



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

March 7, 2022

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:

Cossatot Community College of the University of Arkansas (CCCUA) requests the establishment of three (3) 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: Academic Tutor
LIM – FY22: \$64,107
Salary – FY22: \$30,875
Institution Match Rate % – FY22: 44%
Institution Match \$ - FY22: \$13,585
Total Compensation FY22: \$44,460
Number of Positions: 2

Title: Academic Advisor
LIM – FY22: \$72,135
Salary – FY22: \$30,875
Institution Match Rate % – FY22: 44%
Institution Match \$ - FY22: \$13,585
Total Compensation FY22: \$44,460
Number of Positions: 1

Recommendation

Title: Academic Tutor
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Total Compensation FY22: \$44,460
Number of Positions: 1

These positions are requested due to the increased number of transfer programs from CCCUA to four-year institutions. The Academic Advisor title is currently used at this institution and the Academic Tutor is used at other institutions/entities.

The Academic Tutors will provide academic support to students and assist with Educational Resource Center (ERC) operations. He/she will administer tutoring and assistance to CCCUA students, including the development of tutoring materials and strategies to support student needs. In addition, the Academic Tutors will work closely with faculty to ensure tutoring meets academic needs and standards.

The Academic Advisor will provide advising services to students on a transfer degree plan from CCCUA to a four-year institution. He/she will develop an individualized, master academic plan to promote educational, personal and career achievement goals. In addition, the Academic Advisor will advise and register students.

Sincerely,

A handwritten signature in cursive script that reads "Maria Markham". The signature is fluid and elegant, with the first letters of the first and last names being capitalized and prominent.

Maria Markham, Ph. D.
Director



183 College Drive • De Queen, AR 71832
870.584.4471 • 800.844.4471 • www.cccua.edu

April 6, 2022

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

Dear Dr. Markham,

In accordance with Act 763 of 2020, ACA 52-1-5-1415, Cossatot Community College of the University of Arkansas (UA Cossatot) is respectfully requesting a total of three (3) non-classified positions from the Division of Higher Education Central Pool. The positions are one (1) Transfer Coach/Advisor and two (2) Academic Tutors.

Due to the increasing number of transfer programs from our college to four-year institutions, it is vital we have a knowledgeable Transfer Coach/Advisor familiar with all agreements and university processes to ensure the seamless process of students' continued education beyond this institution.

Offering fulltime employment with the addition of two (2) Academic Tutors, enables this institution to be competitive with salary and benefit options today's job market, and guarantees the Educational Resource Center (ERC) can remain the primary space for students, and focus on continuous improvement toward student success by promoting critical thinking skills and collaboration, without a revolving door of part-time staff.

Thank you for the consideration of our request for central pool positions. Please contact me with any questions.

Sincerely,

Steve Cole, Chancellor

UA Cossatot embraces diversity and is committed to improving the lives of those in our region by providing quality education, outstanding service, and relevant industry training.

UA Cossatot Mission Statement



Division of Higher Education Non-Classified Central Pool Justification Form

Institution:	Cossatot Community College UA	Date:	04/06/2022
Requested Authorized Title:	Academic Tutor	LIM:	\$64,107
Working Title:	ERC (Educational Resource Center) Tutor/Resource Assistant	Estimated Salary Range:	\$30,875
Institution Match Rate %:	44%	Institution Match \$:	\$13,585
Total Compensation:	\$44,460	Number of Positions:	2

Board Approval Date:	05/27/2021
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Justification:

The Educational Resource Center (ERC) provides students with academic resources, comfortable working spaces, free tutoring, textbook rentals, library services, a gift shop, and the opportunity for self-development. In higher education, the overall purpose of academic libraries and/or academic centers is to provide students with informational resources and provide guidance and tutoring for academic projects. As the college's busiest department regarding student traffic and services, it is necessary to hire fulltime staff to maintain efficient high quality academic support and provide additional student services including seminars and workshops and promote the college's overall mission by providing quality education and outstanding service to improve the lives of those in our region.

Quantitative Resources conducted a study among libraries in higher education and determined that students using libraries and/or academic centers had higher levels of academic success than those who did not. The ERC has a positive impact on student retention, engagement, and learning and adding fulltime tutors would create an improved commitment to students and provide academic opportunities, both virtual and in-person, that may not otherwise be available.

Offering fulltime employment with competitive salary guarantees the ERC not only continues to function as the primary space for students, but also ensures focus on continuous improvement toward student success by promoting critical thinking skills and collaboration.



Division of Higher Education Non-Classified Central Pool Justification Form

Educational Requirements:

- Successful completion of a minimum of 20 college credit hours with a strong GPA in coursework
- Must have good computer/technical skills and the ability to use MicroSoft Office
- Must be proficient with MLA style of writing and have excellent grammar skills
- Must be punctual, able to adapt to a fast-paced working environment, and able to multi-task
- Must be professional toward students and co-workers, and work efficiently
- Must be able to maintain student confidentiality

Duties:

Tutors are responsible for providing academic support to students and assisting with ERC operation. Will provide tutoring and assistance to UA Cossatot students (in all academic courses), develop tutoring materials and strategies to support student needs, work closely with faculty to ensure tutoring meets academic needs and quality, participate in ERC training sessions and staff meetings, learn to use the library circulation system and textbook inventory management software, maintain records of tutoring services as directed.

Additional Information:

These positions will be posted and advertised to the public, as well as internally. All applicants will be carefully reviewed, and qualifications equally considered.

The positions being requested are brand new positions that will report to the Director of Educational Resources and OER (Open Educational Resource) Specialist.

Decision (for official use only)

Approved

Rejected

Approved with modifications

Deferred



Division of Higher Education Non-Classified Central Pool Justification Form

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:	Cossatot Community College of the UA	Date:	04/06/2022
Requested Authorized Title:	Academic Advisor	LIM:	\$72,135
Working Title:	Transfer Coach/Advisor	Estimated Salary Range:	\$30,875
Institution Match Rate %:	44%	Institution Match \$:	\$13,858
Total Compensation:	\$44,460	Number of Positions:	1

Board Approval Date:	05/27/2021
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Justification:

As our transfer programs continue to grow and expand, students enrolled in transfer programs will benefit greatly from having a dedicated transfer advisor that coaches them through the advising process. Faculty currently advise transfer students as an added task to their full-time duties of instruction. Our medical and technical programs currently have program advisors and not faculty advisors, and the retention and graduation of these students has increased. We feel the same will happen with our transfer programs. Following the Arkansas Transfer Scholarship from the University of Arkansas, we receive many more students seeking to transfer. The transfer coach will not only advise and register students on a semester basis, but they will also assist the students in preparing to apply to the selected university. Most of our students are first-generation and struggle with the process of transfer.



Division of Higher Education Non-Classified Central Pool Justification Form

Educational Requirements:

Minimum Qualifications:

- Associate Degree required; Bachelor's Degree preferred
- Three years' experience in an educational setting; experience in higher education academic advising or student services preferred
- Excellent computer skills, especially in Microsoft Office
- Excellent verbal and written communication skills, interpersonal skills (particularly in working with a diverse student population), and organizational and management skills are required
- Proven ability to collaborate with colleagues to achieve strategic goals.
- Displays highly developed sense of propriety in dealing with sensitive and confidential information relating to student records and federal regulations.

Duties:

The Transfer Coach's primary function is to provide advising services to students on a transfer degree path. This includes the development of an individualized master academic plan to promote the achievement of educational, personal, and career goals along with scheduling classes and completing the registration process. The Transfer Coach will coordinate the College Fair along with campus visits to universities for current students. The Transfer Coach will develop and maintain strong professional connections with university partners and assist the CAO in developing & updating articulation agreements. The Transfer Coach will also teach Transfer Seminar each semester.

Additional Information:

This is a new position that will be posted and advertised to the public, as well as internally. All applicants will be carefully reviewed, and qualifications equally considered.

Reports to the Vice Chancellor for Academics



Division of Higher Education Non-Classified Central Pool Justification Form

Decision (for official use only)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
Justifications:	

Signatures (for official use only)			
Institutional Finance:		Date:	
ADHE Director:		Date:	