



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

May 8, 2017

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

Dear Senator Lindsey and Representative Fite:

Cossatot Community College of the University of Arkansas (CCCUA) requests the establishment of 5 (five) positions from the Higher Education Central Pool authorized by Section 38 of Act 236 of 2016. 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: Director of Food Service
LIM – FY17: \$80,814
Number of Positions: 1

Recommendation

Title: Director of Food Service
LIM – FY17: \$80,814
Number of Positions: 1

Requested

Title: Director of Distance Learning
LIM – FY17: \$91,703
Number of Positions: 1

Recommendation

Title: Director of Distance Learning
LIM – FY17: \$91,703
Number of Positions: 1

Requested

Title: Public Safety Officer
Grade – FY17: C116
Number of Positions: 3

Recommendation

Title: Public Safety Officer
Grade – FY17: C116
Number of Positions: 3

The Director of Food Service is being requested due to the expansion of food service offerings at two cafés on separate campuses. The Director of Distance Learning position is requested due to the implementation of new technologies on all 3 (three) of their campuses. Additionally, the Public Safety Officers are being requested move these employees into appropriate positions based on training, experience and certifications require for this position. All of these titles are currently used by other institutions.

The Director of Food Service will provide supervision for two cafés. He/she will be responsible for hiring, scheduling & supervising all employees. The Director of Food Service will also be responsible for ordering of food and supplies, determining pricing, menu changes, sanitation procedures, and following safety protocol.

The Director of Distance Learning will oversee the implementation of new teaching technologies. He/she will facilitate bandwidth expansion. The Director of Distance Learning will be responsible for the future planning of all of our distance learning programming.

The Public Safety Officer positions will maintain a safe working and learning environment for all employees and students. His/her job duties include preventing and deterring crime, controlling campus traffic, responding to incidents and calls for service and training on emergency procedures.

Sincerely,

Dr. Maria Markham
Director



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

May 8, 2017

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

RE: Request for Classified and Non-Classified Positions from Central Pool

Dear Dr. Markham:

In accordance with Section 38 of Act 236 of 2016 of the 2016 Legislative Session, Cossatot Community College of the University of Arkansas (CCCUA) is respectfully requesting three (3) classified positions and two (2) non-classified positions from the Higher Education Central Pool. The positions being requested as non-classified are a Director of Food Service and a Director of Distance Learning. The positions being requested as classified are three (3) Public Safety Officers C116.

JUSTIFICATION

CCCUA seeks to move our Security Officer Supervisors into appropriate positions because our officers are currently in Security Officer Supervisor positions that do not represent the training, experience, and certifications required for their actual job duties, nor the adequate salary needed to and retain the officers once they have been hired. With the constant increase in violent crimes on college campuses nation-wide, it is important to have quality personnel in place, who are familiar with the premises, in order to maintain a safe working and learning environment for all employees and students. For CCCUA to remain competitive and be able to retain quality personnel, positions are needed that are representative of actual job duties, with an increase in salary. With the new gun laws that will be affecting our campuses coming soon, and after researching other colleges and what positions their officers hold, Public Safety Officer was the position most utilized that matched requirements for our campuses.

CCCUA needs a Director of Distance Learning position because of the new teaching technologies being implemented at all three of our campuses. Since we have Blackboard Collaborate it has become necessary that we have an employee dedicated to overseeing its full installation. This person will also be the point person for our bandwidth expansion that will allow better connectivity between our audio visual teaching classrooms. We currently have six of these classrooms operating daily and servicing more than 300 students each day. This person will be responsible for the future planning of all of our distance learning programming. We do not currently have a person dedicated to these tasks.

CCCUA is requesting a Director of Food Service position due to the expansion of our food service offerings with two cafes on two separate campuses. This has been done to better serve the needs of our students and employees. The two cafes combined have twelve employees who serve approximately one thousand students and employees per month. Due to the expansion, we are in need of a Director of Food Service position to provide supervision of the two cafes. This position will be responsible for hiring, scheduling & supervising all café employees and for ordering of food and supplies, determining pricing, menu changes, sanitation procedures, and following safety protocol.

If you have any question please contact Kelly Plunk, Director of Human Resources, at (870) 584-1104.

Sincerely,



Dr. Steve Cole
Chancellor

Non-Classified Central Pool Justification Form



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Institution:	Cossatot Community College – UA	Date:	2/23/2017
Requested Authorized Title:	Director of Distance Learning	LIM:	\$91,703
Working Title:	Director of Distance Learning	Estimated Salary Range:	\$55,000-\$65,000

Board Approval Date	
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Justification

We need a Director of Distance Learning position because of the new teaching technologies being implemented at all three of our campuses. Since we have Blackboard Collaborate it has become necessary that we have an employee dedicated to overseeing its full installation. This person will also be the point person for our bandwidth expansion that will allow better connectivity between our audio visual teaching classrooms. We currently have six of these classrooms operating daily and servicing more than 300 students each day. This person will be responsible for the future planning of all of our distance learning programming. We do not currently have a person dedicated to these tasks.

Educational Requirements

This person will need to have a minimum of a baccalaureate degree in a field that is co-related to education and technology. This person will need to possess the ability to understand emerging distance learning technologies and how to implement them. Although no certifications are required, CEUs obtained from workshops related to distance learning hardware and software will be considered a plus.

Non-Classified Central Pool Justification Form



Duties

Key Result Areas:

- Develop and maintain distance education efforts that place student success first
- Ensure that all faculty members are expertly trained in the latest advancements in distance education.
- Develop articulations that enhance the distance education opportunities to UACossatot students.
- Ensure that the proper enrollment analytics are used to maximize distance education enrollment.
- Ensure that all distance education access points meet or exceed standards for disability support.

Duties and Responsibilities:

- Lead the efforts of the distance education committee in assuring online course quality and compliance with technical specifications
- Assist faculty in identifying learning items in need of revision to adhere to ADA standards
- Serve as system administrator to Blackboard Learning Management System
- Provide technical assistance to students, faculty, and staff on Blackboard
- Develop new training materials using instructional design theory and assist in modifying, enhancing, and updating the content of existing training materials
- Design and deploy computer-based training; design, develop, evaluate, and revise online courses and presentations; develop and deliver online and instructor-led training materials, job aids, and other developmental materials
- Prepare training bulletins, circulars, and/or announcements to make the staff, faculty, and students aware of upcoming training
- Develop and maintain a consultative relationship with key stakeholders and subject matter experts to organize complex information to produce clear, effective, and engaging instructional materials that meet the goals and objectives of the College
- Research and recommend vendors to address specific training development needs
- Regularly communicate with the Vice Chancellor of Academics and DISS Director to determine learning and material requirements, develop deliverables, discuss project status, and create work plans
- Work closely with the ERC Director in aligning proper OER materials for Distance Education courses
- Maintain close relationships and attend regular meetings of the UA System eVersity initiative and pertinent ADHE and ACC meetings

Additional Information

This will be a new position. The particular job duties of this person have not been wholly accomplished. What has been accomplished has only been accomplished piecemeal by many different positions. There has also been no data examination for long-term planning. This person will report to the Vice Chancellor of Academics.

Decision (for official use only)

Approved

Rejected

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:	Cossatot Community College UA	Date:	02/23/2017
Requested Authorized Title:	Director of Food Service	LIM:	\$80,814
Working Title:	Director of Food Service	Estimated Salary Range:	\$29,000-\$32,000

Board Approval Date	
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Justification

UA Cossatot has expanded its food service offerings with two cafes on two separate campuses in order to better serve the needs of our students and employees. The two cafes combined have twelve employees who serve approximately one thousand students and employees per month. Due to the expansion, we are in need of a Director of Food Service position to provide supervision of the two cafes. This position will be responsible for hiring, scheduling & supervising all café employees and for ordering of food and supplies, determining pricing, menu changes, sanitation procedures, and following safety protocol.

Educational Requirements

A high school diploma; plus five years of experience in institutional and/or commercial food service or related area, including one year in a supervisory capacity.

Duties

The Director of Food Service is responsible for monitoring food preparation activities for quality and quantity control purposes, and requisitioning, inspecting, and conducting inventory of food and non-food products. Supervises a food preparation staff on two campuses by interviewing and recommending for hire/termination, overseeing the training of employees, developing shift schedules, assigning and reviewing work, counseling, and evaluating the performance of incumbents. Monitors food preparation, service, storage, and cleaning activities, to ensure compliance with health, safety, and operating standards, by sampling food, examining serving size, identifying and controlling food waste, inspecting kitchen and service areas, and adjusting work assignments as needed. Requisitions food and non-food products from established vendors or central storage facility to meet daily production needs, conducts inventory, and prepares purchase orders for non-routine items. Inspects food and supply deliveries, approves product substitutions, and modifies menus. Performs other duties as assigned.

Non-Classified Central Pool Justification Form



Additional Information

We currently have an employee performing these duties, but in an inadequate position. Since the cafés are now operating smoothly, we are being fiscally responsible by requesting a position that more perfectly fits our food service person's duties.

This position reports directly to the Chancellor.

Decision (for official use only)

Approved

Rejected

Approved with modifications

Deferred

Justifications

Signatures (for official use only)

Institutional Finance		Date:	
ADHE Director		Date:	

**HIGHER EDUCATION
REQUEST FOR GROWTH POOL POSITION**

INSTITUTION Cossatot Community College of the University of Arkansas

DATE 02/23/17

<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
T055C Public Safety Officer-Ashdown Campus		C116
T055C Public Safety Officer-Nashville Campus		
T055C Public Safety Officer-De Queen Campus		

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.

Kelly Plunk	02/23/17	Steve Cole	2/23/17
<u>INST PER REPRESENTATIVE</u>	<u>DATE</u>	<u>INST PRESIDENT/CHANCELLOR</u>	<u>DATE</u>

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.

Key Result Area #1: To Prevent and Deter Crime

Performance Indicators:

1. Maintain physical/visible presence by patrolling campus
2. Monitor security cameras
3. Interview students with felony convictions
4. Conduct Sex Offender notification for campus in compliance with state law
5. Train staff and students for personal safety and emergency situations
6. Serve as liaison with local law enforcement and emergency services

Key Result Area #2: Control Campus Traffic

Performance Indicators:

1. Issue parking permits to staff and students
2. Enforce state, local, and college traffic laws and policies
3. Issue citations
4. Write collision/incident reports
5. Assist stranded motorists

Key Result Area #3: Respond to Incidents and Calls for Service

Performance Indicators:

1. Complete criminal incident reports including theft, disorderly conduct, and drinking or drug use
2. Complete institutional offense reports
3. Make arrests/transfer to local authorities
4. Testify in court when needed
5. Investigates criminal incidents

Key Result Area #4: Deliver Training in Emergency Procedures to Staff, Students, and Local Law Enforcement

Performance Indicators:

1. Provide training for employees during in-service or faculty/staff meeting,
2. Provide training for students during class each semester
3. Teach victim prevention

Other Duties as Assigned

(2) Name and title of your immediate supervisor:
Michael Kinkade, Vice Chancellor of Facilities and Planning

(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.

100%	Carry firearm, taser gun, mace
%	
%	
%	

(5) Basic Qualifications

Education, general:	High School Diploma or diploma
Education, special or professional:	Arkansas Law Enforcement Certification Training or equivalent
Experience, length in years and kind:	Knowledge of traffic laws, rules and regulations, for security. Knowledge of general law enforcement methods and techniques.
Licenses, certificates, or registration	Valid Driver's License
Special knowledge, abilities and skills:	Ability to direct traffic and maintain order. Ability to prepare reports of incidents and accidents. Ability to communicate orally and in writing. Ability to operate motor vehicles used in patrol duties.
Physical Requirements	None

NARATIVE JUSTIFICATION

Our officers are currently in Security Officer Supervisor positions that do not represent the training, experience, and certifications required for their actual job duties, nor the adequate salary needed to and retain the officers once they have been hired. With the constant increase in violent crimes on college campuses nation wide, it is important to have quality personnel in place, who are familiar with the premises, in order to maintain a safe working and learning environment for all employees and students. For UA Cossatot to remain competitive and be able to retain quality personnel, positions are needed that are representative of actual job duties, with an increase in salary. With the new gun laws that will be affecting our campuses coming soon, and after researching other colleges and what positions their officers hold, Public Safety Officer was the position most utilized that matched requirements for our campuses.