



Arkansas 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

September 2, 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:

Arkansas State University System (ASU-SYS) requests the establishment of one (1) non-classified position 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: Associate General Counsel
LIM – FY22: \$163,813
Salary – FY22: \$100,000
Institution Match Rate % – FY22: 28%
Institution Match \$ - FY22: \$28,000
Total Compensation FY22: \$128,000
Number of Positions: 1

Recommendation

Title: Associate General Counsel
LIM – FY22: \$163,813
Salary – FY22: \$100,000
Institution Match Rate % – FY22: 28%
Institution Match \$ - FY22: \$28,000
Total Compensation FY22: \$128,000
Number of Positions: 1

This position is requested due to the expansion of the ASU System by two community colleges and one university. This title is currently used at this entity.

The Associate General Counsel is needed to assist the campuses in all legal matters. He/She will draft policies, procedures, and other guidance documents for use by all campuses. The Associate General Counsel will monitor all state and federal laws, rules and regulations. In addition, they will prepare and review contracts for use by all System campuses and assist with litigation.

Sincerely,

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

Maria Markham, Ph. D.
Director



OFFICE OF THE PRESIDENT
501 Woodlane, Suite 600 | Little Rock, AR 72201 | o: 501-660-1000 | f: 501-660-1010

September 2, 2021

Maria Markham, Director
Division of Higher Education
423 Main Street, Suite 400
Little Rock, AR 72201

RE: ASU System Non-classified Pool Position Request

Dear Director Markham:

The Arkansas State University System is requesting a position from the Central Pool. In order to address the legal needs of the growing system, we are requesting the establishment of the position below:

<u>Title</u>	<u>Number</u>	<u>LIM</u>
Associate General Counsel	1	\$163,813

Attached you will find additional detail. Please let us know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Julie Bates', written over a horizontal line.

Julie Bates
Executive Vice President



Division of Higher Education Non-Classified Central Pool Justification Form

Institution:	Arkansas State University System	Date:	9/2/2021
Requested Authorized Title:	Associate General Counsel	LIM:	\$163,813
Working Title:	Associate General Counsel	Estimated Salary Range:	\$100,000
Institution Match Rate %:	28%	Institution Match \$:	\$28,000
Total Compensation:	\$128,000	Number of Positions:	1

Board Approval Date:	June 3, 2021 – Budget for position was approved in HSU budget.
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Justification:

Due to the expansion of the ASU System by two community colleges and one university, one additional staff attorney is needed to assist the campuses in all legal matters.

Educational Requirements:

The qualified candidate must possess an Arkansas law license

A minimum of 3 years' experience as a practicing attorney is preferred but not required

Duties:

- Drafts policies, procedures, and other guidance documents for use by all campuses
- Monitors all state and federal laws, rules and regulations
- Meets regularly with campus constituents to provide updates on changes in the law and to make recommendations on compliance under the supervision of general counsel
- Travels to ASU System campuses to meet with campus constituents
- Prepares and reviews contracts for use by all System campuses
- Monitors and assists with state, federal and other regulatory matters applicable to higher education
- Assists with litigation



Division of Higher Education Non-Classified Central Pool Justification Form

Additional Information:

After the HSU merger into the System, the General Counsel position reported organizationally to the ASU System General Counsel. The HSU position has been recently vacated and a General Counsel position assigned only to that campus is not organizationally efficient. The appropriated title at HSU will remain vacant until the next opportunity to submit a personnel request. This position will be added to the System positions to assist all campuses.

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:	