



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

July 2, 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 (SAUM) requests the establishment of five (5) 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: S008C/Maintenance Supervisor
Grade – FY19: C119
Salary – FY19: \$35,554 - \$65,221
Number of Positions: 1

Title: S016C/Skilled Trades Foreman
Grade – FY19: C117
Salary – FY19: \$32,249 - \$59,157
Number of Positions: 1

Title: D075C/Software Support Specialist
Grade – FY19: C116
Salary – FY19: \$30,713 - \$56,340
Number of Positions: 1

Title: G207C/Financial Aid Analyst
Grade – FY19: C115
Salary – FY19: \$29,251 - \$53,657
Number of Positions: 1

Title: C056C/Administrative Specialist III
Grade – FY19: C112
Salary – FY19: \$25,268 - \$46,351
Number of Positions: 1

Recommendation

Title: S008C/Campus Maintenance Supervisor
Grade – FY19: C119
Salary – FY19: \$35,554 - \$65,221
Number of Positions: 1

Title: S016C/Skilled Trades Foreman
Grade – FY19: C117
Salary – FY19: \$32,249 - \$59,157
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Title: D075C/Software Support Specialist
Grade – FY19: C116
Salary – FY19: \$30,713 - \$56,340
Number of Positions: 1

Title: G207C/Financial Aid Analyst
Grade – FY19: C115
Salary – FY19: \$29,251 - \$53,657
Number of Positions: 1

Title: C056C/Administrative Specialist III
Grade – FY19: C112
Salary – FY19: \$25,268 - \$46,351
Number of Positions: 1

All of the positions listed above are being requested due to growth at SAUM. These titles are currently used by other institutions.

The positions requested will be responsible for meeting the day-to-day needs of students, and thus meeting the goals of improving student success. The Campus Maintenance Supervisor and Skilled Trades Foreman will assist in keeping the facilities operating and functioning properly. They will lead projects and supervise contract labor to reduce the cost of hiring contractors to perform minor renovation and construction projects. The Software Support Specialist will provide assistance with processing data required for reporting and internal analysis. The Financial Aid Analyst will assist with the increased work load of the Office of Financial Aid due to the enrollment increase. The Administrative Specialist III will provide support in Student Affairs.

Sincerely,

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

Maria Markham, Ph.D.
Director



Southern Arkansas University

Office of the President

June 20, 2018

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

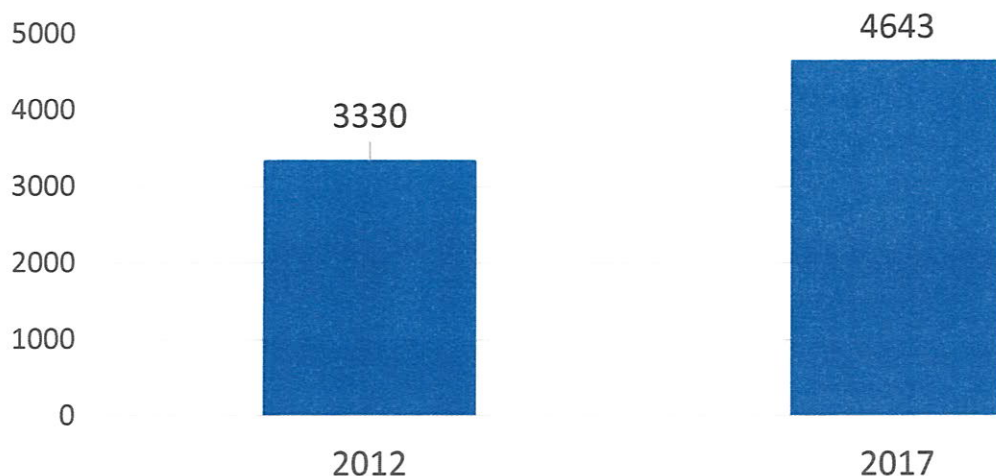
Re: Request for Classified Pool Positions

Dear Dr. Markham:

In accordance with Act 599 of the 2017 Legislative Session, Southern Arkansas University is respectfully requesting five classified positions from the Higher Education Central Pool. The positions are:

1. Maintenance Supervisor, Grade C119
2. Skilled Trades Forman, Grade C117
3. Financial Aid Analyst, Grade C115
4. Software Support Specialist, Grade C116
5. Administrative Specialist III, Grade C112

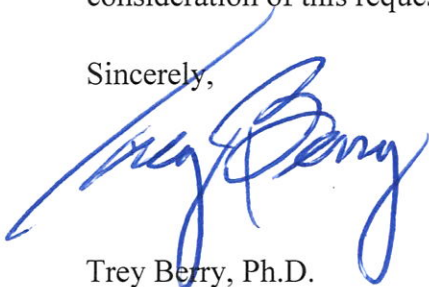
The following chart shows the Southern Arkansas University Five-year Enrollment Growth



The request for pool positions is based on personnel needs created as a result of the growth of SAU over the last few years. That growth is summarized in the graph above. SAU requested and received 25 additional faculty positions due to growth in the 2017-2019 biennium. The classified pool positions are to meet the day-to-day needs of students, and thus meet the goals of improving student success (retention and graduation). With appropriate intervention and assistance, student success is greatly increased. This process is very people intensive. The positions being requested assist in keeping the facilities operating and functioning properly. The maintenance supervisor and skilled trades foreman will lead projects and supervise contract labor to reduce the cost of hiring a contractor to perform minor renovation and construction projects. The software support specialist will assist in processing data required for reporting and reports for internal analysis. The financial aid analyst will assist with the increasing load of the Office of Financial Aid due to the enrollment increase. The administrative support specialist will provide support in the Student Affairs.

If you have any questions, please contact Roger Giles, Vice President for Administration and General Counsel at 870 235-4008. We, on behalf of our students, greatly appreciate your consideration of this request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Trey Berry". The signature is fluid and cursive, with a long, sweeping underline that extends to the left.

Trey Berry, Ph.D.
President

**HIGHER EDUCATION
REQUEST FOR CENTRAL POOL POSITION**

INSTITUTION Southern Arkansas University

DATE 06/20/2018

<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
S008C/Campus Maintenance Supervisor		C119

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.

Roger Giles	06/20/2018	Trey Berry	06/20/2018
<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>
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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.

30% Supervises a medium to large-sized staff of skilled and semi-skilled workers by interviewing, submitting recommendations for hiring, handling employee-related problems and disciplinary matters, and evaluating the performance of incumbents.

20% Plans and prepares work schedules for skilled and semi-skilled workers, such as carpenters, electricians, plumbers, boiler operators, groundskeepers, maintenance repairmen, and custodial staff.

10% Inspects building, equipment, and grounds to determine needed maintenance.

10% Monitor jobs in progress and inspects completed projects for compliance to acceptable standards.

10% Maintains and compiles information such as inventory of equipment and supplies, job status reports, and budget documentation.

20% Attends staff meetings with agency/institution departmental personnel and makes recommendations on new policies and/or procedures.

(2) Name and title of your immediate supervisor:

Kyle Newton

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

Skilled Trades Supervisor

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

%	
%	
%	
%	

(5) Basic Qualifications

Education, general:	Formal education equivalent of a Bachelor's degree
Education, special or professional:	Major in engineering or a related field
Experience, length in years and kind:	Two years of experience in maintenance or facility operations, building trades management or a related area, including one year in a supervisory or leadership capacity
Licenses, certificates, or registration	N/A
Special knowledge, abilities and skills:	Knowledge of the methods and techniques of building, equipment, and grounds maintenance Ability to plan and schedule work activities of skilled and semi-skilled workers Ability to determine building, equipment and grounds maintenance needs Ability to maintain records and compile information for reports
Physical Requirements	N/A

NARATIVE JUSTIFICATION

This request for pool positions is based on personnel needs created as a result of the growth of SAU over the last few years. In 2012 SAU enrollment was 3300, in 2017 it grew to 4643. SAU requested and received 25 additional faculty positions due to growth in the 2017-2019 biennium. The pool classified staff positions are to meet and meet the goals of improving student success (retention and completion), particularly working with the freshman-to-sophomore and sophomore-to-junior issues that result in students not continuing their education. To meet the needs of these students two new academic building have been added. In addition SAU is moving as many small maintenance projects as possible in house because of the significant savings over bid construction prices on small projects. Added support is needed in some offices to meet the needs of students. With appropriate intervention, student success is greatly increased. These services are very people- intensive. These requested positions, if approved, will assist in the process.

**HIGHER EDUCATION
REQUEST FOR CENTRAL POOL POSITION**

INSTITUTION Southern Arkansas University

DATE 06/20/2018

<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
SO16C/Skilled Trades Foreman		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.

Roger Giles	06/20/2018	Trey Berry	06/20/2018
<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>
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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.

40% Supervises all areas of one or more of the skilled trades by evaluating overall work performance of subordinates. Receives work orders and determines priority of services, repairs, installation, and/ or construction by prioritizing requested assignments and establishing deadlines.

10% Evaluates work performance- ensuring adherence to standard trade practices.
Examines facilities to determine needed services, such as repairs, installations, and/ or construction.

20% Maintains records of projects by tracking materials needed and used, equipment, tools, and labor requirements. Requisitions materials and supplies, such as tools, equipment and replacement parts. Reads and interprets blueprints, manuals, schematics, building plans, and/or work drawings for one or more of the skilled trades.

20% May coordinate and schedule work assignments with one or more of the skilled trades in order to complete services, repairs, installations, and/or construction

10% May participate in the preparation and monitoring of the budget for one or more of the skilled trades by compiling and submitting projections; monitors expenditures through a review and approval of requisitions and financial reports.

Performs other duties as designed.

(2) Name and title of your immediate supervisor:
Kyle Newton

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

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

%	
%	
%	
%	

(5) Basic Qualifications

Education, general:	Educational equivalent of a high school diploma
Education, special or professional:	Knowledge of laws, regulations, and codes relating to one or more of the skilled trades
Experience, length in years and kind:	1 year in a supervisory or leadership capacity; 2 years of experience in the skilled trade area; 7 years of experience as a carpenter or painter
Licenses, certificates, or registration	Licensed Journeyman Electrician
Special knowledge, abilities and skills:	Knowledge of management and supervisory principles and techniques
Physical Requirements	Ability to lift 50lbs or more. Ability to walk and bend

NARATIVE JUSTIFICATION

This request for pool positions is based on personnel needs created as a result of the growth of SAU over the last few years. In 2012 SAU enrollment was 3300, in 2017 it grew to 4643. SAU requested and received 25 additional faculty positions due to growth in the 2017-2019 biennium. The pool classified staff positions are to meet and meet the goals of improving student success (retention and completion), particularly working with the freshman-to-sophomore and sophomore-to-junior issues that result in students not continuing their education. To meet the needs of these students two new academic building have been added. In addition SAU is moving as many small maintenance projects as possible in house because of the significant savings over bid construction prices on small projects. Added support is needed in some offices to meet the needs of students. With appropriate intervention, student success is greatly increased. These services are very people- intensive. These requested positions, if approved, will assist in the process.

**HIGHER EDUCATION
REQUEST FOR CENTRAL POOL POSITION**

INSTITUTION Southern Arkansas University

DATE 06/20/2018

<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
D075C/ Software Support Specialist		C116

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.

Roger Giles	06/20/2018	Trey Berry	06/20/2018
<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>
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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.

20% Writes or follows a program specification using structured code to develop an application software program to production status.

15% Responds and assists users with questions and concerns relating to a particular area, such as hardware, software and network stations.

10% Develops and maintains current expertise in a variety of application software packages.

15% Installs, configures, and maintains network, hardware, and software at various levels, and tests and debugs programs as necessary.

10% Prepares program logic layout, data flow outlines, and narrative descriptions in developing applications.

10% Evaluates and makes recommendations for necessary adjustments to applications to satisfy user requirements, and provides recommendations on the purchase of user hardware/ software.

10% Assists in planning, preparation and conducting seminars on software, hardware, network, or other computer related topics.

10% Assists other Software Support Specialists in the coordination of activities associated with computer support services.

*Performs other duties as assigned

(2) Name and title of your immediate supervisor: Mike Argo

(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.

%	
%	
%	
%	

(5) Basic Qualifications

Education, general:	Equivalent of a bachelor's degree in information technology, computer science, or a related field
Education, special or professional:	Knowledge of Visual Basic, JavaScript, HTML, XML, Web Services. Business Intelligence Configuration and Design, Scripting Languages, and Configuration Management Tools, etc.
Experience, length in years and kind:	Minimal of two years of experience
Licenses, certificates, or registration	N/A
Special knowledge, abilities and skills:	Knowledge of data structures and the ability to learn new programming languages; Ability to modify and document program code to correct errors or enhance program capabilities; Ability to test programs and make amendments; Ability to devise or modify procedures to solve complex problems; Ability to prepare documentation for users of the system; Ability to coordinate work activities
Physical Requirements	N/A

NARATIVE JUSTIFICATION

This request for pool positions is based on personnel needs created as a result of the growth of SAU over the last few years. In 2012 SAU enrollment was 3300, in 2017 it grew to 4643. SAU requested and received 25 additional faculty positions due to growth in the 2017-2019 biennium. The pool classified staff positions are to meet and meet the goals of improving student success (retention and completion), particularly working with the freshman-to-sophomore and sophomore-to-junior issues that result in students not continuing their education. To meet the needs of these students two new academic building have been added. In addition SAU is moving as many small maintenance projects as possible in house because of the significant savings over bid construction prices on small projects. Added support is needed in some offices to meet the needs of students. With appropriate intervention, student success is greatly increased. These services are very people- intensive. These requested positions, if approved, will assist in the process.

**HIGHER EDUCATION
REQUEST FOR CENTRAL POOL POSITION**

INSTITUTION Southern Arkansas University

DATE 06/20/2018

<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
G207C/ Financial Aid Analyst		C115

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.

Roger Giles	06/20/2018	Trey Berry	06/20/2018
<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>
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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.

10% Supervises a small administrative support staff by training and making job assignments.

20% Processes student aid applications, after reviewing need analysis statements, determines financial need, based upon review of need analysis forms, reviews all data for accuracy and completeness and packages awards according to eligibility and regulations.

20% Meets with students and parents concerning financial aid forms and documents, and mails financial aid rosters, attends workshops to keep abreast of new regulations, prepares award letters for students receiving financial aid, disburses financial aid, records and submits award information to business office.

20% Monitors student enrollment to verify loan eligibility requirements are being met to continue eligibility for financial aid and notifies lender of enrollment changes.

10% Assigns work study jobs to students on campus based on availability, interviews students for jobs, and maintains work study time sheets.

20% Solicits money for private scholarships from private industry, businesses, and/or civic groups, sits on committees to make awards of scholarships monies, maintain records to monitor status of funds and make awards of scholarship monies, maintains records to monitor status of funds and prepares fiscal report.

Performs other duties as assigned

(2) Name and title of your immediate supervisor:
Marcela McRae-Brunson

(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.

%	
%	
%	
%	

(5) Basic Qualifications

Education, general:	Bachelor's degree
Education, special or professional:	
Experience, length in years and kind:	At least 2 years of financial aid experience preferred
Licenses, certificates, or registration	N/A
Special knowledge, abilities and skills:	Knowledge of student financial aid programs and university experience; Proficient in Microsoft Office; Ability to use standard office equipment and software programs; excellent communication skills; effective working relationship with staff and students
Physical Requirements	N/A

NARATIVE JUSTIFICATION

This request for pool positions is based on personnel needs created as a result of the growth of SAU over the last few years. In 2012 SAU enrollment was 3300, in 2017 it grew to 4643. SAU requested and received 25 additional faculty positions due to growth in the 2017-2019 biennium. The pool classified staff positions are to meet and meet the goals of improving student success (retention and completion), particularly working with the freshman-to-sophomore and sophomore-to-junior issues that result in students not continuing their education. To meet the needs of these students two new academic building have been added. In addition SAU is moving as many small maintenance projects as possible in house because of the significant savings over bid construction prices on small projects. Added support is needed in some offices to meet the needs of students. With appropriate intervention, student success is greatly increased. These services are very people- intensive. These requested positions, if approved, will assist in the process.

**HIGHER EDUCATION
REQUEST FOR CENTRAL POOL POSITION**

INSTITUTION Southern Arkansas University

DATE 06/20/2018

<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
C056C/ Administrative Specialist III		C112

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.

Roger Giles	06/20/2018	Trey Berry	06/20/2018
<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>
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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.

20% Researches and analyzes data pertinent to work programs and/ or agency/ institution goals and objectives and prepares reports explaining findings and recommendations.

15% Assists in developing or revising policies, procedures, and directives based on research findings; submits to supervisor for approval.

15% Compiles financial information used by supervisor to formulate budget proposals and monitors expenditures to ensure optimum operating efficiency.

30% Reviews and answers or prepares correspondence relating to agency/ institution programs. Interprets agency administrative directives, policies, and procedures to ensure consistent application. Provides information, assistance, and clarifications to interested parties concerning agency/ institution programs, policies, and procedures.

10% Assists supervisor by maintaining leave records, appointment calendar, and prioritizing incoming correspondence.

10% May supervise a small to medium- sized administrative support staff and evaluate the work performance of incumbents.

*Performs other duties as assigned.

(2) Name and title of your immediate supervisor: Donna Allen

(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.

%	
%	
%	
%	

(5) Basic Qualifications

Education, general:	Bachelor's degree preferred
Education, special or professional:	N/A
Experience, length in years and kind:	One year of specialized training in business management, business education, or related field; four years of experience in a specialized or a related field applicable to work performed.
Licenses, certificates, or registration	N/A
Special knowledge, abilities and skills:	Knowledge of Microsoft Office programs and experience with SAU's DPS as an author and Campus Connect required; Knowledgeable in mathematics and statistics, research and analysis techniques and methods. Knowledge of computers and software applications; Ability to prepare, present, and review oral and written information and reports; Ability to develop, recommend, interpret, and apply policies and procedures; Ability to analyze financial records and prepare reports; Ability to plan , organize, and direct the work of others.
Physical Requirements	N/A

NARATIVE JUSTIFICATION

This request for pool positions is based on personnel needs created as a result of the growth of SAU over the last few years. In 2012 SAU enrollment was 3300, in 2017 it grew to 4643. SAU requested and received 25 additional faculty positions due to growth in the 2017-2019 biennium. The pool classified staff positions are to meet and meet the goals of improving student success (retention and completion), particularly working with the freshman-to-sophomore and sophomore-to-junior issues that result in students not continuing their education. To meet the needs of these students two new academic building have been added. In addition SAU is moving as many small maintenance projects as possible in house because of the significant savings over bid construction prices on small projects. Added support is needed in some offices to meet the needs of students. With appropriate intervention, student success is greatly increased. These services are very people- intensive. These requested positions, if approved, will assist in the process.