



## Division of Higher Education

101 E. Capitol Ave., Suite 300 • Little Rock, Arkansas • 72201-3827 • (501) 371-2000 • Fax (501) 371-2001

Jacob Oliva  
Secretary

Maria Markham, Ph.D.  
Director

February 9, 2023

The Honorable Breanne Davis, Co-Chair  
The Honorable Jim Wooten, Co-Chair  
Joint Budget Council - Personnel  
State Capitol Building  
Little Rock, AR 72201

Dear Senator Davis and Representative Wooten:

Arkansas State University Jonesboro (ASUJ) requests the establishment of ten (10) 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 Counselor  
**LIM - FY23:** \$79,846  
**Salary - FY23:** \$40,000  
**Institution Match Rate % - FY23:** 31%  
**Institution Match \$ - FY23:** \$12,400  
**Total Compensation - FY23:** \$52,400  
**Number of Positions:** 5

**Title:** Project Program Director  
**LIM - FY23:** \$114,890  
**Salary - FY23:** \$60,000  
**Institution Match Rate % - FY23:** 31%  
**Institution Match \$ - FY23:** \$18,600  
**Total Compensation - FY23:** \$78,600  
**Number of Positions:** 1

**Title:** Student Development Specialist  
**LIM - FY23:** \$87,600  
**Salary - FY23:** \$40,000  
**Institution Match Rate % - FY23:** 31%  
**Institution Match \$ - FY23:** \$12,400  
**Total Compensation - FY23:** \$52,400  
**Number of Positions:** 4

### Recommendation

**Title:** Academic Counselor  
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**Number of Positions:** 4

These positions are requested due to an increased focus on student retention. These titles are used at this institution as well as other institutions/entities.

The Academic Counselors will work with at-risk students to ensure they are staying current on their academic work. They will provide these students with essential guidance and support to be successful. The Academic Counselors will create and utilize individualized academic plans for each student in the population assigned. In addition, they will always track student's progress and provide additional support to students in academic distress.

The Project Program Director will implement and oversee ASUJ efforts for retaining incoming freshmen, transfer and returning students. He/she will develop, implement, and supervise academic support services for at-risk incoming students. The Project Program Director will create and utilize reporting mechanisms to track the progress of students. In addition, he/she will provide additional support to students in academic distress in accordance with academic policies and refer students needing additional support to appropriate campus offices and resources.

The Student Development Specialists will focus on retaining and graduating students by building strong relationships with students to create a sense of accountability and belonging. They will mentor assigned students to ensure academic and personal progress toward degree completion. The Student Development Specialists will develop and maintain an understanding of the campus involvement opportunities, mental health resources and academic support options and create connections between resources/students. In addition, they will establish relationships with campus partners that will aid in student success. Additionally, the Student Development Specialists will assist in developing student career goals, career guidance, workforce preparedness, and with university retention efforts for various student populations.

Sincerely,

A handwritten signature in black ink that reads "Maria Markham". The signature is written in a cursive, flowing style.

Maria Markham, Ph. D.  
Director



OFFICE OF HUMAN RESOURCES

P.O. Box 1500, State University, AR 72467 | o: 870-972-3454 | f: 870-972-3337

January 20, 2023

Dr. Maria Markham  
Arkansas Department of Higher Education  
114 East Capitol  
Little Rock, AR 72201

Dear Dr. Markham:

In accordance with Act 1065 of 2011, Arkansas State University requests four (4) Student Development Specialist positions, one (1) Project Program Director (Director of Student Success Center) position, and five (5) Academic Counselors positions from the Central Pool. Consistent with the current Arkansas State University appropriation act, the following titles and line item maximum are requested:

<b><u>Title</u></b>	<b><u>Number</u></b>	<b><u>Line Item Max</u></b>
Student Development Specialist	4	\$87,600
Project Program Director	1	\$114,890
Academic Counselors	5	\$79,846

**Justification – Student Development Specialist**

This team will focus on retaining and graduating students by building strong relationships with students in an effort to create a sense of accountability and belonging. The staff will mentor students from the first year to degree completion by connecting students to campus involvement opportunities, academic support services and mental health resources. In addition, the team will focus on developing a student's professional skill and assessing progress through the student's tenure at the university. Personal skills include but are not limited to strong communication, teamwork, leadership and conflict management. The staff will track student progress each semester, identify barriers, and provide continuing support for student success. The goal is to raise graduation and retention rates while better preparing students for the workforce.

**Justification – Project Program Director**

The Project Program Director (Director of Student Success Center) will implement and oversee A-State efforts for retaining incoming freshmen, transfer and returning students. A-State's graduation rate is approximately 53%. The goal is to increase graduation rates to 70%. To enhance this initiative the director of the Student Success Center and the team will work closely with at-risk students (approximately 500-700) to help them graduate. This new unit is being created with a focus on at-risk students at A-State in order to provide the necessary supports they need to help them graduate.



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**Justification – Academic Counselors**

Working under the direction of the Director of the Student Success Center, the Academic Counselors will work with at-risk students (approximately 100 students each) to ensure they are staying current on their academic work, and that they are getting the necessary help to be successful; clearing any hurdles that may arise as they progress towards graduation at A-State.

Thank you for your consideration and support of these positions for A-State and the System Office.

Sincerely,

Len Frey, Ph.D.  
Executive Vice Chancellor  
Arkansas State University



# Division of Higher Education Non-Classified Central Pool Justification Form

<b>Institution:</b>	<b>Arkansas State University</b>	<b>Date:</b>	<b>01/20/2023</b>
<b>Requested Authorized Title:</b>	Student Development Specialist (Academic/Student Support Pool)	<b>LIM:</b>	\$87,600
<b>Working Title:</b>	Student Service Advisor	<b>Estimated Salary Range:</b>	\$40,000
<b>Institution Match Rate %:</b>	31%	<b>Institution Match \$:</b>	\$12,400
<b>Total Compensation:</b>	\$52,400	<b>Number of Positions:</b>	4

<b>Board Approval Date:</b>	
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**Justification:**

**Please provide a detailed justification including enrollment growth, new programs, etc.**

This team will focus on retaining and graduating students by building strong relationships with students in an effort to create a sense of accountability and belonging. The staff will mentor students from the first year to degree completion by connecting students to campus involvement opportunities, academic support services and mental health resources. In addition, the team will focus on developing a student’s professional skill and assessing progress through the student’s tenure at the university. Personal skills include but are not limited to strong communication, teamwork, leadership and conflict management. The staff will track student progress each semester, identify barriers, and provide continuing support for student success. The goal is for the university to raise graduation rates and better prepare students for the workforce.

**Educational Requirements:**

**What are the educational requirements to perform this job?** The position will required a bachelor’s degree.

**What are the unique skills needed to perform this job?** Ability to develop strong working relationship with students and university personnel.

**Is certification required?** No



# Division of Higher Education Non-Classified Central Pool Justification Form

## Duties:

Please list in order of priority and include supervisory responsibilities if applicable.

- Mentor assigned student roster to ensure academic and personal progress toward degree completion.
- Develop and maintain an understanding of the campus involvement opportunities, mental health resources and academic support options and create connections between resources/students.
- Execute the strategic outreach plan for various student classifications in an effort to increase student completion.
- Assist in developing student career goals, career guidance and workforce preparedness.
- Establish relationships with campus partners that will aid in student success.
- Track and assess student data (course enrollment, Pack Support referrals, outreach connections, student concerns) in an effort to improve student success and graduation rates.
- Assist with university retention efforts for various student populations.

## Additional Information:

**Example: Will this be a new hire?** The university will recruit both internally and externally for this position.

**Example: Is this job currently being done? If so please explain.** Not at this capacity.

**Example: Who will this position report to?** The Division of Student Affairs

## Decision (for official use only)

Approved

Rejected


Approved with modifications

Deferred

## Justifications:



## Division of Higher Education Non-Classified Central Pool Justification Form

Signatures (for official use only)			
Institutional Finance:		Date:	01/20/2023
ADHE Director:		Date:	



## Division of Higher Education Non-Classified Central Pool Justification Form

<b>Institution:</b>	Arkansas State University-Jonesboro	<b>Date:</b>	01/20/2023
<b>Requested Authorized Title:</b>	Project Program Director	<b>LIM:</b>	\$114,890
<b>Working Title:</b>	Director of Student Success Center	<b>Estimated Salary Range:</b>	\$60,000
<b>Institution Match Rate %:</b>	31%	<b>Institution Match \$:</b>	\$18,600
<b>Total Compensation:</b>	\$78,600	<b>Number of Positions:</b>	1

<b>Board Approval Date:</b>	
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**Justification:**

The director of the Student Success Center will implement and oversee A-State efforts for retaining incoming freshmen, transfer and returning students. Currently A-State’s graduation rate is approximately 53%. It is our goal to increase that to nearly 70%. For that to happen the director of the Student Success Center and the team will work closely with at-risk students (approximately 500-700) students a year to help them graduate. This new unit is being created with a focus on at-risk students at A-State in order to provide the necessary supports they need to help them graduate.

**Educational Requirements:**

Bachelor’s degree required, but Master’s degree preferred.  
3+ years working with students in an academic success capacity.





## Division of Higher Education Non-Classified Central Pool Justification Form

### Duties:

- Develops, implements, and supervises academic support services for at-risk incoming students, including developing and providing reports.
- Researches and develops best-practice intervention strategies to address productivity and/or academic deficiencies.
- Develops and supervises a process for all coaches to implement individualized academic plans for their designated students, including tutoring and study schedules.
- Creates and utilizes reporting mechanisms to track the progress of students in the program.
- Monitor a task-based study hall for students in the program.
- Supervise a team of student success coaches and student employees and their work with the incoming at-risk students.
- Work with a small subset of incoming at-risk students directly.
- Provides additional support to students in academic distress in accordance with academic policies and refers students needing additional support to appropriate campus offices and resources.
- Attends NSO to meet all students in the program.
- Creates and implements signature engagement programs for students in the program.
- Other duties as assigned.

### Additional Information:

New position.  
Reports to the Vice Chancellor of Enrollment Management and Global Outreach


### Decision (for official use only)

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

### Justifications:



## Division of Higher Education Non-Classified Central Pool Justification Form

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Institutional Finance:		Date:	01/20/2023
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## Division of Higher Education Non-Classified Central Pool Justification Form

<b>Institution:</b>	<b>Arkansas State University-Jonesboro</b>	<b>Date:</b>	<b>01/20/2023</b>
<b>Requested Authorized Title:</b>	Academic Counselor (Academic/Student Support Pool)	<b>LIM:</b>	\$79,846
<b>Working Title:</b>	Student Success Coaches or Academic Coordinators	<b>Estimated Salary Range:</b>	\$40,000
<b>Institution Match Rate %:</b>	31%	<b>Institution Match \$:</b>	\$12,400
<b>Total Compensation:</b>	\$52,400	<b>Number of Positions:</b>	5

**Board Approval Date:** \_\_\_\_\_

### Justification:

Working under the supervision of the Director of the Student Success Center, academic coordinators will work with at-risk students (approximately 100 students each) to ensure they are staying current on their academic work, and that they are getting the necessary help to be successful; clearing any hurdles that may arise as they progress towards graduation at A-State.

### Educational Requirements:

Bachelor's degree required.



# Division of Higher Education Non-Classified Central Pool Justification Form

## Duties:

- Implements academic support services for the population of incoming at-risk students assigned.
- Creates and utilizes individualized academic plans for each student in the population assigned, including tutoring and study hours.
- Follows best-practice intervention strategies to work with students.
- Tracks students progress at all times and provides additional support to students in academic distress.
- Attends task-based study hall on assigned nights per week to oversee the work of their students.
- Updates Director on student progress frequently through software, reports, and meetings.
- Other duties as assigned.

## Additional Information:

New position.  
 Reports to the Director of Student Success Center (also new).

## 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:	01/20/2023
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## Decision (for official use only)

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