

SUPPLEMENTAL AGENDA
Suspension of the Rules Request
ALC/Personnel Subcommittee

Tuesday, December 17, 2019
11:00 am, Room B, MAC

A. Obtain Pool Positions from Higher Education Central Pool

1. Department of Education, Division of Higher Education- Arkansas State University Jonesboro



Division of Higher Education

423 Main Street, Suite 400 • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Asa Hutchinson
Governor

Maria Markham, Ph.D.
Director

December 10, 2019

The Honorable David Wallace, Chair
The Honorable Jim Wooten, Chair
Arkansas Legislative Council – Personnel Subcommittee
State Capitol Building
Little Rock, AR 72201

Dear Senator Wallace and Representative Wooten:

The Arkansas Division of Higher Education requests a suspension of the Committee rules requiring submission of items 10 days in advance of a committee meeting to review the attached Higher Education Central Pool Request. This request is for 6 Project/Program Specialists.

This request is needed to begin implementation of a new system-wide ERP/Student Information System. Review of this request prior to the next scheduled meeting is needed in order to allow time to advertise the positions and complete the hiring process for new hires to begin in February. Should you require additional information, please let me know and I will be happy to provide.

Thank you for your consideration in this matter.

Sincerely,

Maria Markham, Ph.D.
Director



Division of Higher Education

423 Main Street, Suite 400 • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Johnny Key
Secretary

Maria Markham, Ph.D.
Director

December 9, 2019

The Honorable David Wallace, Chair
The Honorable Jim Wooten, Chair
Arkansas Legislative Council – Personnel Subcommittee
State Capitol Building
Little Rock, AR 72201

Dear Senator Wallace and Representative Wooten:

Arkansas State University Jonesboro (ASUJ) requests the establishment of six (6) non-classified positions from the Higher Education Central Pool authorized by Act 763 of 2019, ACA §21-5-1415. 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 Specialist

LIM – FY20: \$84,983

Salary – FY20: \$60,000 - \$75,000

Institution Match Rate % – FY20: 40%

Institution Match \$ - FY20: \$24,000 - \$30,000

Total Compensation FY20: \$84,000 - \$105,000

Number of Positions: 6

Recommendation

Title: Project/Program Specialist

LIM – FY20: \$84,983

Salary – FY20: \$60,000 - \$75,000

Institution Match Rate % – FY20: 40%

Institution Match \$ - FY20: \$24,000 - \$30,000

Total Compensation FY20: \$84,000 - \$105,000

Number of Positions: 6

The Project/Program Specialist positions are requested for the ERP/Student Information System located on ASU System campuses in six (6) cities across Arkansas. This title is currently used at other institutions.

The Project/Program Specialists will work independently, on a team, as a team lead, or in collaboration with others on software development projects in a database environment. He/her responsibilities will include writing, testing, and debugging computer programs and writing program documentations utilizing current methods of analysis, design, programming, installation, and documentation. In addition, the Project/Program Specialists will maintain current knowledge of information systems.

Sincerely,

A handwritten signature in cursive script that reads 'Maria Markham'.

Maria Markham, Ph. D.
Director



OFFICE OF HUMAN RESOURCES
P.O. Box 1500, State University, AR 72467 | o: 870-972-3454 | f: 870-972-3337

December 10, 2019

Dr. Maria Markham
Arkansas Department of Higher Education
114 East Capital
Little Rock, AR 72201

Dear Dr. Markham:

In accordance with Act 1065 of 2011, Arkansas State University System requests six (6) Full Time Non-Classified, Project Program Specialist, from the Central Pool. Consistent with the current ASU System appropriation act, the following title and line item maximum is requested:

<u>Title</u>	<u>Number</u>	<u>Line Item Max</u>
Project Program Specialist	6	\$84,983

Justification:

The ASU System of campuses exist in six different cities across Arkansas. Each campus currently operates their own ERP/Student Information System consisting of five different software vendors. The campuses include five 2 year colleges and one 4 year university. Having five disparate ERP systems on six campuses does not allow for effective and efficient knowledge transfer and collaboration between campuses nor does this support ease in student transfers between campuses in order for them to further their education.

The ASU System of campuses is currently in the process of rolling out a Uniform ERP software across all six campuses. The overall timeline is scheduled to complete in Fall of 2021. The ERP software being rolled out has been in operation since 2006 on the flagship 4 year university campus in Jonesboro. Jonesboro currently has 14 IT professionals focused on supporting the ERP software. Adding 5 campuses to the existing ERP use will require adding 4 new IT professionals to assist in supporting this effort while leveraging the existing experienced 14 IT professionals.

These positions requested are for the fiscal year 2020 and forward. Thank you for your consideration of this request.

Sincerely,

Len T. Frey, Ph.D.
Vice Chancellor
Finance and Administration

Non-Classified Central Pool Justification Form



Institution:	Arkansas State University System	Date:	December 9, 2019
Requested Authorized Title:	Project/Program Specialist x 6 positions	LIM:	\$84,983.00
Working Title:	ERP System Administrators	Estimated Salary Range:	\$60,000 - \$75,000

Board Approval Date	June 6, 2019
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Justification

Justification for 6 IT Positions to Support the Uniform ERP Software for the ASU System

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The ASU System of campuses is currently in the process of rolling out a Uniform ERP software across all six campuses. The overall timeline is scheduled to complete in Fall of 2021. The ERP software being rolled out has been in operation since 2006 on the flagship 4 year university campus in Jonesboro. Jonesboro currently has 14 IT professionals focused on supporting the ERP software. Adding 5 campuses to the existing ERP use will require adding 4 new IT professionals to assist in supporting this effort while leveraging the existing experienced 14 IT professionals.

Adding 5 more campuses to the existing ERP use will create much needed efficiencies and cost containment across all campuses. The following are benefits, efficiencies, and savings that will be gained across the six ASU System campuses when this project is completed:

- Eliminate redundant functions system-wide
- Create a sense of community across the colleges in the ASU System
- Reduce time to value for the colleges by implementing simultaneously
- Achieve significant cost savings/containment from reduced time and effort
- Constant consistent training
- System-wide collaboration on ERP utilization
- Dedicated IT support team
- Technology management efficiencies
- Provide shared services to all institutions
- Common business methods
- Institutional autonomy
- Regulatory compliance
- Consistent data management
- Increased adoption of enhancements
- Standardized reporting
- Consistent user experience
- Student portability insight
- Estimate approximately \$1mil+ savings/cost containment across the six campuses over 5 years

Non-Classified Central Pool Justification Form



Educational Requirements

What are the educational requirements to perform this job?

B.S. in Computer Science or related field with a minimum of two years related work experience in computer systems or application systems development.

What are the unique skills needed to perform this job?

Candidates must possess a background in computer science and ERP system development and maintenance. Prior experience with Ellucian and Banner are a plus.

Is certification required?

No certification beyond degree and work experience.

Duties

Please list in order of priority and include supervisory responsibilities if applicable.

- Work independently, on a team, as a team lead, or in collaboration with others on Software development projects in a database environment.
- Write, test, and debug computer programs and write program documentation utilizing current methods of analysis, design, programming (including SQL and PL/SQL), installation, testing, debugging, and documentation, to effectively serve various user groups throughout the University System.
- Assist junior level programmer/analysts.
- Support structured secure access to student, staff and management information.
- Maintain current knowledge of information systems specifically related to administrative computing functions.
- Work with colleagues in departments developing, augmenting and maintaining a fully-integrated administrative computing information system.
- Work well with people at all levels.
- Ability to organize and manage various tasks/projects under changing deadlines, including ability to re-organize priorities on a regular basis.

Additional Information

These 6 positions will be new hires to support the implementation and maintenance of a system wide ERP system.

These positions will report to the CIO through the ASU System Office.

Decision (for official use only)

☐

Approved

☐

Rejected

☐

Approved with modifications

☐

Deferred

Justifications

Signatures (for official use only)

Institutional Finance

Date:

ADHE Director

Date:

Non-Classified Central Pool Justification Form

