



EXHIBIT C.2

Arkansas Department 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

May 1, 2018

The Honorable John Cooper, Co-Chair
The Honorable Les Eaves, Co-Chair
Personnel Committee of the Arkansas Legislative Council
State Capitol Building
Little Rock, AR 72201

Dear Senator Cooper and Representative Eaves:

Southern Arkansas University Tech (SAUT) requests the establishment of two (2) positions from the Higher Education Central Pool authorized by Act 599 of 2017, 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: Assistant Director of Financial Aid
Grade – FY18: C117
Salary – FY18: \$32,249 - \$59,175
Number of Positions: 1

Title: Library Specialist
Grade – FY18: C111
Salary – FY18: \$24,065 - \$43,592
Number of Positions: 1

Recommendation

Title: Asst Dir Financial Aid
Grade – FY18: C117
Salary – FY18: \$32,249 - \$59,175
Number of Positions: 1

Title: Library Specialist
Grade – FY18: C111
Salary – FY18: \$24,065 - \$43,592
Number of Positions: 1

The Assistant Director of Financial Aid & Library Specialist positions are being requested due to reorganization of various areas at SAUT. These titles are currently used by other institutions.

The Assistant Director of Financial Aid will be responsible for interviewing students to evaluate financial aid applications, determining financial needs of students, preparing financial aid packages and answering questions concerning awards. He/she will research and collect data for the application of funds and filing of reports, reviews student requests for financial aid adjustments, and considers special circumstances for awards. In addition, the Assistant Director of Financial Aid will administer financial aid presentations/workshops for high school students, transfer students, and

Personnel Committee of the ALC

May 1, 2018

Page 2

academic advisors. He/she will monitor expenditures of all student financial aid programs, assist in developing policies and procedures concerning awards, prepare various reports on financial aid activities, monitor processing of awards and verification of information, and keep abreast of state and federal financial aid regulations.

The Library Specialist is responsible for performing technical and specialized duties within library services. He/she will manage cataloging/technical processing. The Library Specialist will maintain campus computer work order programs. Other duties will include overseeing daily operations, assisting users via demonstration of hardware and software and managing circulation.

Sincerely,

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

Maria Markham, Ph.D.

Director

April 26, 2018

Dr. Maria Markam, Director
Arkansas Department of Higher Education
423 Main Street, Suite 400
Little Rock, AR 72201

RE: Request for Classified Positions from Central Pool

Dear Dr. Markam:

Southern Arkansas University Tech is respectfully requesting (2) classified positions from the Higher Education Central Pool. The positions requested are for Assistant Director of Financial Aid and Library Specialist.

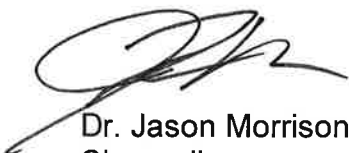
JUSTIFICATION

Southern Arkansas University Tech has had several changes since January 2017. To better serve the students, one change included combining the Tutoring Center, Computer Lab, and Library Services into the Rocket Success Center. The positions of Computer Lab Technician and Library Technician were combined with the reorganization of these areas. The current position is the lead person in managing the day-to-day task for library services and computer work orders. The request for the Library Specialist position is more in line with the job duties performed.

The position of the Financial Aid Analyst has significantly changed and duties have increased in the last few years. The position is required to complete more face-to-face counseling with students about loan debt management, first-time loan borrowers, etc. The position also conducts financial aid workshops with local public schools. The request for the Assistant Director of Financial Aid is more in line with the job duties performed.

If you have any questions, please contact Olivia Clack, Human Resources Director, at (870)547.4481. Your consideration of the request is appreciated.

Sincerely,



Dr. Jason Morrison
Chancellor

**HIGHER EDUCATION
REQUEST FOR CENTRAL POOL POSITION**

INSTITUTION Southern Arkansas University Tech

DATE April 26, 2018

<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
G190C/Assistant Director of Financial Aid		C117

I HEREBY CERTIFY THAT:

- A. The position requested is a full time position that is critical to the operation of the institution and will not be used for any other purpose than that which is outlined in the position description and the narrative justification of the position submitted on page 2 and page 3 of this request.
- B. Sufficient funds are available to fund this position at the requested grade.

Mrs. Gaye Manning 4/26/18

Dr. Jason Morrison 4/26/18

INST PER REPRESENTATIVE DATE

INST PRESIDENT/CHANCELLOR DATE

ARKANSAS DEPARTMENT OF HIGHER EDUCATION - RECOMMENDATION

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>
-------------------	--------------	--------------

LEGISLATIVE COUNCIL/JBC REVIEW

DATE

FAVORABLE UNFAVORABLE

POSITION DESCRIPTION

(1) % of TIME AND WORK PERFORMED

NOTE: Indicate % of time for each example of work, single space within each example of work and double space between examples.

Reviews, processes, and packages financial aid applications, including electronic applications and corrections, verification and satisfactory progress review for director's review. (30%)

Processes and maintains loan records, electronic funds transfers, student loan checks, loans reconciliation, student loan entrance and exit counseling, and performs entrance and exit counseling sessions in conjunction with SAU Tech's Default Management Plan as well as counsels students in financial management. (30%)

Greeting clients, answering telephone, and providing specific information and assistance. (20%)

Coordinates maintenance of files on students receiving financial assistance, determines computer needs and modifications through computer services, and works with director concerning outside vendors. (5%)

Serves on various campus committees and evaluates and updates office publications, printed correspondence, and social media. (5%)

Prepares various reports on financial aid activities, monitors processing of awards and verification of information, and keeps abreast of state and federal financial aid regulations. (4%)

Performs research and collects data for the application of funds and filing of reports, reviews student request for financial aid adjustments, and considers special circumstances for awards. (2%)

Administers financial aid workshops and presentations for high school students and parents, transfer students, academic advisors, high school counselors, etc. (2%)

Works with the Director of Financial Aid to provide direction to Financial Aid Office staff by developing and establishing short and long term program goals and objectives, administering and evaluating project assignments, and interpreting policies and laws, in the absence of precedents, to resolve issues and achieve implementation of project goals and objectives. (1%)

Performs related responsibilities as required or assigned. (1%)

(2) Name and title of your immediate supervisor:
Jennifer Williams – Director of Financial Aid

(3) Payroll titles of employees supervised and number of employees per title. If employees supervised, enter "None":
None

(4) Machines or equipment used regularly in your work. Give percent of time spent in operation of each.

67%	Computer
30%	Telephone
1%	Copier
1%	Printer
1%	Fax

(5) Basic Qualifications

Education, general:	The formal education equivalent of a bachelor's degree with a major in general business, business, administration, finance or a related field.
Education, special or professional:	
Experience, length in years and kind:	Two years of experience in student financial aid or a related area, including one year in a leadership capacity.
Licenses, certificates, or registration	
Special knowledge, abilities and skills:	<p>Knowledge of student financial aid programs, guidelines, and procedures.</p> <p>Knowledge of interviewing and counseling techniques.</p> <p>Knowledge of institution policies and procedures concerning the administration of student financial aid.</p> <p>Ability to analyze and evaluate student financial needs and prepare financial aid package.</p> <p>Ability to prepare reports and collect financial aid data.</p> <p>Ability to disseminate information orally and in writing.</p> <p>Ability to supervise the work of subordinates.</p>
Physical Requirements	

NARATIVE JUSTIFICATION

The position of the Financial Aid Analyst has significantly changed since July 2013. SAU Tech had not yet completed our Default Management Plan that indicated the need to complete face-to-face entrance counseling with all first-time loan borrowers at SAU Tech, face-to-face exit counseling with SAU Tech graduates, or intrusive counseling concerning student loan debt management. SULA (Subsidized Usage Limit Applies) had just begun, and financial aid offices did not yet understand the administrative impact of those regulations. The Department of Education and the state of Arkansas continue to create requirements that ever increase the administrative burden on financial aid staff that simply did not exist several years ago.

Previously there did not exist cross training amongst financial aid office staff in order to ensure office functionality in the absence of an employee. Beginning in 2014, the Financial Aid Office began to cross train, and the Financial Aid Analyst is now able to handle several of the director's duties in case of absence. The position was also included on the SAU Tech Facebook, and therefore added the duties of a social media presence for the office. The position involves extremely detailed information regarding federal, state, and institutional policies and regulations,

The Assistant Director of Financial Aid is more in line with the job duties performed by this position.

**HIGHER EDUCATION
REQUEST FOR CENTRAL POOL POSITION**

INSTITUTION Southern Arkansas University Tech

DATE April 26, 2018

<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
E058C/Library Specialist		C111

I HEREBY CERTIFY THAT:

- A. The position requested is a full time position that is critical to the operation of the institution and will not be used for any other purpose than that which is outlined in the position description and the narrative justification of the position submitted on page 2 and page 3 of this request.
- B. Sufficient funds are available to fund this position at the requested grade.

Gaye Manning	4/26/18	Dr. Jason Morrison	4/26/18
<u>INST PER REPRESENTATIVE</u>	<u>DATE</u>	<u>INST PRESIDENT/CHANCELLOR</u>	<u>DATE</u>

ARKANSAS DEPARTMENT OF HIGHER EDUCATION - RECOMMENDATION

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>
-------------------	--------------	--------------

LEGISLATIVE COUNCIL/JBC REVIEW

DATE

FAVORABLE UNFAVORABLE

POSITION DESCRIPTION

(1) % of TIME AND WORK PERFORMED

NOTE: Indicate % of time for each example of work, single space within each example of work and double space between examples.

5%-Oversees daily operation of the RSCL by opening and closing facility and documenting sign ins.

5%-Assist users such as students, faculty, and staff by demonstrating proper utilization of hardware and software, resolving operating problems by explaining lab requirements and procedures.

2.5%-Perform routine equipment maintenance such as loading paper, clearing jams, setting forms, installing ribbons, and cleaning screens.

30%-Manages cataloging/technical processing. Classifies library materials by reviewing materials to be classified, searching information sources to determine subject matter, selecting classification and cutter numbers and descriptive heading according to Library of Congress, and other classification systems to produce catalogue information, labels, and assigns classification. Covers, reinforces and repairs new and current materials.

20%-Maintain campus computer work order program. Distribute computer work orders to the appropriate technical staff and let requestor know when it is submitted and closed. Send survey email at closure of each work order.

5%-Manages circulation concerns. Provide reference assistance, subject-specific research consultations, and individual instruction for multiple disciplines, both in-person and by other means such as data driven resources. Provides patrons with information on the location or availability of materials, resources and services.

5%-Assists with bibliographic databases by making availability recommendations on materials, resources and services.

5%-Assists with the maintenance/shelving of the book stacks and building security.

5%-Performs secretarial duties for the RSCL (i.e. answers phones, takes messages, types, copies, and files library correspondence picks up mail, etc.) and initiates contact with vendors/publishers to expedite ordering, receiving and claiming of materials through the Purchasing Department.

2.5%-Generates reports for overdue and fine notices and submits holds lists.

2.5%-Assists with compilation of reports for circulation statistics.

2.5%-Assists with supervision of federal work study students and library assistants.

2.5%-Manages the periodicals.

2.5%-Assists director with collection inventory.

2.5%-Assists director with special events and projects.

2.5%-Assists in collection development as needed; which includes duties to designated academic departments for that development, taking and submitting patron/student/faculty requests for materials, and recommendations for withdrawal from the collection.

(2) Name and title of your immediate supervisor:
Kyra Jerry – Director of Rocket Success Center/Library

(3) Payroll titles of employees supervised and number of employees per title. If employees supervised, enter "None":
Part-time and student workers.

(4) Machines or equipment used regularly in your work. Give percent of time spent in operation of each.

76%	Desktop/Laptop Computer
11%	Telephones
2%	Barcode Scanner
2%	10 Key adding machine
1%	Verifier (sensitizes and desensitizes security in materials)
5%	Printers and Scanners
1%	Labelwriter
1%	Brightboard
1%	Typewriter

(5) Basic Qualifications

Education, general:	Formal education equivalent of a high school diploma
Education, special or professional:	
Experience, length in years and kind:	Two years of experience in library services.
Licenses, certificates, or registration	
Special knowledge, abilities and skills:	Knowledge of computers and software application programs. Knowledge of standard library practices. Knowledge of filing and recordkeeping procedures and math. Knowledge of customer service principles. Ability to perform data entry, typing and word processing. Ability to comprehend and assimilate technical and business related documents.
Physical Requirements	

NARATIVE JUSTIFICATION

To better serve the students, the college combined the Tutoring Center, Computer Lab, and Library Services into the Rocket Success Center. The positions of Computer Lab Technician and Library Technician were combined with the reorganization of these areas. The current position is the lead person in managing the day-to-day task for library services and computer work orders. The request for the Library Specialist position is more in line with the job duties performed.