



## Division of Higher Education

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

Johnny Key  
Secretary

Maria Markham, Ph.D.  
Director

July 6, 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:

National Park College (NPC) requests the establishment of seven (7) non-classified positions and one (1) classified position 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:** Athletic Trainer  
**LIM \$ - FY23:** \$35,509  
**Salary \$ - FY23:** \$30,000  
**Institution Match Rate % - FY23:** 32%  
**Institution Match \$ - FY23:** \$9,600  
**Total Compensation \$ - FY23:** \$39,600  
**Number of Positions:** 1

**Title:** Maintenance Manager  
**Grade - FY23:** C121  
**Salary \$ - FY23:** \$50,000  
**Institution Match Rate % - FY23:** 32%  
**Institution Match \$ - FY23:** \$16,000  
**Total Compensation \$ - FY23:** \$66,000  
**Number of Positions:** 1

**Title:** Project Program Director  
**LIM \$ - FY23:** \$102,341  
**Salary \$ - FY23:** \$52,000  
**Institution Match Rate % - FY23:** 32%  
**Institution Match \$ - FY23:** \$16,640  
**Total Compensation \$ - FY23:** \$68,640  
**Number of Positions:** 1

### Recommendation

**Title:** Athletic Trainer  
**LIM \$ - FY23:** \$35,509  
**Salary \$ - FY23:** \$30,000  
**Institution Match Rate % - FY23:** 32%  
**Institution Match \$ - FY23:** \$9,600  
**Total Compensation \$ - FY23:** \$39,600  
**Number of Positions:** 1

**Title:** S004C/Maintenance Manager  
**Grade - FY23:** C121  
**Salary \$ - FY23:** \$50,000  
**Institution Match Rate % - FY23:** 32%  
**Institution Match \$ - FY23:** \$16,000  
**Total Compensation \$ - FY23:** \$66,000  
**Number of Positions:** 1

**Title:** Project/Program Director  
**LIM \$ - FY23:** \$102,341  
**Salary \$ - FY23:** \$52,000  
**Institution Match Rate % - FY23:** 32%  
**Institution Match \$ - FY23:** \$16,640  
**Total Compensation \$ - FY23:** \$68,640  
**Number of Positions:** 1

**Title:** Retail Specialist  
**LIM \$ - FY23:** \$45,005  
**Salary \$ - FY23:** \$32,000  
**Institution Match Rate % - FY23:** 32%  
**Institution Match \$ - FY23:** \$10,240  
**Total Compensation \$ - FY23:** \$42,240  
**Number of Positions:** 1

**Title:** Retail Specialist  
**LIM \$ - FY23:** \$45,005  
**Salary \$ - FY23:** \$32,000  
**Institution Match Rate % - FY23:** 32%  
**Institution Match \$ - FY23:** \$10,240  
**Total Compensation \$ - FY23:** \$42,240  
**Number of Positions:** 1

**Title:** Student Services Representative  
**LIM \$ - FY23:** \$65,325  
**Salary \$ - FY23:** \$50,000  
**Institution Match Rate % - FY23:** 32%  
**Institution Match \$ - FY23:** \$16,000  
**Total Compensation \$ - FY23:** \$66,000  
**Number of Positions:** 3

**Title:** Student Services Representative  
**LIM \$ - FY23:** \$65,325  
**Salary \$ - FY23:** \$50,000  
**Institution Match Rate % - FY23:** 32%  
**Institution Match \$ - FY23:** \$16,000  
**Total Compensation \$ - FY23:** \$66,000  
**Number of Positions:** 3

**Title:** Systems Analyst  
**LIM \$ - FY23:** \$76,361  
**Salary \$ - FY23:** \$50,000  
**Institution Match Rate % - FY23:** 32%  
**Institution Match \$ - FY23:** \$16,000  
**Total Compensation \$ - FY23:** \$66,000  
**Number of Positions:** 1

**Title:** Systems Analyst  
**LIM \$ - FY23:** \$76,361  
**Salary \$ - FY23:** \$50,000  
**Institution Match Rate % - FY23:** 32%  
**Institution Match \$ - FY23:** \$16,000  
**Total Compensation \$ - FY23:** \$66,000  
**Number of Positions:** 1

These positions are requested reclassify current positions to align more closely with salaries, duties performed, and authorized titles in their appropriation act. The institution has requested to delete a total of nineteen (19) positions in the 2023-25 biennium. The titles requested are currently used at this institution as well as other institutions/entities.

The Athletic Trainer will provide support and services to all athletes, while meeting the NJCAA requirements for competition. Duties will include attending to and assessing the degree of injuries as well as providing treatment. In addition, the Athletic Trainer will coordinate training and determine training needs.

The Maintenance Manager will provide supervisory guidance to a subordinate skilled trades staff. The individual will oversee activities related to maintenance functions. In addition, the Maintenance Manager will inspect buildings, grounds and equipment to determine needs as well as maintain files, prepare reports on work orders, completed projects, work in progress, purchases, public workers and service calls.

The Project/Program Director will coordinate and supervise all Advanced Manufacturing Technology Institute (AMTI) grant administration and deployment of grant activities. Duties will include the preparation and oversight of grant budgets, updates and extensions. In addition, the Project/Program Director will establish and maintain alliances with other organizations to promote the AMTI and its activities.

The Retail Specialist will provide assistance to customers and cashiers. The individual will open and close the store, prepare deposits and daily store sales accounting/reporting. In addition, the Retail Specialist will be responsible for postal functions of the campus as well as serve as lead in processing of online book orders, aiding in book buy back book rental procedures, inventory and product merchandising.

The Student Services Representatives will provide support to academic advisors, faculty mentors, Financial Aid, Registrar, and students. Duties will include transfer advising, coordinating course substitutions, degree plan changes, reverse transfer, and assistance with university admissions and scholarships. In addition, the Student Services Representatives will coordinate faculty mentoring program as well as all aspects of NPC promotions and university partner relations.

Senator Wallace and Representative Hillman

July 6, 2022

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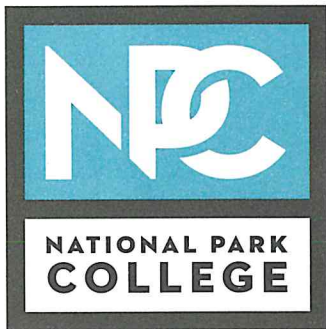
The Systems Analyst will direct the design of computer system processes as well as coordinate the development and modification of computer job specifications for system users. The individual will assure completion of deadlines concerning conversion tasks and methods for implementation of processes. In addition, the Systems Analyst will perform systems maintenance activities.

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



June 6, 2022

Dr. Maria Markham  
Director, Division of Higher Education  
423 Main Street  
Little Rock, AR 72201

RE: Request for Central Pool positions

Dr. Markham,

In accordance with Act 763 of 2019, National Park College respectfully requests the following positions from the Higher Education Central Pool:

Maintenance Manager, C121 (1), Student Services Representative (3), Retail Specialist (1), Athletic Trainer (1), Systems Analyst (1), and Project Program Director (1). These position will be effective July 1, 2022 for FY 23.

Justification:

NPC seeks to reclassify current positions to more closely align with salaries, duties performed, and authorized titles in our Appropriation Act. The Project Program Director position is currently a grant funded, provisional position. In FY23 the position will be paid from E&G funds.

We respectfully request approval of these positions. If you have any questions, please contact Julie LaRue at (501) 760-4345.

Sincerely,

A handwritten signature in blue ink, which appears to read 'John Hogan', is positioned above the typed name.

John Hogan, Ph.D.  
President



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

<b>Institution:</b>	National Park College	<b>Date:</b>	6/6/2022
<b>Requested Authorized Title:</b>	Athletic Trainer	<b>LIM:</b>	35,509.00
<b>Working Title:</b>	Athletic Trainer	<b>Estimated Salary Range:</b>	30,000.00
<b>Institution Match Rate %:</b>	32%	<b>Institution Match \$:</b>	9,600.00
<b>Total Compensation:</b>	39,600.00	<b>Number of Positions:</b>	1

<b>Board Approval Date:</b>	05/25/2022
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### Justification:

The Athletic Trainer will provide support and services to all athletes, while meeting the NJCAA requirements for competition.

### Educational Requirements:

The formal education equivalent of a high school diploma; plus one year of specialized training in physical education; plus one year of experience in athletic, physical or strength training, gymnastics, or a related area.

Knowledge of first aid treatment and supplies. Knowledge of various sport training programs. Knowledge of game theory, plays, and other fundamental aspects of athletics. Ability to assess injuries and apply prescribed treatments. Ability to assist coach and athletic team with training needs. Ability to demonstrate exercises, plays, positions, etc.



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

### Duties:

- Attends to injuries of athletes and arranges for medical treatment.
- Assesses degree of injury, describes injury, symptoms, pains, etc., and arranges for transportation to medical facility, if necessary.
- Obtains doctors prescriptions, applies cold packs, or heat treatments, and applies treatment to injury.
- Operates equipment and provides treatment, such as whirlpool and hydrocolloid, as needed.
- Coordinates training and exercises for sport programs.
- Determines training needs and plans exercise routine, concentrating on those muscles required in a particular sport.
- Demonstrates and monitors exercise program and prescribes exercises to individual needs.
- Ensures first aid, liquids, ice, oxygen, and other precautionary aids are available for use.

### Additional Information:

NPC currently employs a part-time employee as Athletic Trainer. If approved, this will be a new hire and the position will report to the Athletic Director.

### 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:



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

Signatures (for official use only)

ADHE Director:

Date:



# Division of Higher Education Classified Central Pool Justification Form

INSTITUTION: National Park College

DATE: 06/06/2022

## CLASSIFICATION REQUESTED

<u>CLASS CODE/TITLE</u> S004C Maintenance Manager	<u>GRADE</u> C121
<u>MINIMUM SALARY</u> \$50,000	<u>NUMBER OF POSITIONS</u> 1
<u>INSTITUTION MATCH RATE %</u> 32%	<u>INSTITUTION MATCH \$</u> \$16,000
<u>TOTAL COMPENSATION</u> \$66,000	

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.

Julie LaRue  
INST PER REPRESENTATIVE

06/06/2022  
DATE

John Hogag  
INST PRESIDENT/CHANCELLOR

06/06/2022  
DATE

## DIVISION OF HIGHER EDUCATION - RECOMMENDATION

<u>CLASS CODE/TITLE</u>	<u>GRADE</u>
<u>MINIMUM SALARY</u>	<u>NUMBER OF POSITIONS</u>
<u>INSTITUTION MATCH RATE %</u>	<u>INSTITUTION MATCH \$</u>
<u>TOTAL COMPENSATION</u>	

LEGISLATIVE COUNCIL/JBC REVIEW:  
FAVORABLE  UNFAVORABLE

DATE:





# Division of Higher Education Classified Central Pool Justification Form

## 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.

Provides supervisory guidance to a subordinate skilled trades staff by assigning work orders, establishing work plans and deadlines, making staff assignments, and ensuring achievement of project goals. 30%

Oversees activities related to maintenance functions, including special projects under budgetary constraints, and monitors maintenance operations budget. 20%

Inspects buildings, grounds, and equipment, to determine needs, and conducts research, to identify standards, and submits information for bids. 5%

Writes specifications for new construction, remodeling projects, and the repair and purchase of equipment. 5%

Maintains files and prepares reports on work orders, completed projects, work in progress, purchases, public workers, and service calls. 30%

Serves on various policy and safety committees ensuring all inspections are in compliance. 5%

Coordinates and maintains preventative maintenance program by scheduling and performing systematic inspection of buildings and equipment. 5%

(2) Name and title of your immediate supervisor:  
Brad Hopper, AVP Campus Operations



## Division of Higher Education Classified Central Pool Justification Form

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

Maintenance Assistants (5)  
Institutional Services Assistants (2)

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

5%	Lawn mower
5%	Weed Eater
5%	Scrubber
5%	Extractor

(5) Basic Qualifications

Education, general:	The formal education equivalent of a high school diploma; plus six years of experience in the building trades, or related area, including two years in a managerial or supervisory capacity.
Education, special or professional:	
Experience, length in years and kind:	Knowledge of building maintenance and evaluation procedures. Knowledge of building materials and maintenance costs. Knowledge of supervisory practices and principles.
Licenses, certificates, or registration	
Special knowledge, abilities and skills:	Ability to conduct on-site inspections of buildings to determine quality of maintenance and condition of physical structure.
Physical Requirements	Lift up to 50lbs regularly, extensive walking and standing, working outdoors in extreme weather conditions.



## Division of Higher Education Classified Central Pool Justification Form

### **NARRATIVE JUSTIFICATION**

This position is currently filled as a Project Program Manager and should be reclassified to the authorized title of Maintenance Manager. The position reports to the Associate VP of Campus Operations.



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

<b>Institution:</b>	National Park College	<b>Date:</b>	6/6/2022
<b>Requested Authorized Title:</b>	Project Program Director	<b>LIM:</b>	102,341.00
<b>Working Title:</b>	AMTI Program Director	<b>Estimated Salary Range:</b>	52,000
<b>Institution Match Rate %:</b>	32%	<b>Institution Match \$:</b>	16,640.00
<b>Total Compensation:</b>	68,640.00	<b>Number of Positions:</b>	1

<b>Board Approval Date:</b>	05/25/2022
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### Justification:

This position was previously grant funded. National Park College seeks approval to add the Advanced Manufacturing Technology Institute (AMTI) Program Director position to E&G funding for FY23.

### Educational Requirements:

- Bachelor's in relevant discipline. Master's degree preferred
- Minimum five years of supervisory experience
- Expertise in collaborating with community and state officials on projects related to innovative technologies
- Experience in manufacturing industry and/or workforce development
- Highly proficient with Microsoft Office products including Word, Excel, Power Point and Access
- Ability to communicate effectively in person, in writing, and over the phone



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

### Duties:

- Coordinate and supervise all AMTI grant administration and deployment of grant activities
- Communicate with grant contracts to ensure compliance with record keeping and reporting requirements
- Prepare and oversee grant budget
- Prepare grant updates and extensions
- Supervise instructional and administrative staff associated with the grant
- Represent National Park College and the AMTI to the community through public relations activities and direct involvement in the community
- Establish and maintain alliances with other organizations to promote the AMTI and its activities
- Maintain subject matter expertise of Ready for Life grant requirements
- Create and lead AMTI advisory committee to ensure regional needs are identified and met
- Host regional meetings focusing on innovative technologies aligned with Manufacturing 4.0
- Supervise coordination and planning for all training opportunities for grant partners
- Stay current on innovative technologies as they relate to grant initiatives

### Additional Information:

The position is currently filled, as it was previously approved as a provisional due to external funding.

The position reports to the VP of Workforce.

### 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
<b>Justifications:</b>	

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



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

<b>Institution:</b>	National Park College	<b>Date:</b>	6/6/2022
<b>Requested Authorized Title:</b>	Retail Specialist	<b>LIM:</b>	45,005.00
<b>Working Title:</b>	Retail Specialist	<b>Estimated Salary Range:</b>	32,000.00
<b>Institution Match Rate %:</b>	32%	<b>Institution Match \$:</b>	10,240.00
<b>Total Compensation:</b>	42,240.00	<b>Number of Positions:</b>	1

<b>Board Approval Date:</b>	05/25/2022
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### Justification:

Approval of this request will allow reclassification of a current position, to more closely align the salary with duties performed and the authorized title.

### Educational Requirements:

The formal education of a high school diploma; plus one year of experience in retail operations.

### Duties:

- Provides assistance to customers and cashiers.
- Opens and closes the store and prepares deposits and daily store sales accounting/reporting.
- Conducts monetary transactions and operates a cash register.
- May serve as lead worker, providing training and guidance to fellow workers and establishing work schedules.
- Responsible for postal functions of the campus; stamping and sorting incoming/outgoing mail for pickup and delivery.
- Serves as lead in processing of online book orders, and provides assistance for book buy back, book rental procedures, inventory and product merchandising.



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

Additional Information:
This position is currently filled as an Administrative Analyst and should be reclassified. The position reports to the Book Store Manager.

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

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





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

<b>Institution:</b>	<b>National Park College</b>	<b>Date:</b>	<b>6/6/2022</b>
<b>Requested Authorized Title:</b>	Student Services Representative	<b>LIM:</b>	65,325.00
<b>Working Title:</b>	Student Services Representative	<b>Estimated Salary Range:</b>	50,000.00
<b>Institution Match Rate %:</b>	32%	<b>Institution Match \$:</b>	16,000.00
<b>Total Compensation:</b>	66,000.00	<b>Number of Positions:</b>	3

<b>Board Approval Date:</b>	<b>05/25/2022</b>
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**Justification:**  
 Approval of this request will allow reclassification of a current position, to more closely align the salary with duties performed and the authorized title.

- Educational Requirements:**
- Bachelor's degree required.
  - Marketing and or student services experience in a postsecondary environment preferred.
  - Demonstrable project planning and management.
  - Excellent oral and written communication skills.
  - 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.



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

### Duties:

- Provide support to academic advisors, faculty mentors, Financial Aid, Registrar, and students. Support includes transfer advising, coordinating course substitutions, degree plan changes, reverse transfer, and assistance with university admissions and scholarships.
- Coordinate faculty mentor program and assist Director of Academic Services with professional development for academic advisors and faculty mentors.
- Assist with enrollment services for students.
- Manage Virtual Advising Center which facilitates meetings with students, faculty mentors, and university reps, as well as group advising sessions and events.
- Support the strategic vision and mission of the college by working closely with the VPSA's office and the Director of Academic Services to create a robust transfer environment on the campus.
- Coordinate all aspects of NPC promotions and university partner relations.
- Collaborate with colleges and universities to generate a regular schedule of visits and communicate these visits with the campus community.
- Communicate appropriate NPC materials, including transfer scholarship information, in a timely manner with the campus community and appropriate stakeholders.
- Represent NPC at campus, high school, and area recruitment events.
- Develop and maintain professional and collegial relationships with high school personnel and university partners.

### Additional Information:

These positions are currently filled as a Project Program Specialists and should be reclassified to the authorized title of Student Services Representative. The positions will report to the Dean of Enrollment Services.

### 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
<b>Justifications:</b>	

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



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

<b>Institution:</b>	National Park College	<b>Date:</b>	6/6/2022
<b>Requested Authorized Title:</b>	Systems Analyst	<b>LIM:</b>	76,361.00
<b>Working Title:</b>	Systems Analyst	<b>Estimated Salary Range:</b>	50,000.00
<b>Institution Match Rate %:</b>	32%	<b>Institution Match \$:</b>	16,000.00
<b>Total Compensation:</b>	66,000.00	<b>Number of Positions:</b>	1

<b>Board Approval Date:</b>	05/25/2022
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### Justification:

NPC is in the process of restructuring the IT Department to meet the campus needs for implementation of new software programs. Approval of this position will provide support for the departmental change, as well as the campus initiatives for automation.

### Educational Requirements:

The formal education equivalent of a bachelor's degree with a major in computer science, mathematics, or related field; plus four years of experience in computer programming or a related area, including one year in systems analysis.



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

### Duties:

- Directs the design of computer system processes by scheduling priorities and assigning various tasks to subordinate analysts involved in system design.
- Meets with analyst team to appraise feasibility of processes recommended to address structured program standards, existing programs, and user needs.
- Coordinates the development and modification of computer job specifications for system users needed to implement new processes.
- Analyzes structure requirements, procedures used in systems development, time requirements, validity of results, and resource allocation for methods used.
- Evaluates written agreements and status reports concerning process development for users.
- Assures completion of deadlines concerning conversion tasks and methods for implementation of processes.
- Evaluates systems performance, outcomes, and revisions with analyst and users.
- Performs systems maintenance activities through error reports, user modifications requests, and systems problems.

### Additional Information:

The Systems Analyst is responsible for coordinating the design and/or modification of computer system process activities. This position is governed by state and federal laws and institution policy. This will be a new hire and the position reports to the Director of IT.

### 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:	
ADHE Director:		Date:	