



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

August 31, 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:

National Park College (NPC) requests the establishment of two (2) 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 Manager
LIM – FY22: \$84,100
Salary – FY22: \$50,000 - \$60,000
Institution Match Rate % – FY22: 32%
Institution Match \$ - FY22: \$16,000
Total Compensation FY22: \$66,000
Number of Positions: 2

Recommendation

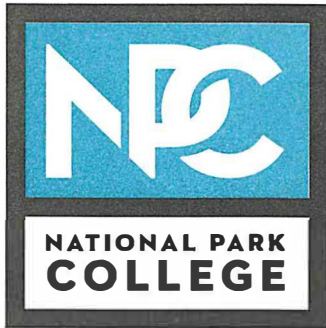
Title: Project/Program Manager
LIM – FY22: \$84,100
Salary – FY22: \$50,000 - \$60,000
Institution Match Rate % – FY22: 32%
Institution Match \$ - FY22: \$16,000 - \$19,200
Total Compensation FY22: \$66,000 - \$79,200
Number of Positions: 2

These positions are requested due to organizational realignments in the IT and Workforce Departments and are needed to structure the programs for efficiency. This title is currently used at this institution as well as other institutions/entities.

One of the Program Manager positions will be responsible for providing education and training. In addition, the Program Manager will supervise adjunct instructors in the apprenticeship programs. He/She will identify needs, funding, personnel and equipment for the success of the program, recruit and support students in the desired programs, develop the program budget and monitor expenses to remain within limits, as well as manage state funding for effectiveness of the programs. The additional Program Manager will lead and direct the vision for the administrative solutions and automation initiatives for the campus. He/She will act as team lead within the administrative software team, assigning tasks as necessary and directing.

Sincerely,

Maria Markham, Ph. D.
Director



August 30, 2021

Dr. Maria Markham
Director, Division of Higher Education
423 Main Street
Little Rock, AR 72201

RE: Request for Non-Classified Position from Central Pool

Dr. Markham,

In accordance with Act 763 of 2019, National Park College respectfully requests two non-classified Project Program Manager Positions from the Higher Education Central Pool effective September 16, 2021 for FY 22. These positions will report to the Vice Presidents of Information Technology and Workforce, respectfully.

Justification:

Due to organizational realignments in the IT and Workforce Departments, additional positions are needed to structure the programs for efficiency. The IT Department has ERP Projects in the implementation phase and the Apprenticeship programs are now under the direction of one position. Previously, these programs were managed by Project Program Specialists, however the change will allow for greater success.

We respectfully request approval of these positions.

If you have any questions, please contact Julie LaRue at (501) 760-4345.

Sincerely,

A handwritten signature in blue ink that reads 'John Hogan'.

Dr. John Hogan
President



Division of Higher Education Non-Classified Central Pool Justification Form

Institution:	National Park College	Date:	08/30/2021
Requested Authorized Title:	Project Program Manager	LIM:	\$84,100
Working Title:	Apprenticeship Program Manager	Estimated Salary Range:	\$50,000-\$60,000
Institution Match Rate %:	32%	Institution Match \$:	\$16,000
Total Compensation:	\$66,000	Number of Positions:	1

Board Approval Date:	
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Justification:

Due to an organizational realignment, this position now oversees four apprenticeship programs; Plumbing, Electrical, HVAC and Reynolds Aluminum. It is expected to add a fifth program within the fiscal year. This position is now responsible for all programs in the Apprenticeship department. Previously, these programs were managed by Workforce Specialists

Educational Requirements:

The formal education equivalent of a bachelor's degree in business administration, public administration, natural science, or a related field; plus four years of experience in the related program area operations, including two years in a supervisory capacity.

Duties:

The position is responsible for providing education and training to approximately 150 students each year, as well as supervising adjunct instructors in the programs. Identify needs, funding, personnel and equipment for the success of the program, recruit and support students in the desired programs, develop the program budget and monitor expenses to remain within limits, manage state funding for effectiveness of the programs.



Division of Higher Education Non-Classified Central Pool Justification Form

Additional Information:

The Apprenticeship Program Manager reports directly to the VP of Workforce.

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:	



Division of Higher Education Non-Classified Central Pool Justification Form

Institution:	National Park College	Date:	08/30/2021
Requested Authorized Title:	Project Program Manager	LIM:	\$84,100
Working Title:	Information Systems Manager, ERP Lead	Estimated Salary Range:	\$50,000-\$60,000
Institution Match Rate %:	32%	Institution Match \$:	\$16,000
Total Compensation:	\$66,000	Number of Positions:	1

Board Approval Date:	
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Justification:

This position leads and directs the vision for the administrative solutions and automation initiatives for the campus. Administration includes maintenance of the system by ensuring the regular and timely application of software updates, troubleshooting/resolving issues when reported by users, and coordinating/performing server Windows updates for PS-Related systems. The ISM, ERP Lead is also responsible for supporting and administrating NPC systems, such as Insider and the Perceptive Content document imaging system. Other duties include software updates/customizations as needed, designing queries, and providing informational reports to various stakeholders.

Educational Requirements:

The formal education equivalent of a bachelor's degree in business administration, public administration, natural science, or a related field; plus four years of experience in the related program area operations, including two years in a supervisory capacity.

Duties:

The ISM, ERP Lead position will work most closely with peers and supervision within the Administrative IT team, members of the Core Data team, the end-users throughout NPC who consume IT services and assets, and with Institutional Reporting personnel and Perceptive users in particular. The ISM, ERP Lead will act as team lead within the administrative software team, assigning tasks as necessary and directing.



Division of Higher Education Non-Classified Central Pool Justification Form

Additional Information:

The purpose of this request is to promote from within due to the additional duties assigned to the Analyst. Currently, the Analyst is performing the duties of this position and the Analyst. With the additional position approved, we will be able to add an Analyst position.

The ISM, ERP Lead reports directly to the VP of Information Technology and works closely with the Director of IT.

Decision (for official use only)

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Rejected |
| <input type="checkbox"/> Approved with modifications | <input type="checkbox"/> Deferred |

Justifications:

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Signatures (for official use only)

Institutional Finance:		Date:	
ADHE Director:		Date:	