



Arkansas Division 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

June 3, 2020

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:

Ozarka College (OZC) requests the establishment of one (1) non-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: Aircraft Maintenance Coordinator
LIM – FY21: \$73,100
Salary – FY21: \$52,000
Institution Match Rate % – FY21: 37%
Institution Match \$ - FY21: \$19,240
Total Compensation FY21: \$71,240
Number of Positions: 1

Recommendation

Title: Aircraft Maintenance Coordinator
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Institution Match Rate % – FY21: 37%
Institution Match \$ - FY21: \$19,240
Total Compensation FY21: \$71,240
Number of Positions: 1

The Aircraft Maintenance Coordinator position is requested due to the increased enrollment in the professional pilot degree program. This title is currently used at another institution.

The Aircraft Maintenance Coordinator will ensure proper maintenance of the aircraft used in the professional pilot degree program. He/she will be responsible for developing preventative maintenance schedules for the aircraft, facilities and equipment. In addition, the Aircraft Maintenance Coordinator will provide information and advice concerning aircraft status, maintenance schedules, and component purchasing needs.

Sincerely,

A handwritten signature in black ink that reads 'Maria Markham'.

Maria Markham, Ph. D.
Director



Ozarka College

Providing life-changing experiences through education.

June 3, 2020

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

RE: Request for a Non-Classified Position from Central Pool

Dear Dr. Markham:

In accordance with Act 763 of 2019, ACA §21-5-1415, Ozarka College (OZC) is respectfully requesting one (1) non-classified position from the Higher Education Central Pool. The position requested is an Aircraft Maintenance Coordinator:

Ozarka College requires an Aircraft Maintenance Coordinator to ensure the proper maintenance of the aircraft used in the professional pilot degree program. Due to the enrollment increase in this program during the past two years, it is critical that we have an FAA certified mechanic on staff to ensure that the instructional equipment is safe for student use and to ensure repairs are completed in a timely manner.

If you have questions or additional information is needed for the consideration of this request, please contact Tina Wheelis, Executive Vice President of Finance and Administration at (870) 368-2014 or twheelis@ozarka.edu.

Sincerely,

Richard L. Dawe, Ph.D.
President, Ozarka College



Division of Higher Education Non-Classified Central Pool Justification Form

Institution:	Ozarka College	Date:	06/03/20
Requested Authorized Title:	Aircraft Maintenance Coordinator	LIM:	73,100
Working Title:	Aircraft Maintenance Coordinator	Estimated Salary Range:	52,000
Institution Match Rate %:	37%	Institution Match \$:	19,240
Total Compensation:	71,240	Number of Positions:	1

Board Approval Date:	March 19, 2020
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Justification:

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

This request is for a new position due to an increase in the growth of the Aviation Program. Increased enrollment over the past two years has led to the acquisition of more aircraft and more frequent routine and scheduled maintenance. To properly maintain the aircraft and ensure that the training equipment is safe for student use an Aircraft Maintenance Coordinator is needed.

Educational Requirements:

What are the educational requirements to perform this job?

What are the unique skills needed to perform this job?

Is certification required?

The formal education equivalent of a high school diploma plus two years of vocational technical training in aircraft maintenance.

Experience in aircraft airframes and power plant maintenance.

Valid Aircraft and Power Plant FAA certification required.

Inspection Authorization (IA) certification preferred or willingness to obtain.



Division of Higher Education Non-Classified Central Pool Justification Form

Duties:

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

1. Develop preventative maintenance schedule for College aircraft, facilities and equipment.
2. Provide information and advice concerning aircraft status, maintenance schedules, and component purchasing needs.
3. Perform skilled tasks associated with maintenance.
4. Report maintenance and repairs needed in maintaining aircraft and facilities.
5. Ability to plan, assign, and coordinate work abilities.
6. Supervise the Aviation Technician and work-study students

Additional Information:

Example: Will this be a new hire?
 Example: Is this job currently being done? If so please explain.
 Example: Who will this position report to?

This will be a new hire. Maintenance reviews are being performed by outside companies and it is causing delays with the aircraft being available for student use and ultimately student completion. This position will report to the Director of Aviation.

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:	