



Division of Higher Education

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Johnny Key
Secretary

Maria Markham, Ph.D.
Director

January 20, 2019

The Honorable David Wallace, Chair
The Honorable Jim Wooten, Chair
Arkansas Legislative Council – Personnel Subcommittee
State Capitol Building
Little Rock, AR 72201

Dear Senator Wallace and Representative Wooten:

Arkansas State University - Mountain Home (ASUHM) requests the establishment of two (2) 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: Director of Fiscal Affairs
LIM – FY20: \$93,823
Salary – FY20: \$75,000 - \$85,000
Institution Match Rate % – FY20: 30%
Institution Match \$ - FY20: \$22,500 - \$25,500
Total Compensation FY20: \$97,500 - \$110,500
Number of Positions: 1

Title: Director of Student Retention
LIM – FY20: \$89,164
Salary – FY20: \$50,000 - \$60,000
Institution Match Rate % – FY20: 30%
Institution Match \$ - FY20: \$15,000 - \$18,000
Total Compensation FY20: \$65,000 - \$78,000
Number of Positions: 1

Recommendation

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The Director of Fiscal Affairs and the Director of Student Retention positions are requested for leadership of fiscal affairs and in an effort to increase retention and graduation rates. These titles are currently used at other institutions.

The Director of Fiscal Affairs will be responsible for the accounting functions of the institution. He/she will oversee Human Resource functions. The Controller, Accounts Payable, Purchasing, Payroll, and Human Resource staff will all report to the Director of Fiscal Affairs.

Senator Wallace and Representative Wooten

January 21, 2020

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The establishment of a Director of Student Retention is in keeping with the goals of the performance based funding model. He/she will work with students to insure degree progress. The Director of Student Retention will analyze each new enrollment for accuracy of testing placement and degree plan.

Sincerely,

A handwritten signature in cursive script that reads "Maria Markham".

Maria Markham, Ph. D.
Director



Division of Higher Education Non-Classified Central Pool Justification Form

Institution:	Arkansas State University Mountain Home	Date:	01/6/20
Requested Authorized Title:	Director of Fiscal Affairs	LIM:	93,823
Working Title:	Chief Financial Officer	Estimated Salary Range:	\$75,000 - \$85,000
Institution Match Rate %:	30%	Institution Match \$:	\$22,500 - \$25,500
Total Compensation:	\$97,500 - \$110,500	Number of Positions:	1

Board Approval Date:	March 6, 2020
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Justification:

Arkansas State University –Mountain Home in response to the workload of implementing a new ERP/Student Information System on campus has assigned those duties to the Vice Chancellor of Operations and removed the finance functions from their duties. As a result, we are requesting the establishment of a Director of Fiscal Affairs position. This position will be responsible for the leadership and oversight of fiscal affairs for the institution.

Educational Requirements:

A Bachelor Degree in Accounting or Finance as a minimum, with a CPA credential preferred will be the educational requirement for this position.



Division of Higher Education Non-Classified Central Pool Justification Form

Duties:

The Director of Fiscal Affairs will be responsible for the accounting functions of the institution, including purchasing, payables, payroll, budgeting, and internal/external reporting. Additionally, the Human Resource functions will be a part of the job oversight duties. The Controller, Accounts Payable, Purchasing, Payroll, and Human Resource staff will all report to this position.

Additional Information:

This will be a new hire. The duties are currently being performed by another person who will be reassigned with the responsibility of leading the software implementation over the next three years. This position will report 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:



Division of Higher Education Non-Classified Central Pool Justification Form

Institution:	Arkansas State University – Mountain Home	Date:	01/10/2020
Requested Authorized Title:	Director of Student Retention	LIM:	89,164
Working Title:	Director of Academic Success	Estimated Salary Range:	\$50,000 - \$60,000
Institution Match Rate %:	30%	Institution Match \$:	\$15,000 - \$18,000
Total Compensation:	\$65,000 - \$78,000	Number of Positions:	1

Board Approval Date:	3/06/2020
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Justification:

Arkansas State University – Mountain Home (ASUMH) continues to strive to improve student performance. In an effort to increase retention and graduation rates ASUMH proposes to establish a Director of Academic Success. This position will work to increase student retention and academic success in all programs at the institution. The establishment of this position is in keeping with the goals of the performance based funding model. This position will assist ASUMH in educating students with more focus on appropriate hours taken to earn the degree and decreased time to degree.

Educational Requirements:

The job requires a Bachelor of Science as a minimum with a preference for a Master of Science Degree. The skills involved will include a detailed knowledge of the various degree programs, analytical skills, and interpersonal communications skills. No additional certifications are required.



Division of Higher Education Non-Classified Central Pool Justification Form

Duties:

The Director of Academic Success will work with students to insure degree progress through proper advising, enrollment, and access of support services is occurring. The person in this position will analyze each new enrollment for accuracy of testing placement and degree plan. Academic progress will be monitored and appropriate resources applied to assist students toward completion.

Additional Information:

This will be a new hire for the institution. The work of this position is not currently being done except in the fragmented elements accomplished by registration staff, faculty advisors, and the registrar function. This position will report to the Vice Chancellor of Academic Affairs.

Decision (for official use only)

Approved Rejected
 Approved with modifications Deferred

Justifications:

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Signatures (for official use only)

Institutional Finance:		Date:	
ADHE Director:		Date:	