



Arkansas Department of Higher Education

423 Main Street, STE 400 • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Mike Beebe
Governor

Shane Broadway
Director

May 6, 2014

The Honorable Uvalde Lindsey, Chair
The Honorable Andrea Lea, Chair
Personnel Committee of the Arkansas Legislative Council
State Capitol Building
Little Rock, AR 72201

Dear Senator Lindsey and Representative Lea:

Arkansas Tech University (ATU) requests the establishment of twenty-six (26) positions, twenty-five (25) non-classified positions and one (1) classified positions from the Higher Education Central Pool authorized by Act 1397 of 2013. 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 Advisor
LIM – FY14: \$76,868
Number of Positions: 2

Recommendation

Title: Academic Advisor
LIM – FY14: \$58,223
Number of Positions: 2

Requested

Title: Computer Support Specialist
Grade – FY14: C119
Number of Positions: 1

Recommendation

Title: Computer Support Specialist
Grade – FY14: C119
Number of Positions: 1

Requested

Title: Coordinator of Off-Campus Courses
LIM – FY14: \$97,659
Number of Positions: 1

Recommendation

Title: Coord. Off-Campus Courses
LIM – FY14: \$102,671
Number of Positions: 1

Requested

Title: Graduate Assistant
LIM – FY14: \$24,275
Number of Positions: 20

Recommendation

Title: Graduate Assistant
LIM – FY14: \$23,568
Number of Positions: 20

Requested**Title:** Special Projects Coordinator**LIM – FY14:** \$84,162**Number of Positions:** 1**Recommendation****Title:** Special Projects Coordinator**LIM – FY14:** \$81,710**Number of Positions:** 1**Requested****Title:** Student Development Specialist**LIM – FY14:** \$76,868**Number of Positions:** 1**Recommendation****Title:** Student Development Specialist**LIM – FY14:** \$74,868**Number of Positions:** 1

These positions are being requested to due to expansion of the Academic Advising Center, to provide computer support services to the Arkansas Tech Career Center (ATCC), the commitment to improve college readiness and increased enrollment. These titles currently exist at many institutions across the state.

The Academic Advisor will advise students across all associate and bachelor degree programs. This individual will interpreting policies and the ability to recommend procedural changes in student service processes as necessary. In addition, the Academic Advisor will complete document analysis to evaluate course transfer standards for incoming and out-going transfer students. He/she will educate students on curriculum requirements and provide guidance in identifying student deficiencies required for meeting graduation requirements.

The Computer Support Specialist will maintain all computer hardware and software on a regular basis to ensure ongoing services. This individual will respond to specialized requests for assistance with computer hardware, software and networking. In addition, the Computer Support Specialist will implement necessary adjustments to computer applications to accommodate user requirements. He/she will install software updates. The Computer Support Specialist will recommend changes or updates to computer operations for optimal performance.

The Coord. Off-Campus Courses will oversee and process all concurrent admission. This individual will ensure consistency and quality of concurrent enrollment classes and programs. In addition, the Coord. Off-Campus Courses will develop a yearly schedule of concurrent enrollment classes and ensure all classes are built for semester. He/she will ensure the completion of required college processes including assessment, grading and attendance policies, and data collection. The Coord. Off-Campus Courses will work collaboratively with Academic Deans and Department Heads for program development, implementation, faculty qualifications, and faculty evaluations.

The Graduate Assistants duties and responsibilities will vary depending on the department where the graduate assistant is housed. This individual will have common duties of answering the telephone, filing and miscellaneous office tasks. In addition, the Graduate Assistant will assist faculty with course administration, including grading, keeping attendance, and test administration for courses with large enrollments, programmatic support including assisting with departmental events and activities.

The Special Projects Coordinator will handle special projects as assigned and could include working with contractors, financial analysis, investment analysis and other areas in Administration and Finance. This individual will responsible for the analysis of data and providing information that will assist and enhance fiscal operations on campus.

The Student Development Specialists duties will include student and parent services in the areas of outreach, orientation, student support, financial aid guidance and academic advising. This individual will be responsible for enrollment management, coordination of special events and supervision of student activities

Thank you for your consideration.

Sincerely,

Shane Broadway
Director



**ARKANSAS TECH
UNIVERSITY**

Office of the President
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Russellville, Arkansas 72801

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www.atu.edu

May 5, 2014

Mr. Shane Broadway, Director
Arkansas Department of Higher Education
423 Main Street, Suite 400
Little Rock, AR 72201

Dear Mr. Broadway:

We are requesting the allocation of twenty-five (25) non-classified positions and one (1) classified position from the Department of Higher Education Central Pool as provided by Section 40 of Act 1397 of 2013. The detailed justifications of need are attached.

Your review and approval of our request will be appreciated.

Sincerely,

Robert Charles Brown
President and Professor of Economics

Non-Classified Central Pool Justification Form



Institution:	Arkansas Tech University	Date:	4/30/2014
Requested Authorized Title:	Academic Advisor (2 Positions)	LIM:	\$76,868
Working Title:	Academic Advisor	Estimated Salary Range:	\$36,000-\$45,000

Board Approval Date	April 17, 2014
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Justification

With the fall of 2013, the scope of Arkansas Tech University's Academic Advising Center was expanded to include advising all incoming undergraduate students until the student has earned 60 credit hours. The reorganization was implemented to advance institutional and state initiatives in increasing retention and graduation rates. Academic Advisors are responsible for the initial and continued advisement of all undergraduate students until their sophomore year, along with, mapping academic progress, monitoring remediation placement and success, scholarship retention initiatives, identifying and graduating long-term students, and many other on-campus retention and graduation efforts. To fully staff this reorganization, additional staff is needed to keep advising loads reasonable.

Educational Requirements

Master's degree from an accredited college or university in College Student Personnel or Counseling is preferred. Academic Advisors with experience in the higher education environment and knowledge of the BANNER student records system are preferred. Academic Advisors must possess excellent oral and written communication skills, and proficiency with relevant technology.

- Duties**
- Manage an advisor load of up to 350 students across all associate and bachelor degree programs.
 - Ability to advise students regarding university regulations and procedures for degree attainment in all academic departments.
 - Ability to address school, work, and home/family life issues that may impact a student's success.
 - Ability to advise students regarding general education requirements and transferability of coursework between internal degree programs.
 - Command of document analysis to evaluate course transfer standards for incoming and outgoing transfer students.
 - Ability to educate students on curriculum requirements and provide guidance in identifying student deficiencies required for meeting graduation requirements.
 - Command over interpreting policies and the ability to recommend procedural changes in student service processes as necessary.
 - Command in office administration and acceptable organizational behavior.

Additional Information

Both Academic Advisors will be new hires to support expanded operations. Academic Advisors will report directly to the Academic Advising Center Director.

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:	

Non-Classified Central Pool Justification Form



Institution:	Arkansas Tech University	Date:	4/30/2014
Requested Authorized Title:	Coordinator of Off-Campus Courses	LIM:	\$97,659
Working Title:	Coordinator of Off-Campus Courses	Estimated Salary Range:	\$46,000-\$56,000

Board Approval Date	April 17, 2014
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Justification

Due to commitment of improving college readiness, Arkansas Tech University's concurrent enrollment has increased by 153% since 2008. With the ongoing state and the recent federal focus on dual and concurrent enrollment, additional staff is required to support continuing and upcoming initiatives. The primary function of this position will be to assist the AVP for Enrollment Management with the implementation and expansion of dual and concurrent enrollment programs with the intent to decrease the cost of college to families and accelerate postsecondary credentials.

Educational Requirements

Master's Degree from an accredited college or university. Successful demonstration of curricular and/or program development. Detailed, organized and able to work with multifaceted and complex systems. Demonstration of ability to provide leadership and direction to diverse group of individuals. Demonstrated understanding of educational processes. Proficient with relevant technology. Experience in post-secondary education.

Duties

- Serve as college liaison to high school administration, counselors, teachers, or off-site partners.
- Work closely with the district liaisons to aid in communication and planning.
- Work collaboratively with Academic Deans and Department Heads for program development, implementation, faculty qualifications, and faculty evaluations.
- Ensure consistency and quality of concurrent enrollment classes and programs.
- Ensure the completion of required college processes including assessment, grading and attendance policies, and data collection.
- Plan, organize, and present concurrent enrollment faculty orientations.
- Coordinate faculty observations and process travel requisitions each year.
- Collect and audit syllabi to ensure policy compliance with course curriculum and textbooks requirements.
- Oversee and process all concurrent admission.
- Keep concurrent enrollment web pages current.
- Develop a yearly schedule of concurrent enrollment classes and ensure all classes are built for semester.
- Oversee and process all concurrent registration.
- Work closely with faculty to ensure accurate rosters, submissions of grades, and grade records.

Non-Classified Central Pool Justification Form



Additional Information

The Coordinator for Off-Campus Courses will be a new hire to support the growing concurrent enrollment program. The Coordinator for Off-Campus Courses will report to the Assistant Vice President for Enrollment.

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:	

Non-Classified Central Pool Justification Form



Institution:	Arkansas Tech University	Date:	4/30/2014
Requested Authorized Title:	Special Projects Coordinator	LIM:	\$84,162
Working Title:	Special Projects Coordinator	Estimated Salary Range:	

Board Approval Date	April 17, 2014
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Justification

The position is requested because of the growth of the University since 1997 as illustrated below:

Description	1997	Fall 2013	Net Change %
Student Headcount	4238	11369	168.3%
SSCH Produced	53747	128544	139.2%
Programs			
• Associate	5	18	260.0%
• Bachelor	41	55	34.1%
• Masters	7	24	242.9%
• Educational Specialist	0	1	100.0%
Full-Time Faculty	187	331	77.0%
International Student Population	61	395	547.5%

Growth of this magnitude impacts all operating areas in administration and we are requesting this position to improve the overall management of our operating area.

Educational Requirements

Bachelor's Degree in Business Administration

Duties

Duties include special projects as assigned and could include working with contractors, financial analysis, investment analysis and other areas in Administration and Finance. This position would be responsible for the analysis of data and providing information that will assist and enhance fiscal operations on campus.

Non-Classified Central Pool Justification Form



Additional Information

This position can be filled by a new hire or by promotion. This job is not currently being done and will report to the Vice President for Administration and Finance.

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:	

**HIGHER EDUCATION
REQUEST FOR GROWTH POOL POSITION**

INSTITUTION Arkansas Tech University - Ozark Campus

DATE 5/1/14

<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
Computer Support Specialist		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.

Angie Reynolds	5/2/14	R C Brown	5/2/2014
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INST PER REPRESENTATIVE DATE

INST PRESIDENT/CHANCELLOR DATE

OFFICE OF PERSONNEL MANAGEMENT - 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.

35% of time: Maintain all computer hardware and software on a regular basis to ensure ongoing services.

25% of time: Respond to specialized requests for assistance with computer hardware, software and networking.

20% of time: Implement necessary adjustments to computer applications to accommodate user requirements.

10% of time: Install software updates

10% of time: Recommend changes or updates to computer operations for optimal performance.

**(2) Name and title of your immediate supervisor:
Ken Wester, Director of Information Systems**

(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.

35%	Personal Computer and related equipment such as printer and scanner
45%	Computer projectors, printers, switches, phone systems and other hardware and software used on campus for operations
15%	Various trouble-shooting tools for computer equipment servicing
5 %	copier, fax, and other general office equipment

(5) Basic Qualifications

Education, general:	The formal education equivalent of a bachelor's degree in computer science, computer applications, mathematics, or a related field; or completion of technical training in computer science, data processing, or a related field acquired from a vocational, military, or industrial setting
Education, special or professional:	None
Experience, length in years and kind:	With bachelor's degree, two years of experience in computer support; or with technical training, four years of experience in computer support plus one year of supervisory experience.
Licenses, certificates, or registration	None
Special knowledge, abilities and skills:	Knowledge of use of mainframe and microcomputer hardware and software, ability to analyze computer system problems and restore service to normal operation, ability to manage computer networking and software systems.
Physical Requirements	Ability to work in an office environment and utilize computer software and hardware to achieve computer support activities. Ability to be mobile and lift at least 20 pounds for the purpose of moving or installing computer equipment. Ability to use tools for computer repair.

NARRATIVE JUSTIFICATION

This position is needed to provide computer support services to the Arkansas Tech Career Center (ATCC) located in Russellville, Arkansas, which was added to the Ozark Campus in 2010. The Computer Support Specialist is responsible for a wide range of activities related to computer support such as the implementation, maintenance, and utilization of microcomputers and mainframe systems. The position will provide users at the ATCC campus the resource needed to maintain computer related technologies.

Non-Classified Central Pool Justification Form



Institution:	Arkansas Tech University	Date:	4/30/2014
Requested Authorized Title:	Graduate Assistant (20 positions)	LIM:	\$24,275
Working Title:	Graduate Assistant	Estimated Salary Range:	\$4,800-\$13,000

Board Approval Date	April 17, 2014
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Justification

Currently the institution has 135 positions. For fall, 2013 and spring, 2014, virtually all graduate assistant positions were used, and some departments were not able to have all needed graduate assistants. The addition of twenty positions would meet these needs.

During the period from fall 2003 to fall 2013, Arkansas Tech's enrollment of graduate students has increased from 357 to 887. Graduate degrees awarded have increased over 230 percent since 2003. These increases are due in part to increased efforts in recruiting graduate students and also in large part to the increase in graduate offerings. Since fall 2000, the institution has added fourteen (14) master's degree programs and one educational specialist program. The institution has also consciously increased the number of graduate assistant positions which has allowed some students to enroll who would not otherwise have been able to financially afford to do so. Compared to graduate assistant positions available at ASU, UCA and UALR, the 135 positions Arkansas Tech is currently authorized are insufficient for our size of institution and our new SREB 3 rating.

Educational Requirements

Graduate Assistants must have completed a bachelor's degree and be unconditionally admitted to a graduate master's degree program at Arkansas Tech University. The graduate assistant must enroll in a minimum of six hours of graduate courses per fall and spring semester. The graduate assistant must maintain a 3.00 cumulative grade point average to remain eligible for the assistantship.

Responsibilities and skills required are defined by the department hiring the graduate assistant. With over twenty graduate degree programs based in several academic departments, students hired as graduate assistantships may have differing skill requirements depending on the hiring department. All, however, receive training by the department into which they are hired. Common skills required include the ability to communicate effectively, both verbal and written, and telephone and office management skills.

No special certifications are required.

Non-Classified Central Pool Justification Form



Duties

Duties and responsibilities will vary depending on the department where the graduate assistant is housed. Common duties include, but are not limited to:

Answering the telephone

Filing

Miscellaneous office tasks

Assisting faculty with course administration, including grading, keeping attendance, and test administration for courses with large enrollments, Programmatic support including assisting with departmental events and activities

Graduate assistants do not traditionally have supervisory responsibilities.

Additional Information

The additional graduate assistant positions would allow the University to offer employment to more of our growing population of graduate students, giving those individuals the opportunity to improve skills and build their resume. The University always has more graduate students wanting assistantships than the number of positions the University is currently allocated. The additional positions will, therefore, give some graduate students currently not able to continue their educational program the opportunity to do so and alleviate some of their financial hardship.

Decision (for official use only)

Approved

Rejected

Approved with modifications

Deferred

Justifications

Signatures (for official use only)

Institutional Finance

Date:

ADHE Director

Date:

Non-Classified Central Pool Justification Form



Institution:	Arkansas Tech University-Ozark	Date:	4/30/2014
Requested Authorized Title:	Student Development Specialist	LIM:	\$76,868
Working Title:	Student Development Specialist	Estimated Salary Range:	\$30,000-\$40,000

Board Approval Date	April 17, 2014
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Justification

Due to the growth in student enrollment of over 600% since 2003, this position is needed to sustain staffing in the Office of Student Services. Duties will include retention services, parent services and outreach, orientation, coordination of special events, student support and financial aid guidance, academic advising, and enrollment management. The position is vital to the support of the growing student population and will provide the opportunity to develop new programs to continue to adapt to student needs.

Educational Requirements

Bachelor's degree in student affairs, customer service, marketing or related field.
 Unique skills include but are not limited to:
 Excellent communication skills, both oral and written
 Intrinsic motivation that can be communicated to others
 Knowledge of computer systems to include Microsoft Office products and main frame systems
 Ability to speak in front of large groups
 Understanding of Higher Education processes in student services, financial aid, and the importance of confidentiality of records.
 Experience with leading or training others
 Desire and ability to help others to achieve goals
 Ability to evaluate documents, interpret information and compile reports

Duties

Duties include but are not limited to student and parent services in the areas of outreach, orientation, student support, financial aid guidance and academic advising. In addition, the position will be responsible for enrollment management, coordination of special events and supervision of student activities.

Non-Classified Central Pool Justification Form



Additional Information

This will be a new position. The responsibilities are currently covered by other staff members in the Office of Student Services; however the growing student population requires additional staff to focus on these areas to better adapt to student needs. This position will report to the Associate Registrar.

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:	