



Arkansas Department of Higher Education

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

Mike Beebe
Governor

Shane Broadway
Director

June 6, 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:

Arkansas State University – Newport (ASUN) requests the establishment of four (4) non-classified positions from the Higher Education Central Pool authorized by Act 104 of 2014 for FY15. 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 Institutional Development
LIM – FY15: \$95,338
Number of Positions: 1

Recommendation

Title: Director of Institutional Devel.
LIM – FY15: \$95,338
Number of Positions: 1

Requested

Title: Project/Program Manager
LIM – FY15: \$73,010
Number of Positions: 1

Recommendation

Title: Project/Program Manager
LIM – FY15: \$73,010
Number of Positions: 1

Requested

Title: Project/Program Specialist
LIM – FY15: \$65,908
Number of Positions: 1

Recommendation

Title: Project/Program Specialist
LIM – FY15: \$65,908
Number of Positions: 1

Requested

Title: Director of Food Services & Events
LIM – FY15: \$77,637
Number of Positions: 1

Recommendation

Title: Director of Food Service
LIM – FY15: \$76,175
Number of Positions: 1

The additional positions are requested due to growth at three of their campuses. These position titles are currently used at other institutions.

The Director of Institutional Devel. will work in Public Relations, Fundraising and crafting ASU- Newport's institutional image to both internal and external constituents. This individual will be communicate the institutional message with those who have a stake in its success. In addition, the Director of Institutional Devel. will secure private financial support from donors committed to the mission, future and growth of the institution. He/she will promote and market the institution to prospective students, their families and other constituent groups.

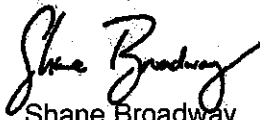
The Project/Program Manager will be responsible for creating and promoting a public image for the college that is in alignment with the strategic plan. This individual will plan or direct development or communication of informational programs to maintain favorable public perceptions of an organization's accomplishments or agenda. In addition, the Project/Program Manager will establish or maintain cooperative relationships with representatives of community, students, employees, or public interest groups. He/she will arrange public appearances, lectures, contests, or exhibits for clients to increase product or service awareness or to promote goodwill.

The Project/Program Specialist will analyze, develop and implement the financial aid management application system and databases in order to meet the needs of the Financial Aid office. This individual will manage the ongoing upgrades and testing of the financial aid management system. In addition, the Project/Program Specialist will provide training and technical support to department staff. He/she will respond to request for complex queries from the college database system, gathers, compiles and performs initial data analysis; develop systematic documentation of computer applications written for the Financial Aid office.

The Director of Food Service will direct and organize the activities of the food services section to maintain high standards of food and beverage quality while providing outstanding customer service. This individual will implement effective controls of food, beverage and staffing costs. In addition, the Director of Food Service will provide training and technical support to department staff. He/she will be responsible for planning and executing food services support for institutional events.

Thank you for your consideration.

Sincerely,


Shane Broadway
Director