



Arkansas Department of Higher Education

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Asa Hutchinson
Governor

Maria Markham, Ph.D.
Director

May 1, 2019

The Honorable David Wallace, Co-Chair
The Honorable Jim Wooten, Co-Chair
Personnel Committee of the Arkansas Legislative Council
State Capitol Building
Little Rock, AR 72201

Dear Senator Wallace and Representative Wooten:

Black River Technical College (BRTC) requests the establishment of two (2) non-classified 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: Allied Health Academic Advisor
LIM – FY20: \$60,706
Salary – FY19: \$34,000 - \$38,000
Number of Positions: 1

Title: Assistant Director
LIM – FY20: \$83,616
Salary – FY19: \$30,000 - \$35,000
Number of Positions: 1

Recommendation

Title: Academic Advisor
LIM – FY20: \$61,799
Salary – FY19: \$34,000 - \$38,000
Number of Positions: 1

Title: Assistant Director
LIM – FY20: \$83,616
Salary – FY19: \$30,000 - \$35,000
Number of Positions: 1

The Academic Advisor position is requested to adequately serve students and prospective students for BRTC's largest academic program – Nursing and Allied Health. The Assistant Director position is requested due to the ever-changing world of human resources in regard to employment law and compliance. These titles are currently used at other institutions.

The Academic Advisor will assist nursing and allied health students with registration, transfer, readmission, and transient enrollment for classes. He/she will act as a liaison between students and financial aid counselors to provide students with appropriate information regarding financial aid options, understanding their current financial aid situation specific to the Satisfactory Academic Progress standards and appeal process, and additional expenses associated with nursing and

Senator Wallace and Representative Wooten

May 2, 2019

Page 2

allied health professions. In addition, the Academic Advisor will be a part of program involvement, recruitment, retention, degree completion documentation and professional development.

The Assistant Director will assist in providing leadership and guidance in all matters related to human resources and payroll. This individual will aid in directing, overseeing, and monitoring the operations of human resources and payroll including but not limited to recruiting and selection, benefits, employee relations, employee training, records management, compensation and classification. In addition, the Assistant Director will ensure compliance with all federal, state and institution employment policies and procedures.

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



May 1, 2019

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

RE: Request for Two Non-classified Positions from Central Pool

Dear Dr. Markham:

In accordance with Act 599 of 2017, ACA §21-5-1415, Black River Technical College is respectfully requesting (2) non-classified positions from the Higher Education Central Pool to serve our students. The positions requested are Allied Health Academic Advisor and Assistant Director of Human Resources.

Justification: Allied Health Academic Advisor:

This is a new position that is necessary for BRTC's largest academic program to fulfill its full scope of services for students and prospective students to be adequately served in this high-demand program. Currently, there are 475 students declaring nursing as a major in Fall 2018 and approximately 200 students taking pre-requisites. This is consistent with the past several years and the outlook shows continued demand for health programs. The RN Program Chair and PN Director currently meet with the majority of the above students with the addition to those outside of BRTC considering nursing (high school students, transfers, etc.) since faculty are in the classroom 24 hours per week which leaves them little time for advisement. As a result, the RN Program Chair and PN Director participate in the majority of campus tours, career day presentations on and off campus and other community relations (local hospitals requesting training, various organizations requesting students to participate in health fairs, etc).

BRTC's academic advisors are not comfortable advising students of health programs due to the many individualities of each program's admission procedures, admission dates, acceptance rates, multiple options of pathways depending on the student's long-term career goals, etc. Consequently, advisement has caused a burden on the RN Program Chair and PN Director as it interferes with current critical administrative, assessment, supervisory, and teaching responsibilities. In addition, student disciplinary matters, when these occur, require inordinate periods of time, as does the responsibility to deal with personal student issues.

The RN Program Chair and PN Director have multiple additional responsibilities. PN Director teaches Leadership and Delegation component and performs a mock interview with all students and evaluates student job application techniques, cover letters and resumes. RN Program Chair works as adjunct for RN program in the BRTC simulation lab to ensure the lab is controlled by a full-time BRTC employee. The RN Program Chair also serves as the Dean of Nursing and Allied Health and oversees 17 full-time faculty, 2 staff members, and 20+ adjunct clinical faculty members; responsible for RN, PN, Phlebotomy, Respiratory Care, EMT, Paramedic, CNA, and Dietetics departments. This individual oversees all of their budgets, leave sheets, purchase orders, Advisory Committees, clinical site contracts, clinical issues, and the general oversight of the programs, while also teaching in the PN and RN programs on occasion.

This much-needed new Allied Health Academic Advisor will serve as Academic Advisor to prospective students seeking enrollment and to those currently enrolled in a Nursing and Allied Health program. This new staff member will facilitate and document communication with advisees, will collect, report and

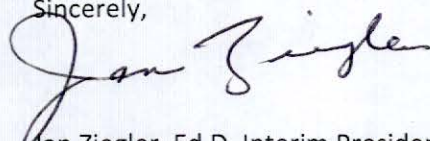
maintain data related to Nursing and Allied Health advising and enrollment to support campus-wide initiatives and annual planning, and will create, maintain and disseminate reports required for Arkansas Department of Higher Education and the Higher Learning Commission.

Justification: Human Resource Assistant:

The request for this position is to promote the current human resources assistant from a classified position to a non-classified position and is not a request to add additional personnel. This position and the Director of Human Resources are the only two HR staff for the institution. The human resources office also enters and maintains all of the payroll information. The institution has one payroll officer who actually runs payroll. However, the responsibility of maintaining all payroll information falls on the human resources office. The continued necessary compliance in human resources has made this job more time consuming. The human resources world is one that is ever changing. Employment law and compliance in HR are ongoing issues about which human resource personnel must stay informed. The current employee in this position has upgraded, revised and implemented many processes to ensure effective, efficient responses from the human resources department. The recent implementation of a new campus wide software has added more responsibility to the human resources office as well. Due to the large number of issues and tasks the current employee has taken on this position, the institution feels a promotion to a non-classified position is necessary in this case.

BRTC appreciates your consideration in our request for approval of these two positions from the Central Pool. Please don't hesitate to contact me with any questions concerning this matter.

Sincerely,



Jan Ziegler, Ed.D. Interim President, BRTC

Non-Classified Central Pool Justification Form



Institution:	Black River Technical College	Date:	4-18-2019
Requested Authorized Title:	Allied Health Academic Advisor	LIM:	\$60,706
Working Title:	Allied Health Academic Advisor	Estimated Salary Range:	\$34,000-\$38,000

Board Approval Date	May 9, 2019
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Justification

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

1. Currently, there are over 485 students declaring nursing or another allied health program as their major and of those, approximately 200 students are currently enrolled in specific programs, leaving almost 300 students taking pre-requisites courses for those programs. This is consistent with the past several years and the outlook shows continued demand for health programs. For example, the Practical Nursing program has 118 applications for the 28 seats available this fall term. The Registered Nursing program had 97 applications for the 48 seats for the 2019 cohort. In addition, there is expected growth of nursing on the Paragould campus as the nursing program is pursuing expansion to Paragould campus.
2. Due to the fact that the nursing and allied health faculty are in the classroom or clinical setting with their current students a minimum of 24 hours/week, leaving them little office time for grading and lecture preparation, the nursing and allied health program directors advise the majority of the students who have declared nursing or another allied health program as a major. This places an undue hardship on students assigned to faculty members as well as a hardship on the directors to see all of the advisees.
3. In addition, they advise those seeking future enrollment with BRTC, such as high school students and transfer students and provide numerous recruitment activities per year. Those applicants who are denied entrance into the program require additional advisement sessions to seek placement in another health-related program in order to complete a degree and have job earning potential.
4. All nursing and allied health advisees are directed to the respective departments vs. the general admissions advisors due to the complexity of the program requirements (admission procedures, probability of gaining entrance into the program, program application deadlines, entrance exam, minimum GPA requirement, various career pathway advising to higher degrees such as Bachelor's and Master's, criminal background questions regarding potential barriers to gaining licensure with the degree, additional costs of the program such as uniforms, immunizations, medical supplies, liability insurance, etc., Prior Learning Assessments for Math for Healthcare Professionals which are scheduled and given via the nursing department). Advising this cohort of students is intensive and requires intrusive advising to ensure students do not miss important deadlines.
5. BRTC has 2 academic advisors who serve the entire college. They schedule and administer placement tests for new students on campus, as well as traveling to local high schools. One advisor also has the role of ADA Coordinator and the other is the VA Benefits Coordinator.

Non-Classified Central Pool Justification Form



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

6. Approximately 3-4 students are advised per day via in person, phone or email, with an increase in the number of students being advised during prime enrollment periods. Advising takes 30 minutes to 1 hour per advisee for several reasons:
 - a. Academic advising has become more complex due to the necessary collaboration with financial aid advisors. Financial aid regulations such as warnings, probation, suspension and appeals are more common than in previous years. Academic advisement requires directing students toward degrees that demonstrate Satisfactory Academic Progress which may delay their timeline to pursue a nursing or allied health degree. Academic advising requires ensuring students are enrolling in adequate course hours to meet aid/scholarship requirements.
 - b. Many students have transcripts from one or more, sometimes as many as five, colleges that require time-consuming evaluation for accurate advising. For example, a “course crosswalk” has been created in order to determine which nursing courses from other colleges will transfer to BRTC as a BRTC nursing course (see attached). Each time a college is added, a new evaluation of clock/credit hours and course description must be reviewed to determine equivalency.
 - c. Although time consuming, a tour of the nursing simulation lab, respiratory lab, or other facilities, provide students with a comprehensive view and awareness of the quality educational opportunity at BRTC in which they may compare with other prospective programs they are pursuing.

1. Educational Requirements

What are the educational requirements to perform this job?

- Bachelor’s degree in education or a related field from an accredited institution of higher education.

What are the unique skills needed to perform this job?

- Three-Five years of direct experience in learning assistance, advising, or student personnel work at a college, university, or other institution of higher education.
- Previous experience in cooperative education, career services, or other student services areas at a college/university level or the equivalent.
- Previous experience working with nursing and allied health fields of study.

Is certification required?

- No

Non-Classified Central Pool Justification Form

Duties

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

Specific Responsibilities for Allied Health Academic Advising

Advisement

- Serve as Academic Advisor to prospective students seeking enrollment and to those currently enrolled in a Nursing and Allied Health program.
- Serve as a point of contact for general inquiries concerning the Nursing and Allied Health programs.
- Provide customer service and promote the public image of the college to all students and the community in a friendly accurate manner.
- Provide an honest, safe, confidential, and respectful environment where students can ask questions, express concerns, and discuss interests.
- Assist nursing and allied health students with registration, transfer, readmission, and transient enrollment for classes.
- Work with the coordinator of new student orientation to coordinate meetings with students at the end of their orientation session.
- Provide potential and current students with accurate costs associated with nursing and allied health programs.
- Provides students with information regarding tuition assistance programs (e.g. WIOA, Career Pathways) and college/program-specific scholarships.
- Act as a liaison between students and financial aid counselors to provide students with appropriate information regarding financial aid options, understanding their current financial aid situation specific to the Satisfactory Academic Progress standards and appeal process, and additional expenses associated with nursing and allied health professions.
- Work with Enrollment Management to update and accurately maintain advisor names on student accounts.
- Connect students with advisors who can share his or her professional and experiences.
- Provide or assist with campus tours of allied health buildings.
- Advise students on admission procedures and deadlines.
- Provide students with information on how to prepare themselves for an allied health career.
- Provide students a contact list of where to volunteer or do observation hours within a chosen field.
- Identify students who have completed prerequisites but have not gained acceptance into an allied health program and assist them in evaluating ways to improve acceptance.
- Advise students on certificates that can increase their earnings potential while pursuing a higher degree.
- Advise students on transferability to a university.
- Possess good working relationship with university advisors.
- Understand and communicate the current job market, outlook and salaries of allied health professions.
- Evaluate transcripts inside and outside of BRTC.

Non-Classified Central Pool Justification Form



Duties

- Utilize the Arkansas Course Transfer System and the Registrar's Office to assist students in determine transfer credit.
- Refer undecided students to the college counselor for a career assessment to identify career interests.

Program Involvement

- Coordinate with faculty and the Dean to evaluate and revise student educational plans.
- Assist the Nursing and Allied Health departments with planning Advisory Board Meetings.
- Attend College meetings and Nursing and Allied Health faculty/staff meetings.

Recruitment

- Assist in the creation and distribution of recruitment materials.
- Support and facilitate community outreach events, open houses, career fairs, and high school recruitment events along with other advisors and representatives to help promote college programs.

Retention

- Assist with Nursing and Allied Health retention efforts.
- Contact students as needed to make sure they remain on their career path. Making contact with assigned advisees at least 3 times a semester.
- Obtain call lists for advisees who have been dropped or withdrawn from class(es) and make contact to assist in future student success.
- Refer students eligible for accommodations under the Americans with Disability Act, or with documentation of either an IEP/504 Plan from High School, to the ADA Coordinator on campus.
- Refers students to VA representative when applicable.

Degree Completion

- Work with the program head, advisors, and Enrollment Management to contact active advisees who are close to degree completion; students no longer enrolled but close to degree completion; and all degree applicants.
- Sends survey to all graduates.
- Collect responses, analyze data, and create a spreadsheet with all gathered information based on surveys received from graduates.

Documentation

- Facilitate and document communication with advisees.
- Collect, report and maintain data related to Nursing and Allied Health advising and enrollment to support campus-wide initiatives and annual planning.
- Create, maintain and disseminate reports required for Arkansas Department of Higher Education and the Higher Learning Commission.
- Assist with creating and maintaining the Nursing and Allied Health webpages.
- Regularly utilize BRTC's electronic media such as email, advising and registration software, and the learning management system (LMS) as appropriate and necessary to fulfill duties.

Non-Classified Central Pool Justification Form



Professional Development

- Attend meetings and trainings for advisors to create a seamless advising experience for all students.
- Attend/participate in conferences and workshops as appropriate both on and off campus.
- Serve on a variety of campus committees.

Other

- Perform other duties as assigned.

Non-Classified Central Pool Justification Form



Additional Information

Example: Will this be a new hire?

- Yes

Example: Is this job currently being done? If so, please explain.

- Current nursing and allied health program directors are covering the majority of advisement during daytime working hours and often times after hours at the student's convenience. This then requires the director to stay at work to complete their other program duties after hours. Faculty also advise during their office hours, taking away from the little time they have to prepare lectures, exams, and grade assignments as well as assessment activities and committee activities that are required by the college and HLC.

Example: Who will this position report to?

- Dean of Nursing and Allied Health

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:	Black River Technical College	Date:	4-30-2019
Requested Authorized Title:	Assistant Director	LIM:	\$83,616
Working Title:	Assistant Director of Human Resources	Estimated Salary Range:	\$30,000-\$35,000

Board Approval Date	
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Justification

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

The request for this position is to promote the current human resources assistant from a classified position to a non-classified position and therefore not add additional personnel. This position and the Director of Human Resources are the only two HR staff for the institution. The human resources office also enters and maintains all of the payroll information. The institution has one payroll officer who actually runs payroll. However, the responsibility of maintaining all payroll information falls on the human resources office. The continued necessary compliance in human resources has made this job more time consuming. The human resources world is one that is ever changing. Employment law and compliance in HR are ongoing issues that human resource personnel must stay informed of. The current employee in this position has upgraded, revised and implemented many processes to ensure effective, efficient responses from the human resources department. The recent implementation of a new campus wide software has added more responsibility to the human resources office as well. Due to the large number of issues and tasks the current employee has taken on this position, the institution feels a promotion to a non-classified position is necessary in this case.

Educational Requirements

What are the educational requirements to perform this job?

The formal education equivalent of a bachelor's degree in business, business administration, and/or human resources management plus two to four years of human resources related experience.

What are the unique skills needed to perform this job?

Knowledge of principles and practices of human resources

Ability to interpret and apply federal and state law, and institutional policies and procedures governing human resources

Ability to maintain confidentiality in all matters

Ability to communicate tactfully, professionally, and effectively with others

Ability to communicate with a diverse group of employees and/or prospective employees

Is certification required?

No

Non-Classified Central Pool Justification Form



Duties

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

Specific Responsibilities

- Maintain current and former employee files in accordance with federal and state laws and regulations.
- Provides customer service to current and prospective employees.
- Conduct pre-employment background checks, including but not limited to reference and criminal background checks.
- Provide insurance updates to supervisor and notifications to employees.
- Perform data entry into appropriate databases.
- Maintain a current and centrally located employee bulletin board with mandated poster requirements.
- Posts job ads for vacancies in appropriate media sources.
- Schedule applicant interviews.
- Prepare electronic folders with interview materials for each interview selection committee.
- Assist employees with basic questions about benefits, FMLA, Workers' Compensation, and other human resources/policy issues.
- Refer complex questions to supervisor and consults the Director of Human Resources regarding HR decisions.
- Verify the accuracy of completed forms/reports for correct codes, calculations and authorizations.
- Communicate with employees and/or prospective employees either in person, email or via the phone regarding human resources issues.
- Prepare various reports through administrative computing system or other software.
- Maintains catastrophic leave bank and processes leave sheets in the College's computer software system.
- Responsible for verifying application and new hire documentation and approving student workers.
 - Conducts new employee orientation.
- Prepares open enrollment and ensures the completion of benefit documentation.
- Inputs miscellaneous payroll records.
- Prepares staff evaluations, ensures they are accurately completed from supervisors, and maintains staff and faculty evaluations.
- Updates appropriated positions spreadsheets periodically.
- Updates organizational charts periodically.
- Responsible for ensuring the Employee Appreciation Committee meets on a regular basis and provides employee appreciation and recognition events and ideas.
- Trains supervisors, staff, and faculty on human resources policies and practices.
- Ensures employee work results by training supervisor to coach, document, and discipline employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Assists in conducting investigations; maintaining records; and representing the institution in legal matters.
- Maintains and evaluates job descriptions and ensure documentation of employees having acknowledged his/her job description the supervisor has provided.
- Performs other work related responsibilities as required or assigned.

College-wide Responsibilities

- Seek and implement activities, services and programs, which assure that BRTC is a vibrant contributor to the quality of life for the employees, students, and community we serve.
- Treat all who choose to use the College's resources with dignity.
- Challenge all learners to maximize their potential.
- Implement systems whereby all learners are given the opportunity to accept the challenges and responsibilities for learning and growing as students and citizens.
 - Promote and help develop a College environment of respect, dignity and cooperation where ideas, questioning and the continued pursuit of self-development are valued as a means toward learning and growth.

Non-Classified Central Pool Justification Form



Additional Information

This position will not be a new hire. This position will be used to promote a current classified employee to a non-classified position. The job is currently being done as a human resources assistant classified position and over the last few years, many duties and jobs have been added to the position. This position will report to the Director of Human Resources.

Decision (for official use only)

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

Justifications

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Signatures (for official use only)

Institutional Finance		Date:	
ADHE Director		Date:	