



Ex. I

## Arkansas Division of Higher Education

423 Main Street, Suite 400 • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Johnny Key  
Secretary

Maria Markham, Ph.D.  
Director

November 30, 2021

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

Dear Senator Wallace and Representative Hillman:

The University of Arkansas Community College at Hope-Texarkana (UACCHT) requests the establishment of ten (10) 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:** HE Public Safety Commander I  
**LIM – FY22:** \$69,283  
**Salary – FY22:** \$44,000 - \$55,000  
**Institution Match Rate % – FY22:** 32%  
**Institution Match \$ - FY22:** \$14,080 - \$17,600  
**Total Compensation FY22:** \$58,080 - \$72,600  
**Number of Positions:** 1

**Title:** Public Safety Officer  
**LIM – FY22:** \$59,224  
**Salary – FY22:** \$34,500 - \$40,000  
**Institution Match Rate % – FY22:** 32%  
**Institution Match \$ - FY22:** \$11,040 - \$12,800  
**Total Compensation FY22:** \$45,540 - \$52,800  
**Number of Positions:** 3

**Title:** Dean of Students  
**LIM – FY22:** \$100,902  
**Salary – FY22:** \$62,424  
**Institution Match Rate % – FY22:** 32%  
**Institution Match \$ - FY22:** \$19,975  
**Total Compensation FY22:** \$82,399  
**Number of Positions:** 1

**Title:** Faculty - 12 month  
**LIM – FY22:** \$99,922  
**Salary – FY22:** \$47,900 - \$62,703  
**Institution Match Rate % – FY22:** 32%  
**Institution Match \$ - FY22:** \$15,328 - \$20,065  
**Total Compensation FY22:** \$63,228 - \$82,768  
**Number of Positions:** 2

### Recommendation

**Title:** HE Public Safety Commander I  
**LIM – FY22:** \$69,283  
**Salary – FY22:** \$44,000 - \$55,000  
**Institution Match Rate % – FY22:** 32%  
**Institution Match \$ - FY22:** \$14,080 - \$17,600  
**Total Compensation FY22:** \$58,080 - \$72,600  
**Number of Positions:** 1

**Title:** Public Safety Officer  
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**Salary – FY22:** \$34,500 - \$40,000  
**Institution Match Rate % – FY22:** 32%  
**Institution Match \$ - FY22:** \$11,040 - \$12,800  
**Total Compensation FY22:** \$45,540 - \$52,800  
**Number of Positions:** 3

**Title:** Dean of Students  
**LIM – FY22:** \$100,902  
**Salary – FY22:** \$62,424  
**Institution Match Rate % – FY22:** 32%  
**Institution Match \$ - FY22:** \$19,976  
**Total Compensation FY22:** \$82,400  
**Number of Positions:** 1

**Title:** Faculty - 12 month  
**LIM – FY22:** \$115,732  
**Salary – FY22:** \$47,900 - \$62,703  
**Institution Match Rate % – FY22:** 32%  
**Institution Match \$ - FY22:** \$15,328 - \$20,065  
**Total Compensation FY22:** \$63,228 - \$82,768  
**Number of Positions:** 2

**Title:** Academic Advisor  
**LIM – FY22:** \$64,107  
**Salary – FY22:** \$32,500 - \$33,150  
**Institution Match Rate % – FY22:** 32%  
**Institution Match \$ - FY22:** \$10,400 - \$10,608  
**Total Compensation FY22:** \$42,900 - \$43,758  
**Number of Positions:** 3

**Title:** Academic Advisor  
**LIM – FY22:** \$64,107  
**Salary – FY22:** \$32,500 - \$33,150  
**Institution Match Rate % – FY22:** 32%  
**Institution Match \$ - FY22:** \$10,400 - \$10,608  
**Total Compensation FY22:** \$42,900 - \$43,758  
**Number of Positions:** 3

The positions are requested due to increasing costs of private security, to move employees into appropriate titles based on job duties, to move employees into the correct titles to allow accrual of proper benefits and leave to commence and continue to accumulate and to improve retention. Some of these titles are currently used at this institution and the remaining are used at other institutions.

The HE Public Safety Commander I will provide overall coordination and supervision of the Campus Police Department staff including training, scheduling and evaluations. They will receive and investigate incident reports from faculty, staff and students. The HE Public Safety Commander I will coordinate security procedures at special events, during crisis and dangerous situations. In addition, they will cooperate with city, county, and state law enforcement officials in serving warrants, apprehending individuals, and obtaining information associated with investigations.

The Public Safety Officer will be responsible for providing campus safety, security, enforcing traffic laws and criminal laws and parking regulations. They will identify safety hazards and violations, perform safety checks and investigate crimes and accidents committed on campus. The Public Safety Officer will direct traffic, arrest violators, write incident reports and testify in court as necessary. In addition, they will respond to alarms, emergencies and calls for assistance.

The Dean of Students will administer the Student Code of Conduct and college student conduct system. They will develop and implements policies and procedures relating to students' rights and responsibilities and ensures publication of these in the College Catalog and Student Handbook. The Dean of Students provide programs and services that contribute to student retention, persistence and graduation. In addition, the Dean of Students acts as an advocate for students, facilitates student concerns and grievances acting on behalf of individual students or groups of students who may need assistance in locating the right resources to solve problems or to address a complaint.

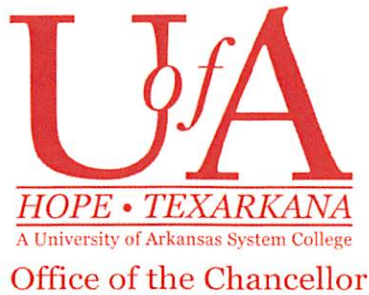
The Faculty - 12 month positions inaccurate placements that were discovered with the recent Workday computer system conversion. At this time, they are in 9-month Faculty slots and annual leave is not able to accrue as they should. These positions are not able to be edited in Workday. One of the positions is a Power Plant/Solar Power Faculty position which teaches all solar and power plant courses. The other position is a Concurrent Credit Coordinator Faculty which teaches concurrent credit courses.

The Academic Advisor design and pilot advising/coaching services to students in areas of expertise. They will keep logs of student contacts. They will cooperate with the Activity Director by gathering and providing data necessary for project evaluation.

Sincerely,



Maria Markham, Ph. D.  
Director



November 17, 2021

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

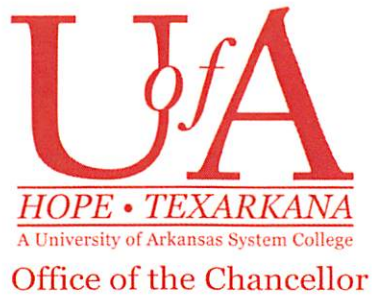
Dear Dr. Markham,

In accordance with Act 763 of 2020, ACA 52 1-5-1415, University of Arkansas Community College at Hope-Texarkana respectfully requests a total of ten (10) non-classified positions from the Division of Higher Education Central Pool. The positions are one (1) higher education public safety commander and three (3) higher education public safety officers, (1) dean of students, (2) faculty 12-month, and (3) academic advisors.

The cost of private security has increased significantly and has now reached the point that the cost difference between having campus police and private security is negligible. Currently, UAHT contracts with a private security company to provide security services for its campuses in Hope and Texarkana. The last two request for proposals for security services have resulted in only one company responding. UAHT believes moving from private security to campus police with sworn law enforcement officers will result in safer campuses for our faculty, staff, visitors, and students.

The Dean of Students is a key position in providing direct services to students and ensuring the institution is in compliance with federal and stated mandated policies regarding students. This position is currently staffed. The requested position title will align with their duties.

Twelve-month faculty are involved in teaching and student learning. As we are beginning our new Solar program, the 12-month faculty will be responsible for launching the program, drafting the curriculum, conducting and maintaining training, and ongoing maintenance and equipment updates. In addition, the Concurrent faculty will work with principals and counselors to enroll students, maintain UAHT concurrent credit accreditation and submit reports to ADHE.



UAHT was awarded a Title III Grant specifically to strengthen the institution by improving retention. Prior to receiving the grant, our faculty received very little formal training and our advising was ineffective. Students had limited understanding on navigating through developmental courses to college-level general education and specialized and technical courses. Grant funds developed an Advising Center to move from faculty advising to a professional advisor model. The grant pays for the full salary and benefits of an advisor in year 1 of the grant, 50% of the position in year 2, and the College institutionalizes the funding position from there on. A Director of Advising and four (4) professional advising coaches are institutionalized by the end of the grant. Professional advising initiatives are based on Ruffalo Noel Levitz's *Student Retention and College Completion Practices Benchmark Report*, ranking one-on-one advising by professional staff among the "top-ten" most effective strategies and tactics for student retention and college completion. These positions are currently staffed.

UAHT plans to relinquish three positions in the next biennium.

Thank you for the consideration of our request for central pool positions. Please contact me with any questions.

Sincerely,

A handwritten signature in blue ink that reads 'Christine Holt'.

Christine Holt  
Chancellor



## Division of Higher Education Non-Classified Central Pool Justification Form

<b>Institution:</b>	<b>University Arkansas Community College at Hope-Texarkana</b>	<b>Date:</b>	<b>11/1/2021</b>
<b>Requested Authorized Title:</b>	HE Public Safety Commander I	<b>LIM:</b>	\$69,283
<b>Working Title:</b>	Chief of Campus Police	<b>Estimated Salary Range:</b>	\$44,000 - \$55,000
<b>Institution Match Rate %:</b>	32%	<b>Institution Match \$:</b>	\$14,080 - \$17,600
<b>Total Compensation:</b>	\$58,080 - \$72,600	<b>Number of Positions:</b>	1

<b>Board Approval Date:</b>	
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**Justification:**

UAHT currently contracts with a private security company to provide security services for its campuses in Hope and Texarkana. The last two request for proposals for security services have had only one company respond. The cost of private security has increased significantly and has now reached the point that the cost difference between having campus police and private security is negligible. UAHT believes moving from private security to campus police with sworn law enforcement officers will result in safer campuses for our faculty, staff, visitors, and students.

**Educational Requirements:**

Bachelor's degree is the educational requirement with a preferred major in criminal justice or related field. Four years of experience in law enforcement including two years of supervisory capacity. Must be certified as a law enforcement officer by the Commission on Law Enforcement Standards and Training, or a similar academy, in accordance with ACA 12-9-106.



# Division of Higher Education Non-Classified Central Pool Justification Form

<b>Duties:</b>
<p>Overall coordination and supervision of the Campus Police Department staff and administering the security functions at the College. Supervises, trains, schedules, and evaluates campus police officers. Receives and investigates incident reports and complaints from students, faculty, staff and visitors. Coordinates security procedures at special events and during crisis or dangerous situations. Cooperates with city, county, and state law enforcement officials in serving warrants, apprehending individuals, and obtaining information associated with investigations. Performs other duties as assigned.</p>

<b>Additional Information:</b>
<p>This position will be a new hire reporting to the Dean of Students. UAHT currently uses private security to provide security on its campuses, but campus police will replace the private contractor if the requested positions are approved.</p>

<b>Decision (for official use only)</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred
<b>Justifications:</b>	

<b>Signatures (for official use only)</b>			
Institutional Finance:		Date:	
ADHE Director:		Date:	





## Division of Higher Education Non-Classified Central Pool Justification Form

<b>Institution:</b>	<b>University Arkansas Community College at Hope-Texarkana</b>	<b>Date:</b>	<b>11/1/2021</b>
<b>Requested Authorized Title:</b>	Public Safety Officer	<b>LIM:</b>	\$59,224
<b>Working Title:</b>	Campus Police Officer	<b>Estimated Salary Range:</b>	\$34,500 - \$40,000
<b>Institution Match Rate %:</b>	32%	<b>Institution Match \$:</b>	\$11,040 - \$12,800
<b>Total Compensation:</b>	\$45,540 - \$52,800	<b>Number of Positions:</b>	3

<b>Board Approval Date:</b>	
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**Justification:**

UAHT currently contracts with a private security company to provide security services for its campuses in Hope and Texarkana. The last two request for proposals for security services have had only one company respond. The cost of private security has increased significantly and has now reached the point that the cost difference between having campus police and private security is negligible. UAHT believes moving from private security to campus police with sworn law enforcement officers will result in safer campuses for our faculty, staff, visitors, and students.

**Educational Requirements:**

Must be certified as a law enforcement officer by the Commission on Law Enforcement Standards and Training, or a similar academy, in accordance with ACA 12-9-106.



# Division of Higher Education Non-Classified Central Pool Justification Form

## Duties:

Responsible for providing campus safety and security and the enforcement traffic and criminal laws and parking regulations. The position is governed by law enforcement standards, state and federal laws, and institution policy.

### Duties include:

- Patrolling campus to detect and prevent crimes, enforcing traffic laws and parking regulations, and identifying safety hazards and violators.
- Performing safety checks of buildings and securing buildings.
- Conducting investigations of crimes, accidents, and reporting incidents committed on campus.
- Directing traffic during periods of high density.
- Arresting violators, writing incident reports, and testifying in court as necessary.
- Responding to alarms, emergencies, and calls for assistance.

## Additional Information:

This position will be a new hire reporting to the Public Safety Commander/Chief of Campus Police. UAHT currently uses private security to provide security on its campuses, and the requested positions will replace the private contractors.

## 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:	





## Division of Higher Education Non-Classified Central Pool Justification Form

<b>Institution:</b>	University of Arkansas Hope-Texarkana	<b>Date:</b>	10/29/2021
<b>Requested Authorized Title:</b>	Dean of Students	<b>LIM:</b>	\$100,902
<b>Working Title:</b>	Dean of Students	<b>Estimated Salary Range:</b>	\$62,424.00
<b>Institution Match Rate %:</b>	32%	<b>Institution Match \$:</b>	\$19,975.00
<b>Total Compensation:</b>	\$82,399.00	<b>Number of Positions:</b>	1

**Board Approval Date:** \_\_\_\_\_

### Justification:

A current employee currently performs the duties listed and uses the working title requested. This request allows the institution to have the employee in the correct title to match the job duties being performed and aligns the title with the rest of the UA System institutions

UAHT will relinquish one position in the next biennial request.

### Educational Requirements:

Earned Masters Degree from an accredited institution in the field of College Student Personnel, Counseling, Higher Education, Education Administration, or related field; at least five (5) years of full time, progressively responsible professional experience in student affairs or student services in a college or university setting.



## Division of Higher Education Non-Classified Central Pool Justification Form

### Duties:

Administers the Student Code of Conduct and college student conduct system - investigates and adjudicates allegations of misconduct in an educational manner that encourages the personal development of the student, coordinates academic integrity and student discipline appeals, oversees student conduct records, and is responsible for ensuring that the due process and civil rights of students are preserved at all times;

Develops and implements policies and procedures relating to students rights and responsibilities and ensures publication of these in the College Catalog and Student Handbook;

Provides programs and services that contribute to student retention, persistence and graduation;

Manages Administrative Withdrawals for medical, mental health, or death in the family situations, student death information, notification of instructors for student absences due to medical, death in the family, or other reasons;

Acts as an advocate for students and assists students with their individual concerns, facilitates student concerns and grievances acting on behalf of individual students or groups of students who may need assistance in locating the right resources to solve problems or to address complaints;

Chairs the Behavioral Intervention Team, serves on the Campus Safety Committee, and is a member of the Crisis Management Team;

Investigates, reports on, and assists in the resolution of student, faculty, staff or community complaints and incidents. Maintains a safe and effective learning environment through conflict mediation, student counseling, and in consultation with campus safety, law enforcement, and mental health professionals;

Serves as the deputy Title IX coordinator for students for the institution, coordinating student cases, and investigating cases;

Compiles information and writes the biennial drug and alcohol report;

Ensures the Annual Security Report is completed, submitted, and distributed to the College community meeting all requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act;

Provides direct supervision, training and evaluation of professional and administrative staff;

Leads efforts to establish a student culture where diversity is valued, and where students learn to respect differences, take responsibility for their actions, and exercise leadership;

Maintains high visibility within the campus community, particularly with students;

Serves on various College committees and/or task forces as requested;

Acts in the absence of the Vice Chancellor for Student Services in all student services related issues, and assumes other responsibilities as assigned;

Performs other related duties as assigned.



## Division of Higher Education Non-Classified Central Pool Justification Form

### Additional Information:

UAHT has in place the employee for this position. This position reports to the Vice Chancellor for Students Services.

### 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:	



## Division of Higher Education Non-Classified Central Pool Justification Form

<b>Institution:</b>	University of Arkansas Hope-Texarkana	<b>Date:</b>	10/29/2021
<b>Requested Authorized Title:</b>	Faculty -12 month	<b>LIM:</b>	\$99,922
<b>Working Title:</b>	Faculty-12 month	<b>Estimated Salary Range:</b>	\$47,900; \$62,703,
<b>Institution Match Rate %:</b>	32%	<b>Institution Match \$:</b>	\$15,328; \$20,065;
<b>Total Compensation:</b>	\$63,228; \$82,768;	<b>Number of Positions:</b>	2

**Board Approval Date:** \_\_\_\_\_

### Justification:

UAHT has faculty who hold 12-month appointments who need to be in 12-month classification to ensure appropriate eligibility of benefits and leave with the University's move to Workday.

We plan to request to trade in two 9- month positions for two 12-month positions in the next biennial request.



## Division of Higher Education Non-Classified Central Pool Justification Form

### Educational Requirements:

Power Plant/Solar Power Faculty  
AAS minimum degree.  
Solar certification through Solar Energy International.  
Work experience in Solar Technology/solar installation

Concurrent Credit Coordinator Faculty  
Master's Degree.  
Teaching and advising experience.  
Writing and communication skills

### Duties:



## Division of Higher Education Non-Classified Central Pool Justification Form

### Power Plant/Solar Power Faculty

Teaches all solar and power plant courses.  
Teaches non-credit continuing ed courses (summer)  
Maintains updated solar learning lab  
Works with employers and companies to keep equipment up to date  
Maintain and add to required educational credentials as requested.

### Concurrent Credit Coordinator Faculty

Teaches concurrent credit courses.  
Serves as concurrent credit student advisor.  
Coordinates concurrent classes with all area high schools.  
Maintains updated articulation policies and MOU's with high schools  
Maintains accreditation with NACEP

To be concerned with all things involving teaching and student learning and to provide instruction in accordance with the stated philosophy and objectives of the College and in accordance with the established and approved course outlines.

To provide assessment of student learning in his/hers classes and to use this assessment to improve instruction.

To acquaint all students with course requirements, including how grades are to be determined, during the first week of class and provide student with periodic evaluations of his/her progress.

To meet classes as scheduled; follow appropriate course syllabi; and attend faculty, committee, and division meetings.

To prepare thoroughly for each class period.

To display professional mannerisms in conduct and appearance whether teaching day or evening classes.

To hold ten office hours per week for student consultation and post the hours so that students can easily know them.

To serve as an advisor to students majoring in the instructor's teaching discipline or an assigned area.

To maintain accurate class rolls and attendance records of students enrolled in their classes and submit required reports to Student Services.

To emphasize to all classes the importance of prompt, regular, and continuous class attendance.

To submit the names of all students who may need scholastic counseling and/or personal counseling to the Vice Chancellor for Student Services.

To prepare and submit to the Enrollment Services office at the close of each grade report period the grade of each student enrolled in their classes.

To accept registration duty assignments from the administration.

To submit curriculum changes or new curriculum to the dean for review on a timely basis.

To recommend textbook changes in consultation with the dean.

To serve as a faculty advisor and/or sponsor to student organizations when requested to do so.





## Division of Higher Education Non-Classified Central Pool Justification Form

### Additional Information:

Currently the two positions are staffed and report to the Dean and to the Vice Chancellor of Academics.

### 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

<b>Institution:</b>	University of Arkansas Hope-Texarkana	<b>Date:</b>	10/29/2021
<b>Requested Authorized Title:</b>	Academic Advisor	<b>LIM:</b>	\$64,107
<b>Working Title:</b>	Academic Advisor	<b>Estimated Salary Range:</b>	\$32,500; \$32,500; \$33,150
<b>Institution Match Rate %:</b>	32	<b>Institution Match \$:</b>	\$10,400; \$10,400; \$10,608
<b>Total Compensation:</b>	\$42,900; \$42,900 \$43,758	<b>Number of Positions:</b>	3

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

Under the five-year Title III grant the four (4) Advising Coaches are full-time positions fully funded by the grant in first year of their employment. The hiring schedule under the grant is a Transfer Advising Coach (Year 1); a Pre-Health Programs Coach (Year 2); a Personal Intervention Coach (Year 3); and a Careers Coach (Year 4). Each advising coach position becomes a full-time UAHT position. All advising coach positions are full-time at the end of the 5-year grant cycle.

UAHT begins assuming salary costs in Year 2 for the Transfer Advising Coach (50%) and absorbs the total cost of the position in Year 3. UAHT begins assuming salary costs in Year 3 for the Pre-Health Programs Coach (50%) and absorbs the total cost of the position in Year 4.

UAHT begins assuming salary costs in Year 4 for the Personal Intervention Coach (50%) and absorbs the total cost of the position in Year 5. UAHT assumes the salary cost for the Careers Coach in Year 5.

Advising Coaches are paid \$32,500 for the first year of their employment and are paid fully under the grant. In the second year of their employment the grant pays \$16,738 and the balance of the salary is paid by UAHT. After the second year of employment for each position UAHT pays the salary of the Advising Coaches.

Title III has enrollment growth goals of increasing total enrollment to 1,850 by fall 2023

Title III has a retention goal of increasing fall-to-fall retention to 45% by fall 2023

Title III has a persistence goal of increasing fall-to-spring persistence to 55% by fall 2023



## Division of Higher Education Non-Classified Central Pool Justification Form

### Educational Requirements:

The educational requirements for each Advising Coach is a Bachelor's degree. Unique skills include 2 years' experience in advising and student services; demonstrated ability to work collaboratively as a member of a team; demonstrated familiarity with student services systems; and excellent communication skills. No certification is required

### Duties:

Design and pilot advising/coaching services to students in areas of expertise  
Keep logs of student contacts  
Cooperate with Activity Director by gathering and providing data necessary for project evaluation  
Each of the advising coach positions is a new hire required under the Title III Grant  
UAHT does not have Advising Coaches  
Advising Coaches report to the Title III Activity Director; at the end of the grant the Advising Coaches will report to the Director of Advising

### Additional Information:

UAHT has in place the employees for these positions as are they are currently active employees in these positions as provisional. Reports to Director of Advising.

### Decision (for official use only)

Approved

Rejected

Approved with modifications

Deferred



## Division of Higher Education Non-Classified Central Pool Justification Form

Decision (for official use only)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<b>Justifications:</b>	

Signatures (for official use only)			
Institutional Finance:		Date:	
ADHE Director:		Date:	