



EXHIBIT D.1

Arkansas Department 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

March 20, 2018

The Honorable John Cooper, Co-Chair
The Honorable Les Eaves, Co-Chair
Personnel Committee of the Arkansas Legislative Council
State Capitol Building
Little Rock, AR 72201

Dear Senator Cooper and Representative Eaves:

College of the Ouachitas (COTO) requests the establishment of one (1) position from the Higher Education Central Pool authorized by Section 4 of Act 599 of 2017. 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: Assistant Director of Financial Aid
Grade – FY18: C117
Number of Positions: 1

Recommendation

Title: Asst Dir Financial Aid
Grade – FY18: C117
Number of Positions: 1

The Assistant Director of Financial Aid position is being requested to address the need of future success of the Financial Aid department. This title is currently used by other institutions.

The Assistant Director of Financial Aid will be responsible for interviewing students to evaluate financial aid applications, determining financial needs of students, preparing financial aid packages and answering questions concerning awards. He/she will research and collect data for the application of funds and filing of reports, reviews student requests for financial aid adjustments, and considers special circumstances for awards. In addition, the Assistant Director of Financial Aid will administer financial aid presentations/workshops for high school students, transfer students, and academic advisors. He/she will monitor expenditures of all student financial aid programs, assist in developing policies and procedures concerning awards, prepare various reports on financial aid activities, monitor processing of awards and verification of information, and keep abreast of state and federal financial aid regulations.

Sincerely,

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

Maria Markham, Ph.D.
Director



Office of the President
One College Circle
Malvern, Arkansas 72104
501.337.5000 or 800.337.0266
COTO.edu

March 15, 2018

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

RE: Request for Classified Position from Central Pool

Dear Dr. Markham:

In accordance with Act 599 of the 2017 Regular Legislative Session, College of the Ouachitas is respectfully requesting a classified position from the Higher Education Central Pool. The position requested is an Assistant Director of Financial Aid, Class Code G190C, Grade C117.

This new position will be responsible for assisting the Director in the overall operation of the Financial Aid department, specifically in the areas of counseling of students and supervising the Financial Aid Specialist and Financial Aid Analyst. This need arose after a needs analysis was conducted on the Financial Aid department by the Vice President of Administration and Operations.

This position will be important to the future success of College of the Ouachitas' Financial Aid department. The request for the Assistant Director position was thoroughly and strategically vetted and discussed. We respectfully request that you approve this position for immediate needs.

If you have any questions, please contact David See, Vice President of Administration and Operations at 501-337-5000, extension 1152. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steve Rook", is written over a blue wavy line.

Steve Rook, Ed.D.

**HIGHER EDUCATION
REQUEST FOR CENTRAL POOL POSITION**

INSTITUTION College of the Ouachitas

DATE 3/16/2018

<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
Assistant Director of Financial Aid		C117

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.

Kori Clayton, Coordinator of HR 3/16/2018

Steve Rook Ed.D, President

3/16/2018

INST PER REPRESENTATIVE DATE

INST PRESIDENT/CHANCELLOR DATE

ARKANSAS DEPARTMENT OF HIGHER EDUCATION - RECOMMENDATION

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>
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LEGISLATIVE COUNCIL/JBC REVIEW

DATE

FAVORABLE UNFAVORABLE

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.

10 % Monitors expenditures of all student financial aid programs, assists in developing policies and procedures concerning awards, prepares various reports on financial aid activities, monitors processing of awards and verification of information, and keeps abreast of state and federal financial aid regulations.

10% Coordinates maintenance of files on students receiving financial assistance, determines computer needs and modifications through computer services, and serves as liaison to outside vendors.

20% Performs research and collects data for the application of funds and filing of reports, reviews student requests for financial aid adjustments, and considers special circumstances for awards.

10% Serves on various campus committees, counsels students in financial management and evaluates and updates office publications and printed correspondence.

10% Assigns students participating in college work study program, receives deposits, and authorizes disbursement of private and campus based scholarship funds as needed.

30% Interviews students to evaluate financial aid application, determines financial needs of students, prepares financial aid packages such as loans, grants, and scholarships and answers questions concerning awards.

10% Administers financial aid presentations/workshops for high school students, transfer students, and academic advisors.

(2) Name and title of your immediate supervisor:
Angela Bobus, Director of Financial Aid

(3) Payroll titles of employees supervised and number of employees per title. If employees supervised, enter "None":
Financial Aid Specialist-1

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

%	
%	
%	
%	

(5) Basic Qualifications

Education, general:	Formal education equivalent of a Bachelor's degree
Education, special or professional:	Major in general business, business administration, finance or a related field
Experience, length in years and kind:	Two years of experience in student financial aid or a related area, including one year in a leadership capacity
Licenses, certificates, or registration	N/A
Special knowledge, abilities and skills:	<p>Knowledge of student financial aid programs, guidelines, and procedures. Knowledge of interviewing and counseling techniques.</p> <p>Knowledge of institution policies and procedures concerning the administration of student financial aid.</p> <p>Ability to analyze and evaluate student financial needs and prepare financial aid package. Ability to prepare reports and collect financial aid data.</p> <p>Ability to disseminate information orally and in writing. Ability to supervise the work of subordinates.</p>
Physical Requirements	N/A

NARATIVE JUSTIFICATION

Creating an Assistant Financial Aid Director position will raise the level of professional support in the Financial Aid Office and provide flexibility by permitting the Director to oversee all aspects of Financial Aid. At present, the Financial Aid office has a Director, Financial Aid Analyst, and a Financial Aid Specialist. The College is committed to providing an educational space that is transformative for the communities and students it serves and by adding this position it will allow for growth in the Financial Aid department. The addition of a fulltime Assistant Financial Aid Director strengthens our institution by placing a well-trained staff member as an additional point of contact, as well as, balance workload and maintain quality service.