



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

March 7, 2022

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 Central Arkansas (UCA) 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: Associate Vice-President
LIM – FY22: \$161,928
Salary – FY22: \$120,000 - \$140,000
Institution Match Rate % – FY22: 32%
Institution Match \$ - FY22: \$38,400 - \$44,800
Total Compensation FY22: \$158,400 - \$184,800
Number of Positions: 1

Recommendation

Title: Associate Vice-President
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The position is requested due to reorganization to streamline processes and oversight responsibilities. This title is currently used at this institution and at other institutions/entities.

The Associate Vice-President will lead and provide vision and strategic direction for multiple units within the Division of Finance and Administration. He/she will select, train, supervise, evaluate and develop professional staff. In addition, the Associate Vice-President will manage the overall housing facilities operation.

Sincerely,

Maria Markham, Ph. D.
Director



UNIVERSITY OF
CENTRAL
ARKANSAS™

OFFICE OF THE
PRESIDENT

February 25, 2022

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

RE: Request for One Non-classified Position from Central Pool

Dear Dr. Markham:

In accordance with Act 763 of 2019, ACA §21-5-1415, the University of Central Arkansas is respectfully requesting one non-classified position from the Higher Education Central Pool to serve our students. We are requesting the established position below:

<u>Title</u>	<u>Number</u>	<u>LIM</u>
Associate Vice President	1	\$161,928

Please contact me should you have any questions concerning this request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Houston D. Davis".

Houston D. Davis, Ph.D.
President



Division of Higher Education Non-Classified Central Pool Justification Form

Institution:	University of Central Arkansas	Date:	2/25/2022
Requested Authorized Title:	Associate Vice-President (Auxiliary Pool)	LIM:	\$161,928
Working Title:	Associate Vice-President of Housing and Residence Life/BearCard	Estimated Salary Range:	\$120,000 – \$140,000
Institution Match Rate %:	32%	Institution Match \$:	\$38,400-\$44,800
Total Compensation:	\$158,400-\$184,800	Number of Positions:	1

Board Approval Date:	
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Justification:
 The position and working title of Associate Vice President for Housing and Residence Life/BearCard was added after a reorganization to streamline processes and oversight responsibilities. This effort allowed for more consistency of vision and cost effectiveness.

Educational Requirements:
 Doctorate in Higher Education Administration or equivalent

Duties:
 Leads and provides vision and strategic direction for multiple units within the Division of Finance and Administration including Housing Business operations, Housing Facilities management, Housing Construction and Projects, Residence Life, Residential Student Conduct, Summer Camps and Conferences, and Card Services. Serves as the Senior Housing Officer which includes planning, coordination, and direction of all housing and residence life activities and services for up to 4,200 students with a \$17 million budget. Responsible for areas that include over 80 full-time and part-time employees and 120 student workers. Select, train, supervise, evaluate and develop professional staff ensuring quality services, operations, and programs that promote inclusion, engagement, and supports students' personal and academic growth. Provide support and direction for community development and programming that utilizes best practices in student development and research to create engaging living environments. Establish and administer comprehensive goals, objectives, and long-range project planning and oversee assessment initiatives. Manage the overall housing facilities operation including skilled trades, custodial, lock shop, HVAC and construction to maintain a safe, secure, clean living environment that enhances student development and learning, and creates a sense of belonging. Manage the housing facilities deferred maintenance plan and oversee \$1-2 million-dollar annual summer housing projects to maintain and enhance student housing facilities. Participate in construction project teams for residential facilities. Provide direction, oversight, and support to the BearCard Office including the transition to proximity cards and mobile credentials. Oversee the growth and expansion of the



Division of Higher Education Non-Classified Central Pool Justification Form

BearBucks program. Responsible for overall occupancy management including assignments, billing, collections, and related communications to students; evaluates and assesses university housing capacity, retention, and projection trends. Responsible for creating an on campus living experience designed to foster inclusivity, personal growth, responsibility, and learning outside of the classroom with initiatives including Freshman Year Experience, Sophomore Year Experience, Global Village, Greater Stater Challenge. Promote student leadership opportunities and involvement by supporting and participating with student organizations including Residence Hall Association, Social Justice League, Hall Councils, Resident Assistant Council, and the Housing and Food Advisory Board. Oversee the comprehensive implementation of a student tracking and early alert retention tool including strategic planning, training, and recruiting involvement from campus partners. Oversee the development and implementation of the HRL Peer Coaches program, a unique student staff position charged with academic support and retention. Partner with the Office of Admissions in training Ambassadors and coordinating Housing & Residence Life's involvement in Bear Facts Days, Transfer Days, Information Nights, student tours and other recruitment efforts. Facilitate the review and development of the mission, vision, and values statement for the Departments that complement the over mission of the institution. Oversight for additional functional areas: Summer Camps and Conferences, Summer Housing Operations, Student Conduct, Graduate Assistant Recruitment and Training, Student Staff Recruitment and Training, Marketing, and Programming.

Additional Information:

The Associate Vice President working title has been used for a number of years. The state position is requested in an effort to align the duties with the appropriate title. The position reports to the Vice President for Finance and Administration and is part of UCA's Auxiliary Pool.

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:	