



Arkansas Department of Higher Education

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Mike Beebe
Governor

Shane Broadway
Director

April 28, 2014

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:

Rich Mountain Community College (RMCC) requests the establishment of two (2) non-classified positions 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: Director of Computer Services

LIM – FY14: \$86,501

Number of Positions: 1

Recommendation

Title: Director of Computer Services

LIM – FY14: \$83,981

Number of Positions: 1

Requested

Title: Coordinator of Student Recruitment

LIM – FY14: \$80,296

Number of Positions: 1

Recommendation

Title: Coordinator of Student Recruitment

LIM – FY14: \$77,958

Number of Positions: 1

These positions are being requested as a result of the inability to manage the complexity of the computer network and the need to focus more on recruitment in an effort to produce more degrees. These titles currently exist at other institutions across the state.

The Director of Computer Services will be responsible for planning, preparing, and conducting seminars on software, hardware, network, or other computer related topics. This individual will install, configure, and maintain network hardware and software at various levels; test and debug installations as necessary. In addition, the Director of Computer Services will provide Moodle administration, maintenance and assist users and sites with training and support when necessary. He/she will prepare flow charts, logic layouts, data flow outlines, reports and narrative descriptions for user information, servers, networks, and network attached devices as need for documentation and requested information.

The Coordinator of Student Recruitment will be the point-of-contact for inquiry for potential students. In addition, the Coordinator of Student Recruitment will coordinate the recruitment

efforts of the entire college. This includes representing the college at state, regional and local recruitment programs, fairs, community events, and/or opportunities; working with area schools to provide admissions assistance; and conducting campus tours for interested groups or individuals. All of this in conjunction with the Director of Admissions. He/she will install, maintain and repair carpentry and plumbing. The Coordinator of Student Recruitment counsel and assist incoming and returning students with their entry/re-entry into RMCC. This individual will also establish and maintain a system for career counseling.

Thank you for your consideration.

Sincerely,

Shane Broadway
Director