



## Arkansas Department of Higher Education

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Asa Hutchinson  
Governor

Maria Markham, Ph.D.  
Director

May 4, 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:

The University of Arkansas at Little Rock (UALR) requests the establishment of six (6) 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:** Assistant Coach  
**LIM** – \$85,694  
**Estimated Salary – FY18:** \$32,000 - \$60,000  
**Number of Positions:** 3

**Title:** Project/Program Specialist  
**LIM** – \$82,328  
**Estimated Salary – FY18:** \$32,000 - \$55,000  
**Number of Positions:** 3

### **Recommendation**

**Title:** Assistant Coach  
**LIM** – \$85,694  
**Estimated Salary – FY18:** \$32,000 - \$60,000  
**Number of Positions:** 3

**Title:** Project/Program Specialist  
**LIM** – \$82,328  
**Estimated Salary – FY18:** \$32,000 - \$55,000  
**Number of Positions:** 3

The Assistant Coach and Project/Program Specialist positions are being requested due to the addition of men's wrestling at UALR. These titles are currently used by other institutions.

Men's wrestling will be staffed at the same level as other non-revenue men's and women's sports such as men's baseball and women's volleyball. One of the Assistant Coach positions will serve as an Assistant Wrestling Coach assisting in practice and game preparation. He/she will recruit and evaluate prospective athletes and assist in budget preparation and administration. The Assistant Coach will ensure compliance with all NCAA, conference and institutional rules, scout assigned

Personnel Committee of the ALC

May 4, 2018

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opponents and monitor academic progress. A second Assistant Coach position, will serve as the Assistant Strength & Conditioning Coach. He/she will be responsible for general and sports specific program design and implementation. The third Assistant Coach will serve as an Assistant Athletic Trainer providing training for practices and games. He/she will supervise athletic training faculty and student interns.

One of the Project/Program Specialist position will serve as an Assistant Business Manager and will be responsible accounts payables and maintaining and reconciling university and foundation transaction. A second Project/Program Specialist position will serve as an Assistant Compliance Coordinator. He/she will be responsible for all compliance regulations. The third Project/Program Specialist position will serve as an Assistant Academic Coordinator and will be responsible for work with advisors to ensure academic progression and provide academic assistance to at-risk athletes.

Sincerely,

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

Maria Markham, Ph.D.  
Director



OFFICE OF THE CHANCELLOR  
UNIVERSITY OF ARKANSAS AT LITTLE ROCK

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May 2, 2018

Dr. Maria Markham, Director  
Arkansas Department of Higher Education  
114 E. Capitol Avenue  
Little Rock, AR 72201

RE: Request for Non-Classified Auxiliary Central Pool Positions

Dear Dr. Markham:

Pursuant to Act 1065, Section 40 of 2011, the University of Arkansas at Little Rock is requesting a total of 6 non-classified auxiliary positions from the Four-Year Institutional Central Pool held at the department. Attached are the individual position request forms in support of the need for these positions.

UALR has received approval from the University of Arkansas Board of Trustees to add men's wrestling to the roster of sports in our athletic department. As well, we will be pursuing membership in the Big 12 Athletic Conference to compete in this sport. The addition of men's wrestling will add 40 additional male student athletes and 25-30 female athletes, to maintain gender equity, to our current student athlete population of 191. Men's wrestling will be staffed at the same level as our other non-revenue men's and women's sports such as men's baseball or women's volleyball. Given that, we are requesting three new assistant coach positions as outlined below.

As well, UA Little Rock will need to add more resources and support to a number of our women's sports in order to maintain Title IX and NCAA compliance for gender equity with the addition of another men's sport. UA Little Rock has historically maintained a lean athletic coaching and administrative staff compared to our peer institutions in an effort to operate the most efficient, cost-productive athletic structure as possible. With the addition of men's wrestling and the related increase of support for women's sports, the functionality of several key administrative positions would be stretched beyond capacity. The staff in these positions, including the assistant athletic director/CFO, assistant athletic director and compliance coordinator, and senior women's administrator, have already been working at maximum capacity. We will need to add additional athletic support staff to appropriately take care of the student athletics and teams within our NCAA Division I responsibilities and obligations. We are requesting three additional administrative staff as outlined below.

We are requesting from the central pool:

- **Assistant Coach (3 positions): Auxiliary Position – LIM maximum of \$87,168**

This would allow us to hire an assistant wrestling coach, an assistant strength coach and an assistant athletic trainer.

- **Project/Program Administrator (3 positions): Auxiliary Position – LIM Maximum of \$106,921/\$96,754/\$83,480**

This would allow us to hire three program managers to perform the duties of an assistant for business management, an assistant for compliance coordination, and an assistant for academic coordination.

Please let us know if additional information is needed for consideration of this request.

Sincerely,

Andrew Rogerson  
Chancellor

A handwritten signature in black ink, appearing to read 'A. Rogerson', with a long horizontal flourish extending to the right. The signature is written over the printed name and title.

Attachments: Forms for Central Pool Requests

# Non-Classified Central Pool Justification Form



Institution:	UA Little Rock	Date:	4/23/2018
Requested Authorized Title:	Assistant Coach	LIM:	85,694
Working Title:	Assistant Wrestling Coach	Estimated Salary Range:	35,000 – 60,000

Board Approval Date	
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## Justification

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

UA Little Rock is starting a new NCAA Division I sport – Men’s Wrestling. We will need staffing to recruit students and instruct them specifically in this sport.

## Educational Requirements

What are the educational requirements to perform this job? Qualified applicants should possess a bachelor’s degree with one year sport specific coaching experience.

What are the unique skills needed to perform this job? Passion for working with students is a must. The successful candidate must also have the desire and ability to show students how they can make the most of their abilities in wrestling and communicate life lessons for their use once they graduate.

Is certification required? No

## Duties

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

Recruit and evaluate prospective student athletes; Assist in budget preparation and administration; Compliance with all NCAA, Conference and institutional rules; Scout assigned opponents; Monitor academic progress toward degree; Assist head coach in practice and game preparation; No supervisory responsibilities; Performs other duties as assigned.

## Additional Information

Will this be a new hire? Yes

Is this job currently being done? If so please explain. No

Who will this position report to? The position will report to the Head Men’s Wrestling Coach

# Non-Classified Central Pool Justification Form



Institution:	UA Little Rock	Date:	4/23/2018
Requested Authorized Title:	Assistant Coach	LIM:	85,964
Working Title:	Assistant Strength & Conditioning Coach	Estimated Salary Range:	32,000 – 55,000

Board Approval Date	
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## Justification

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

UA Little Rock is starting a new NCAA Division I sport – Men’s Wrestling. We will also be adding additional female student athletes to comply with Title IX. We will need additional staffing to support these additional students with their strength and conditioning needs.

## Educational Requirements

**What are the educational requirements to perform this job?** Qualified applicants should possess a bachelor’s degree from an accredited 4 year educational institution. Master’s degree in strength and conditioning or a related field is preferred.

**What are the unique skills needed to perform this job?** Minimum of two year experience in strength and conditioning at the inter-collegiate level. Experience with programming and implementation of an annual training plan for both men’s and women’s sports teams.

**Is certification required?** Yes, certification that is current and valid through either the NSCA (CSCS) or the CSCCa (SCCC) and CPR/EAD..

## Duties

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

General and Sports Specific Program Design and Implementation; Ability to modify workouts when necessary; Work directly with athletic trainers to progress training and rehab plans as necessary; Work directly with sport coaches and communicate all aspects of strength and conditioning; Regular facility maintenance as necessary; Other duties as assigned

# Non-Classified Central Pool Justification Form



## Additional Information

**Will this be a new hire?** Yes

**Is this job currently being done? If so please explain.** Yes, this function is being performed for current student-athletes by one of the graduate assistant strength and conditioning coaches. However, with the current number of sports within the UA Little Rock athletic department structure, the positions of graduate assistant strength and conditioning coach is already at its functional capacity. With the addition of Men's wrestling and the related increase in the administration of women's sports, additional support from this requested position will be necessary to adequately support UA Little Rock student athletes and to maintain Title IX compliance and gender equity.

**Who will this position report to?** The position will report to the Director of Athletic Performance

## Decision (for official use only)

Approved

Rejected

Approved with modifications

Deferred

## Justifications

## Signatures (for official use only)

Institutional Finance		Date:	
ADHE Director		Date:	

# Non-Classified Central Pool Justification Form



<b>Institution:</b>	UA Little Rock	<b>Date:</b>	4/23/2018
<b>Requested Authorized Title:</b>	Assistant Coach	<b>LIM:</b>	85,964
<b>Working Title:</b>	Assistant Athletic Trainer	<b>Estimated Salary Range:</b>	35,000 – 55,000

<b>Board Approval Date</b>	
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## Justification

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

UA Little Rock is starting a new NCAA Division I sport – Men’s Wrestling. We will also be adding additional female student athletes to comply with Title IX. We will need additional staffing to support these additional students with their sports medicine needs.

## Educational Requirements

What are the educational requirements to perform this job? Qualified applicants should possess a bachelor’s degree. Master’s degree in athletic training or a related field is preferred.

What are the unique skills needed to perform this job? Passion for working with students is a must.

Is certification required? Yes, must be NATABOC certified; Arkansas licensed or eligible.

## Duties

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

Provide athletic training coverage for practices and competition (including travel); Supervise athletic training facility; Supervise student interns from Health Science Department; Compliance with all NCAA, Sun Belt Conference and institutional rules; Utilize injury documentation computer software; Refer injured student-athletes to the appropriate doctor; Communicate student-athlete injury status to coaching staff; Other administrative duties as assigned.; No supervisory responsibilities; Performs other duties as assigned.



# Non-Classified Central Pool Justification Form



## Additional Information

**Will this be a new hire?** Yes

**Is this job currently being done? If so please explain.** Yes, this function is being performed for current student-athletes by one of the assistant athletic trainers. However, with the current number of sports within the UA Little Rock athletic department structure, the position of assistant athletic trainer is already at its functional capacity. With the addition of Men's wrestling and the related increase in the administration of women's sports, additional support from this requested position will be necessary to adequately support UA Little Rock student athletes and to maintain Title IX compliance and gender equity.

**Who will this position report to?** The position will report to the Head Athletic Trainer

## Decision (for official use only)

Approved

Rejected

Approved with modifications

Deferred

## Justifications

## Signatures (for official use only)

Institutional Finance		Date:	
ADHE Director		Date:	

# Non-Classified Central Pool Justification Form



Institution:	UA Little Rock	Date:	4/23/2018
Requested Authorized Title:	Project/Program Specialist	LIM:	82,328
Working Title:	Assistant Business Manager	Estimated Salary Range:	35,000 – 55,000

Board Approval Date	
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## Justification

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

UA Little Rock is starting a new NCAA Division I sport – Men’s Wrestling. We will also be adding additional female student athletes to comply with Title IX. We will need additional staffing to support this additional sport as well as these additional students with managing their scholarships, travel, equipment and procurement expenses.

## Educational Requirements

What are the educational requirements to perform this job? Qualified applicants should possess a bachelor’s degree. Master’s degree in business administration or a related field is preferred.

What are the unique skills needed to perform this job? Experience working with relevant software programs is preferred (QuickBooks, BANNER, ARGOS, BlackBaud, etc.).

Is certification required? No.

## Duties

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

Responsibilities include serving as the accounts payable manager for the Athletic Department (travel authorizations, purchase orders, p-cards, travel cards, revolving travel fund etc.; Assisting in the reconciliation of University and foundation transactions monthly; Maintaining and reconciling concessions start funds; Assisting with the creation of the annual NCAA Agreed Upon Procedures Report; Performs other duties as assigned.

# Non-Classified Central Pool Justification Form



## Additional Information

**Will this be a new hire?** Yes

**Is this job currently being done? If so please explain.** Yes, this function is being performed for current student-athletes and sports by the Sr. Associate Athletic Director. However, with the current number of sports within the UA Little Rock athletic department structure, the position of Sr. Associate Athletic Director is already at its functional capacity. With the addition of Men's wrestling and the related increase in the administration of women's sports, additional support from this requested position will be necessary to adequately support UA Little Rock student athletes and to maintain Title IX compliance and gender equity.

**Who will this position report to?** The position will report to the Sr. Associate Athletic Director - CFO

## Decision (for official use only)

Approved

Rejected

Approved with modifications

Deferred

## Justifications

## Signatures (for official use only)

Institutional Finance		Date:	
ADHE Director		Date:	

# Non-Classified Central Pool Justification Form



Institution:	UA Little Rock	Date:	4/23/2018
Requested Authorized Title:	Project/Program Specialist	LIM:	82,328
Working Title:	Assistant Compliance Coordinator	Estimated Salary Range:	32,000 – 55,000

Board Approval Date	
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## Justification

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

UA Little Rock is starting a new NCAA Division I sport – Men’s Wrestling. We will also be adding additional female student athletes to comply with Title IX. We will need additional staffing to monitor compliance with NCAA, conference and institutional regulations.

## Educational Requirements

**What are the educational requirements to perform this job?** Qualified applicants should possess a bachelor’s degree.

**What are the unique skills needed to perform this job?** Experience with relevant software programs is preferred (SIS, BANNER, JumpForward, compliance Assistant, etc.) Two years of related experience or master’s degree.

**Is certification required?** No

## Duties

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

Investigates, evaluates and reports all athletic waivers and violations; Serves as a resource and contact for athletic compliance with all institutional, Sun Belt Conference and NCAA regulations; Assists with certifying initial, continuing and transfer eligibility of student –athletes; Manages required compliance forms; and other duties as assigned from the Senior Woman Administrator.

## Additional Information

**Will this be a new hire?** Yes

**Is this job currently being done? If so please explain.** This function is being performed for current student-athletes by the Director of Compliance. However, with the current number of sports within the UA Little Rock athletic department structure, the position of Director of Compliance is already at its functional capacity. With the addition of Men’s wrestling and the related increase in the administration of women’s sports, additional support from this requested position will be necessary to adequately support UA Little Rock student athletes and to maintain Title IX compliance and gender equity.

**Who will this position report to?** Senior Woman Administrator

# Non-Classified Central Pool Justification Form



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:	UA Little Rock	Date:	4/23/2018
Requested Authorized Title:	Project/Program Specialist	LIM:	82,328
Working Title:	Assistant Academic Coordinator	Estimated Salary Range:	32,000 – 55,000

Board Approval Date	
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**Justification**

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

UA Little Rock is starting a new NCAA Division I sport – Men’s Wrestling. We will also be adding additional female student athletes to comply with Title IX. We will need additional staffing to support these additional students with their academic needs.

**Educational Requirements**

What are the educational requirements to perform this job? Qualified applicants should possess a bachelor’s degree.

What are the unique skills needed to perform this job? Experience with relevant software programs is preferred (SIS, BANNER, JumpForward, compliance Assistant, etc.) Two years of related experience or master’s degree.

Is certification required? No

**Duties**

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

Compliance with all NCAA, Sun Belt Conference and institutional regulations; Assist in verification of student eligibility to participate in university athletics; Work with major area advisors to ensure academic progression; Provide academic assistance to at-risk student-athletes; Monitor academic learning center computer lab; and other duties as assigned from the Senior Woman Administrator.

**Additional Information**

Will this be a new hire? Yes

Is this job currently being done? If so please explain. This function is being performed for current student-athletes by the Senior Woman Administrator. However, with the current number of sports within the UA Little Rock athletic department structure, the position of Senior Woman Administrator is already at its functional capacity. With the addition of Men’s wrestling and the related increase in the administration of women’s sports, additional support from this requested position will be necessary to adequately support UA Little Rock student athletes and to maintain Title IX compliance and gender equity.

Who will this position report to? Senior Woman Administrator

# Non-Classified Central Pool Justification Form



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



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:	