



Arkansas 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

June 1, 2021

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

Dear Senator Wallace and Representative Hillman:

Southeast Arkansas College (SEAC) requests the establishment of five (5) non-classified positions from the Higher Education Central Pool authorized by Act 763 of 2020, 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: Counselor
LIM – FY22: \$105,905
Salary – FY22: \$50,000
Institution Match Rate % – FY22: 25%
Institution Match \$ - FY22: \$12,500
Total Compensation FY22: \$62,500
Number of Positions: 1

Title: Director of Police & Public Safety
LIM – FY22: \$93,940
Salary – FY22: \$56,000
Institution Match Rate % – FY22: 25%
Institution Match \$ - FY22: \$14,000
Total Compensation FY22: \$70,000
Number of Positions: 1

Title: Network Support Analyst
LIM – FY22: \$64,056
Salary – FY22: \$38,000
Institution Match Rate % – FY22: 25%
Institution Match \$ - FY22: \$9,500
Total Compensation FY22: \$47,500
Number of Positions: 1

Recommendation

Title: Counselor
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Salary – FY22: \$38,000
Institution Match Rate % – FY22: 25%
Institution Match \$ - FY22: \$9,500
Total Compensation FY22: \$47,500
Number of Positions: 1

Title: HE Public Safety Supervisor
LIM – FY22: \$61,593
Salary – FY22: \$42,000
Institution Match Rate % – FY22: 25%
Institution Match \$ - FY22: \$10,500
Total Compensation FY22: \$52,500
Number of Positions: 2

Title: HE Public Safety Supervisor
LIM – FY22: \$61,593
Salary – FY22: \$42,000
Institution Match Rate % – FY22: 25%
Institution Match \$ - FY22: \$10,500
Total Compensation FY22: \$52,500
Number of Positions: 2

The positions are requested for student retention, to establish a campus police department and due to a need for increased services as a result of the COVID-19 pandemic. These titles are currently used at other institutions.

The Counselor will provide mental health, coping strategies to students, faculty and staff. He/she will advise and educate students and other groups. In addition, the Counselor will assist the Center for Diversity and Inclusion with promoting programs and events.

The Director of Police & Public Safety will serve as the chief law enforcement officer on campus. He/she will plan, organize and provide administrative direction and oversight for a broad range of police services, and law enforcement programs. In addition, the Director of Police & Public Safety will establish policies and procedures to keep pace with changing legislation and Police Officer Standards and Training mandates.

The Network Support Analyst will maintain and assist with data, voice, video, and wireless networks. He/she will evaluate network management and monitoring products. In addition, the Network Support Analyst will support core network hardware and software installations and changes. They will design and support internet content filtering solutions for faculty, staff and students.

The HE Public Safety Supervisor will be responsible for supervising and directing the daily duties of Public Safety Staff. He/she will assist with vehicle registrations, parking enforcement, I.D. cards, and campus access control. In addition, the HE Public Safety Supervisor will perform safety, patrol, and security duties.

Sincerely,


Maria Markham, Ph. D.
Director



Southeast Arkansas College

1900 Hazel St., Pine Bluff, AR 71603

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

May 17, 2021

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

RE: Request for Non-Classified Position from Central Pool

Dear Dr. Markham,

In accordance with Section 10 of Act 496 of 2021, Southeast Arkansas College respectfully requests a non-classified Counselor position from the Higher Education Central Pool effective July 1, 2021 for FY 2022. This position will report directly to the President of the College.

Justification:

The counselor position will provide services for mental health, coping strategies, and stress to students, staff, and faculty. The Counselor will provide these services in conjunction with the operation of the new campus center for Diversity & Social Justice. The impact of mental health and mental health services on college and university campuses is more undeniable than ever.

The National Alliance on Mental Illness (NAMI) found that 64% of students who dropped out of college dropped out because of mental illness. Research has also found that 66% of students say counseling services helped their academic performance. As prospective students now place a higher priority on mental health services before they even set foot on campus, an investment in mental health can impact future enrollment, current student academic performance and retention rates.

We respectfully request this position be approved.

If you have any questions, please contact Debbie Wallace, Vice President for Fiscal Affairs at (870) 543-5996. We appreciate your consideration of this request.

Sincerely,

DocuSigned by:
Steven Bloomberg
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Dr. Steven Bloomberg, President
Southeast Arkansas College





Division of Higher Education Non-Classified Central Pool Justification Form

Institution:	Southeast Arkansas College	Date:	5/17/2021
Requested Authorized Title:	Counselor	LIM:	\$105,905
Working Title:	Counselor	Estimated Salary Range:	\$50,000
Institution Match Rate %:	25%	Institution Match \$:	\$12,500
Total Compensation:	\$62,500	Number of Positions:	1

Board Approval Date:	5/12/21
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Justification:

In an effort to assist with post-pandemic recovery, Southeast Arkansas College will provide assistance with mental health, coping strategies, and stress for students, staff, and faculty. The Counselor will provide these services in conjunction with the operation of the new campus center for Diversity & Social Justice. The impact of mental health and mental health services on college and university campuses is more undeniable than ever. The National Alliance on Mental Illness (NAMI) found that 64% of students who dropped out of college dropped out because of mental illness. Research has also found that 66% of students say counseling services helped their academic performance. As prospective students now place a higher priority on mental health services before they even set foot on campus, an investment in mental health can impact future enrollment, current student academic performance and retention rates.

Educational Requirements:

What are the educational requirements to perform this job?
 Master's degree in Education, Social Work, Counseling, or Counselor Education plus one year of experience in counseling or a related field

What are the unique skills needed to perform this job?
 Knowledge of the principles and practices of counseling and assessment, while possessing the ability to obtain and provide information, guidance, and counseling to students, staff, and faculty.

Is certification required?
 Certification and Licensure requirements for the State of Arkansas for practicing Counselors will be required.



Division of Higher Education Non-Classified Central Pool Justification Form

Duties:

Counsels students, faculty, and staff individually, or in group sessions, concerning social, civic, personal, and educational problems and make referrals to alternate sources for assistance.
 Advises and educates students, civic organizations, public safety department, Title IX Team members, social service agencies, and other interest groups through presentations and workshops.
 Advises and assists the Center for Diversity and Inclusion to promote programs and/or events to Southeast Arkansas College campus, Southeast Arkansas College partners, and the surrounding community.

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

Additional Information:

This will be a new Non-Classified Institutional position.

This position will report to the President of College.

Example: Will this be a new hire?
 Example: Is this job currently being done? If so please explain.
 Example: Who will this position report to?

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 Director:		Date:	



Southeast Arkansas College

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May 17, 2021

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

RE: Request for Non-Classified Position from Central Pool

Dear Dr. Markham,

In accordance with Section 10 of Act 496 of 2021, Southeast Arkansas College respectfully requests a non-classified Director of Police & Public Safety position from the Higher Education Central Pool effective July 1, 2021. The position requested will report directly to the President of the College.

Justification:

Southeast Arkansas College received approval on May 12, 2021 by the College Board of Trustees to operate an on campus Public Safety Department. The College subsequently received approval on May 13, 2021 by CLEST (Commission of Law Enforcement Standard and Training) to establish a campus police department. The new public safety department will provide a higher level of protection for our students, faculty and staff as well as a significant cost savings to the College.

The Director of Police & Public Safety will serve as the chief law enforcement officer for Southeast Arkansas College. This position will supervise a staff of Public Safety Supervisors and Public Safety Officers. This position will report directly to the President of Southeast Arkansas College.

We respectfully request this position be approved.

If you have any questions, please contact Debbie Wallace, Vice President for Fiscal Affairs at (870) 543-5996. We appreciate your consideration of this request.

Sincerely,

DocuSigned by:

43A8EE77D623456
Dr. Steven Bloomberg, President
Southeast Arkansas College





Division of Higher Education Non-Classified Central Pool Justification Form

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Institution:	Southeast Arkansas College	Date:	5/13/2021
Requested Authorized Title:	Director of Police & Public Safety	LIM:	\$93,940
Working Title:	Director of Police & Public Safety	Estimated Salary Range:	\$56,000
Institution Match Rate %:	25%	Institution Match \$:	\$14,000
Total Compensation:	\$70,000	Number of Positions:	1

Board Approval Date:	5/12/21
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Justification:

Please provide a detailed justification including enrollment growth, new programs, etc.

Southeast Arkansas College received approval on May 12, 2021 by the College Board of Trustees to start a Public Safety Department in order to establish a higher level of safety on campus. The College was also approved on May 13, 2021 by CLEST (Commission of Law Enforcement Standard and Training) to establish a campus police department.

We have used a private security firm and employed off duty police officers for the past several years. A new security proposal was introduced by the security firm with a substantial increase to currently used services. Transitioning into our own department will allow a higher level of security at a cost savings to SEARK after the initial investment.



Division of Higher Education Non-Classified Central Pool Justification Form

Educational Requirements:

What are the educational requirements to perform this job?

Minimum Qualifications: Bachelor's degree in Criminology, Criminal Justice or a related field and four years of experience in law enforcement or a related area with two years in a supervisory capacity

Preferred Qualifications: Master's degree in Criminology, Criminal Justice, Emergency Management, Emergency Preparedness or related field. 5 to 10 years of successful experience as an administrative officer or administrative experience in a school or college setting. Must have CPR and EMR within the first 6 months.

What are the unique skills needed to perform this job?

Knowledge of law enforcement management and supervisory principles. Knowledge of criminal laws, departmental, and university policies and procedures. Ability to coordinate a traffic and security program at an institution of higher education for special events and crisis situations. Knowledge of budgetary planning and administration. Knowledge of investigative methods and techniques. Ability to organize and supervise the work activities of others. Ability to plan, evaluate, and conduct training. Ability to communicate effectively orally and in writing. Skill in the operation of firearms. Community relations, communications, supervisory, and technical expertise.

Is certification required?

Certified or certifiable as a police officer in the State of Arkansas.



Division of Higher Education Non-Classified Central Pool Justification Form

Duties:

The Director of Public Safety will serve as the chief law enforcement officer for Southeast Arkansas College. The director plans, organizes and provides administrative direction and oversight for a broad range of police services, and law enforcement programs; provides expert professional assistance to College staff in areas of proficiency; fosters cooperative working relationships with other College departments, other outside agencies, various public and private groups, and the public served; performs related work as required. The Director - Public Safety is responsible for overall public safety operation.

- Functions in a matrix relationship with local leadership
- Oversees scheduling/completion of risk assessments at all facilities.
- Establishes policies and procedures to keep pace with changing legislation and Police Officer Standards and Training mandates.
- Oversees the selection, development, supervision, evaluation, and training of the Campus Police and other safety and security personnel.
- Works with appropriate campus committees on the development and implementation of traffic and parking policies and regulations.
- Oversees University environmental health and safety issues.
- Oversees and coordinates, as appropriate, the enforcement of the General Statutes related to law enforcement. Coordinates with the Office Student Affairs regarding university policies and regulations related to housing and student matters.
- Coordinates the following services: lost and found services; coordinates the parking plan and parking permit program; emergency assistance to campus community; coordinate emergency medical services with local EMS responders
- Develops and coordinates programs to protect against theft and/or loss of College property.
- Coordinates the reporting of all property losses to appropriate officials.
- Develops and maintains crisis management programs and procedures.
- Assumes responsibility for affirmative action efforts and adherence to procedures in the recruitment, hiring, and promotion of staff.
- Works with the Human Resources Department to ensure the College's Workplace Violence Policy is followed.



Division of Higher Education Non-Classified Central Pool Justification Form

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Additional Information:

This will be a new hire.

This position will head the newly approved public safety department that will replace a currently used third-party security services vendor.

This position will report to the President of Southeast Arkansas College.

Decision (for official use only)

Approved

Rejected

Approved with modifications

Deferred

Justifications:

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Signatures (for official use only)

Institutional
Finance:

Date:

ADHE Director:

Date:



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May 17, 2021

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423 Main Street, Suite 400
Little Rock, AR 72201

RE: Request for Non-Classified Position from Central Pool

Dear Dr. Markham,

In accordance with Section 10 of Act 496 of 2021, Southeast Arkansas College respectfully requests a non-classified Network Support Analyst position from the Higher Education Central Pool effective July 1, 2021. This position will report directly to the Director of Computing Services.

Justification:

The Network Support Analyst will be responsible for providing increased information technology services to students, faculty and staff.

The workload for the computing services department increased significantly due to new technology required to respond to the COVID-19 pandemic and will continue as the college makes plans for post-pandemic recovery.

We respectfully request this position be approved.

If you have any questions, please contact Debbie Wallace, Vice President for Fiscal Affairs at (870) 543-5996. We appreciate your consideration of this request.

Sincerely,

DocuSigned by:
Steven Bloomberg

43A8EE77D623456...

Dr. Steven Bloomberg, President
Southeast Arkansas College





Division of Higher Education Non-Classified Central Pool Justification Form

Institution:	Southeast Arkansas College	Date:	5/17/21
Requested Authorized Title:	Network Support Analyst	LIM:	\$64,056
Working Title:	Network Support Analyst	Estimated Salary Range:	\$38,000
Institution Match Rate %:	25%	Institution Match \$:	\$9,500
Total Compensation:	\$47,500	Number of Positions:	1

Board Approval Date:	5/12/21
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Justification:

Please provide a detailed justification including enrollment growth, new programs, etc.

Southeast Arkansas College's Computing Services Department experienced significant increased workloads due to the ongoing COVID-19 pandemic. College and the IT staff worked diligently to create solutions quickly for remote work, remote classes, etc. This resulted in new technology and software. This additional position is needed to carry the College forward in post-pandemic recovery and continued technology updates and services for students, faculty and staff.

Educational Requirements:

What are the educational requirements to perform this job?

Associates degree in information technology, computer science, systems engineering, or a related field with two years' experience in data network operations/design or a related field.

What are the unique skills needed to perform this job?

Knowledge in design, management or troubleshooting of a mid-sized data network or wireless network, network monitoring tools, with the ability to read and comprehend technical documents to resolve problems.

Is certification required?

n/a



Division of Higher Education Non-Classified Central Pool Justification Form

Duties:

Maintain and assist with data, voice, video, and wireless networks while providing additional levels of maintenance support for network users.
 Evaluates network management and monitoring products, and vendor products while monitoring all network and server systems for potential problems.
 Supports core network hardware and software installations and changes.
 Designs and supports internet content filtering solutions for faculty, staff and students.
 Please list in order of priority and include supervisory responsibilities if applicable.

Additional Information:

This will be a new hire.
 This position will report to the Director of Computing Services.
 Example: Will this be a new hire?
 Example: Is this job currently being done? If so please explain.
 Example: Who will this position report to?

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:	
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May 17, 2021

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RE: Request for Non-Classified Position from Central Pool

Dear Dr. Markham,

In accordance with Section 10 of Act 496 of 2021, Southeast Arkansas College respectfully requests two (2) non-classified Public Safety Supervisor positions from the Higher Education Central Pool effective July 1, 2021. These positions will report directly to the Director of Public Safety at Southeast Arkansas College.

Justification:

The positions requested are for two Public Safety Supervisors for a newly approved department of public safety which will supervise other extra help security personnel. The supervisors will work rotating shifts and respond to on campus emergencies.

We respectfully request approval of these two positions.

If you have any questions, please contact Debbie Wallace, Vice President for Fiscal Affairs at (870) 543-5996. We appreciate your consideration of this request.

Sincerely,

DocuSigned by:

Steven Bloomberg

43A8EE77D623456

Dr. Steven Bloomberg, President
Southeast Arkansas College





Division of Higher Education Non-Classified Central Pool Justification Form

Institution:	Southeast Arkansas College	Date:	5/17/2021
Requested Authorized Title:	HE Public Safety Supervisor	LIM:	\$61,593
Working Title:	HE Public Safety Supervisor	Estimated Salary Range:	\$42,000
Institution Match Rate %:	25%	Institution Match \$:	\$10,500
Total Compensation:	\$52,500	Number of Positions:	2

Board Approval Date:	5/12/21
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Justification:

Please provide a detailed justification including enrollment growth, new programs, etc.

Southeast Arkansas College received approval on May 12, 2021 by the College Board of Trustees to start a Public Safety Department in order to establish a higher level of safety on campus. The College was also approved on May 13, 2021 by CLEST (Commission of Law Enforcement Standard and Training) to establish a campus police department. We have used a private security firm for the past several years and also employed off duty police officers over the last couple of years. A new security proposal was introduced by the security firm with a substantial increase to currently used services. Transitioning into our own department will allow a higher level of security at a cost savings to SEARK and the state after the initial investment.



Division of Higher Education Non-Classified Central Pool Justification Form

Educational Requirements:

What are the educational requirements to perform this job? Three years of progressively more responsible experience in law enforcement. Certified as a Police Officer in accordance with ACA 12-9-106. Possession of a valid state motor vehicle operator's license. Must complete CPR and EMR within 6 months of employment.

What are the unique skills needed to perform this job? Knowledge of law enforcement management and supervisory principles. Knowledge of criminal laws and related departmental and campus policies and procedures. Ability to communicate effectively orally and in writing. Skill in the operation of firearms.

Is certification required?

Certification as a Law Enforcement Officer by the Commission on Law Enforcement Standards and Training in accordance with ACA 12-9-106.

Valid Arkansas driver's license

Must complete CPR, CERT and EMR within 6 months of employment.

Duties:

Responsible for supervising and directing the daily duties of Public Safety Staff. Maintains the daily shift schedule for all Public Safety Staff. Reviews all leave and overtime requests for all Public Safety Staff. Directs operations at the scenes of incidents, calls for service and special events. Assists with vehicle registrations, parking enforcement, I.D. cards, and campus access control. Writes investigative, incident, accident, and similar reports. May complete or assist with completing the Annual Security and Fire Safety Report. Responsible for completing performance evaluations of Public Safety Staff. Coordinates meetings and training for the Public Safety Staff. Investigates and handles complaints involving Public Safety Staff. Performs safety, patrol, and security duties. Coordinates staff efforts in the enforcement of laws and college rules, regulations, and policies. Directs and participates in rendering aid at the scene of emergencies. Renders emergency first aid and CPR. Will ensure completion of daily reports and logs by all public safety staff under their purview including but not limited to part time staff, full time staff and all staff members assigned to their shift. Is on-call 24 hours a day. Makes crime prevention and other safety related presentations to students, visitors, parents and staff. Performs other duties as assigned.

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



Division of Higher Education Non-Classified Central Pool Justification Form

Additional Information:
<p>This will be a new hire. This new public safety department that will replace a currently used third-party security services vendor. This position will report to the Director of Public Safety at Southeast Arkansas College. Example: Will this be a new hire? Example: Is this job currently being done? If so please explain. Example: Who will this position report to?</p>

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 Director:		Date:	