Program Director, in the Spring 2024 and the remaining Project/Program Manager position will be hired at a later time based on the projected numbers in Fall 2024.

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

Sincerely,

A handwritten signature in blue ink that reads "Johnny M. Moore".

Johnny M. Moore, Chancellor

ASU-Newport  
7648 Victory Blvd.  
Newport, AR 72112  
(870) 512.7800

ASUN-Jonesboro  
5504 Krueger Dr.  
Jonesboro, AR 72401  
(870) 932.2176

ASUN-Marked Tree  
38500 Hwy. 63 E.  
Marked Tree, AR 72365  
(870) 358.2117



(800) 976.1676 | [www.asun.edu](http://www.asun.edu)



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

<b>Institution:</b>	<b>Arkansas State University-Newport</b>	<b>Date:</b>	<b>12/12/2023</b>
<b>Item # of Position(s) Surrendered:</b>	<b>Line Item #28</b>		
<b>Surrendered Title:</b>	<b>Administrative Support Pool</b>	<b>Surrendered Salary Range:</b>	<b>\$42,810 – \$60,932</b>
<b>Date Surrendered Positions Vacated:</b>	<b>1/1/2021</b>	<b>Number of Positions Surrendered:</b>	<b>1</b>
<b>Requested Authorized Title:</b>	Project/Program Director	<b>LIM:</b>	\$109,504
<b>Working Title:</b>	Athletic Trainer	<b>Estimated Salary Range:</b>	\$55,000
<b>Institution Match Rate %:</b>	27%	<b>Institution Match \$:</b>	\$14,850
<b>Total Compensation:</b>	\$69,850	<b>Number of Positions:</b>	1

<b>Board Approval Date:</b>	<b>6/8/2023</b>
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### Justification:

As Arkansas State University-Newport continues to grow our Athletic Programs, we are anticipating we will bring approximately 40 student athletes to campus in Fall 2024. Fall 2023 has been our initial year to start athletics. We have a men’s basketball team and a women’s softball team. The Athletic Trainer position will be essential to our programs, it is a priority of our institution to be invested in the success and welfare of our athletes. The Athletic Trainer will evaluate athletes’ condition, establish plans for diet, fitness, and treatment, and track progress towards health and fitness goals.

In order to request this position, we would like to surrender a vacant Administrative Support Pool position, Line Item #28, from our ACT 375 of the Regular Session, Senate Bill 104.



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

### Educational Requirements:

- Bachelor's degree in athletic training and a valid state license or certification
- Proven education and experience working with individual athletes and teams
- Strong understanding of the challenges athletes face, proper nutrition, sports injuries, and treatment options
- Understanding of first-aid treatments, massage, and physical therapy techniques and equipment
- Detail oriented, analytical, and attentive
- Excellent interpersonal, problem solving, decision making, and communication skills.

### Duties:

#### Duties and Responsibilities include:

- Provides game/event and practice coverage for all Arkansas State University-Newport sports programs as assigned by the Athletic Director
- Establishes good rapport with the coaches, staff, and students as well as the communities served
- Will work cooperatively with coaches, students, and others with respect to the following: rehabilitation, operation and use of therapeutic devices and equipment, the application of braces, guards, tape, and bandages
- Supervises correct performance of training techniques in collaboration with coaches
- Aid athletes with any sports care service that is feasible
- Exhibit knowledge of sports-related injuries to diagnose and treat athletes
- Refers athletes to other medical staff members when necessary
- Maintaining records relating to athlete condition and training, diet, and treatment plans
- Other duties as assigned

### Additional Information:

This is a new position and will report directly to the Athletic Director.



# 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>Arkansas State University-Newport</b>	<b>Date:</b>	<b>12/12/2023</b>
<b>Item # of Position(s) Surrendered:</b>	<b>Line Item #28</b>		
<b>Surrendered Title:</b>	<b>Administrative Support Pool</b>	<b>Surrendered Salary Range:</b>	<b>\$42,810 - \$60,932</b>
<b>Date Surrendered Positions Vacated:</b>	<b>1/1/2024</b>	<b>Number of Positions Surrendered:</b>	<b>1</b>
<b>Requested Authorized Title:</b>	Project/Program Manager	<b>LIM:</b>	\$91,697
<b>Working Title:</b>	Athletic Director/Coach	<b>Estimated Salary Range:</b>	\$50,000
<b>Institution Match Rate %:</b>	27%	<b>Institution Match \$:</b>	\$13,500
<b>Total Compensation:</b>	\$63,500	<b>Number of Positions:</b>	1

<b>Board Approval Date:</b>	<b>6/8/2023</b>
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**Justification:**

Arkansas State University-Newport started the Athletic Programs in fiscal year 2023, set to bring approximately 40 athletes in Fall 2024. This position will ensure our programs are effective in recruiting and retaining student athlete talent as well as coaching talent, compliance with NJCAA guidelines, and the leader in fundraising for athletics. This request would assist in building sustainable Athletic Programs.

In order to request this position, we would like to surrender a vacant Administrative Support Pool position, Line Item #28, from our ACT 375 of the Regular Session, Senate Bill 104.



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

## Educational Requirements:

- Bachelor's degree in sports management or related field preferred with at least five years of coaching experience.
- Must demonstrate high energy and friendliness to employees, students, and external stakeholders.
- Must have knowledge of the Microsoft Office Suite.
- Must have demonstrated fundraising experience.

## Duties:

The Athletic Director/Coach will be responsible for maintaining the programs established by Arkansas State University-Newport. This past year was the first year of Aviator Softball and Basketball. This position will report directly to the Chancellor, informing of all planning, organizing, and development of ASUN athletic programs. This is a 12-month position that renews annually.

## Duties and Responsibilities

- Provide leadership and guidance for sports activities and programs
- Supervise purchase and maintenance of athletic equipment and facilities
- Ensure compliance with government rules and league policies
- Act as a liaison with selectors, leagues, and government agencies
- Coordinate with Coaches on team travel, game scheduling, and practice sessions
- Prepare and present reports on team performance and needs for improvement
- Mediate any disputes between Coaches and Athletes
- Develop fundraisers to support athletic programs
- Assist in providing academic advising and track academic progress of all players
- Serve as Athletic Director and Official Voting Member of the NJCAA





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

Additional Information:
Our Athletic Director/Coach will be moved from his current position slot, a Recruiter position.  This position reports directly to the Chancellor.

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:	