



Arkansas Department of Higher Education

114 East Capitol • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Mike Beebe
Governor

Shane Broadway
Interim Director

December 16, 2013

The Honorable Uvalde Lindsey, Chair
The Honorable Andrea Lea, Chair
Personnel Committee of the Arkansas Legislative Council
State Capitol Building
Little Rock, AR 72201

Dear Senator Lindsey and Representative Lea:

The University of Arkansas Community College at Hope (UACCH) requests the establishment of one (1) full-time position from the Higher Education Central Pool authorized by Act 1397 of 2013. 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: Hempstead Hall Assistant Director
LIM – FY14: \$60,000
Number of Positions: 1

Recommendation

Title: Assistant Director
LIM – FY14: \$60,798
Number of Positions: 1

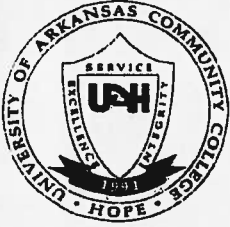
The additional position is requested due to increased need to operate Hempstead Hall to its maximum. This facility serves the UACCH campus, profit and non-profit organizations, state agencies and a host of various businesses and industries. This position title is a new title.

The Assistant Director will be responsible for oversight of the day to day operations of the building, including facilitation of catering, preparing staff work schedules, promoting the use of the facility and events. This individual will provide continuity and knowledge in the operation of the theater and conference center. In addition, the Assistant Director will meet with customers to organize and direct the bookings and scheduling of events in Hempstead Hall. He/she will collaborate with UACCH campus personnel to promote maximum educational benefits to students.

Thank you for your consideration.

Sincerely,

Shane Broadway
Interim Director



**UNIVERSITY OF ARKANSAS
COMMUNITY COLLEGE AT HOPE**

www.uacch.edu

November 19, 2013

Director Shane Broadway
Arkansas Department of Higher Education
114 East Capitol Avenue
Little Rock, AR. 72201

Dear Mr. Broadway:

The University of Arkansas Community College at Hope has filed a request for a pool position with the Department of Higher Education to employ an Assistant Director for Hempstead Hall.

Hempstead Hall is financed by a tax increase voted in by the residents of Hempstead County. This uniquely designed multi-purpose building is utilized by UACCH, state agencies, profit, non-profit agencies industry and businesses. It is expected that by the end of the calendar year 2013, Hempstead Hall will have been hosts to approximately 154 events. UACCH has sufficient instructional and classified positions to staff the facility but we are in need of a pool position to employ the Hempstead Hall Assistant Director.

The person who is selected for this position will report to the Director of Hempstead Hall. This individual will be responsible for oversight of the day to day operations of the building, including facilitation of catering, preparing staff work schedules, promoting the use of the facility and events. This position is key in providing continuity and knowledge in the operation of the theater and conference center.

If you have any questions about our request, please let me know. Thank you for your assistance!

Sincerely,

Chris Thomason
Chancellor

Non-Classified Central Pool Justification Form



Institution:	University of Arkansas Community College at Hope	Date:	
Requested Authorized Title:	Hempstead Hall Assistant Director	LIM:	
Working Title:	Hempstead Hall Assistant Director	Estimated Salary Range:	40,000-60,000

Board Approval Date	
----------------------------	--

Justification

Hempstead Hall was dedicated on the University of Arkansas Community College campus on January 24, 2013. Hempstead Hall is a conference and theater facility located on the UACCH campus in Hope. This facility was funded by a tax voted for by the residents of Hempstead County. The tax is used for the purpose of financing all or a portion of the costs of the acquisition, construction, furnishing and equipping of a new auditorium and community conference center. This facility is a multi-purpose building in that it serves the UACCH campus, profit, non-profit organizations, state agencies, and serves as a host to various businesses and industries. It is estimated that by December 2013, Hempstead Hall will have served as the host to 154 events.

Educational Requirements

Three years of highly responsible management experience in the daily operation and maintenance of a conference center, theatrical facility, and/or similar facility, including supervisory experience, and a bachelor's degree in hospitality management or business administration, or a related field. Combinations of experience and education that meet the minimum requirements may be substituted

Non-Classified Central Pool Justification Form



Duties

- Provides day-to-day management for the overall operation of Hempstead Hall facilities.
- Meets with customers to organize and direct the bookings and scheduling of events in Hempstead Hall.
- Collaborates with UACCH campus personnel to promote maximum educational benefit to students.
- Directs and/or supports all events held at Hempstead Hall.
- Works closely with customers and staff to provide consistent, timely delivery of high quality services.
- Performs contract administration duties.
- Manage Conference center technology.
- Monitor Campus Calendar for Hempstead Hall events for accuracy.
- Demonstrates superior customer service, integrity, and commitment to innovation, efficiency and fiscally responsible activity.
- Prepares and displays hospitality items based on customer needs.
- Meets with and develops effective working relationships with the corporate community and partner organizations.
- Attends conferences to gain knowledge of trends and current industry practices and procedures.
- Ability and resources to deliver promotional material to area businesses.
- Effective management and leadership practices and skills.
- Develop sales and marketing plans for Hempstead Hall.
- Performs other duties as assigned by the Hempstead Hall Director

Additional Information

The Assistant to the Director for Hempstead Hall is needed to operate the facility to its maximum. The Assistant Director will oversee day to day operations of the building, facilitate catering, prepare staff work schedules, monitor guests requests, promote use of the facility and events. The Assistant Director will provide continuity and knowledge of operating the Theater and Conference Center. The Hempstead Hall Assistant Director will report to the Director of Hempstead Hall. Salary recommendation is \$40,000- \$60,000.

Decision (for official use only)

Approved

Rejected

Approved with modifications

Deferred

Non-Classified Central Pool Justification Form



Decision (for official use only)

Approved

Rejected

Justifications

Signatures (for official use only)

Institutional Finance

Date:

ADHE Director

Date: