



STATE OF ARKANSAS  
**Department of Finance  
 and Administration**

**B.6**

**OFFICE OF PERSONNEL MANAGEMENT  
 Administrator's Office**  
 1509 West Seventh Street, Suite 201  
 Post Office Box 3278  
 Little Rock, Arkansas 72203-3278  
 Phone: (501) 682-1823  
<http://www.state.ar.us/dfa>

August 19, 2015

Senator Uvalde Lindsey, Co-Chairperson  
 Representative Lanny Fite, Co-Chairperson  
 Uniform Personnel Classification and  
 Compensation Plan Subcommittee  
 Arkansas Legislative Council  
 State Capitol Building, Room 315  
 Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) has been notified by Pulaski Technical College (PTC) of a Reduction In Force (RIF) that will affect five employees.

Due to budgetary constraints during the FY 2015, it was determined the Big Rock Bistro at the Main Campus and the Finish Line Café at the South Campus was operating at a loss. After reviewing financial reports for the food service department, a final decision was made to cease operational costs. The College determined the most cost-effective way was to enact a RIF for employees in the food service department. This RIF was effective June 30, 2015. The following positions were eliminated through a reduction in force:

<u>Personnel Number</u>	<u>Authorized Title</u>	<u>Employee Name</u>
282007047	Project/Program Manager	Robert Wolf
590009108	Project/Program Manager	Terri Johnson
508005067	Food Prep Specialist	Shelia Thomas
722003529	Food Prep Specialist	Amanda Kennedy
483003730	Food Prep Specialist	Sari Robinson

Your consideration of this request is greatly appreciated.

Sincerely,

*Kay B. Terry*  
 Kay B. Terry  
 State Personnel Administrator

*Larry W. Walker*

Chief Fiscal Officer of the State

**JUL -7 2015**

Date



**PULASKI**  
TECHNICAL COLLEGE

www.pulaskitech.edu

June 23, 2015

Kay Barnhill Terry  
State Personnel Administrator  
Office of Personnel Management  
1509 West 7<sup>th</sup> Street, Suite 201  
Little Rock, AR 72203

Dear Ms. Terry:

Due to budgetary constraints, it has become necessary for Pulaski Technical College to implement a Workforce Reduction. In September 2014, the college's Executive Council met to discuss ways to save the college money and reduce expenses. After reviewing the financials for our food services department, it was evident that we continued to operate at a loss. To try to resolve this issue, we made a decision to increase prices, adjust the hours and eliminate high cost food offerings. After 6 months, we continued to operate at a loss.

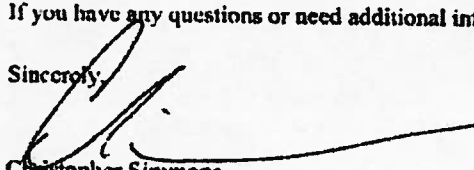
Due to the college's inability to continue subsidizing this area, effective June 30, 2015, the Big Rock Bistro at the Main Campus and the Finish Line Café at the South campus will both be closing, and the following positions and personnel will be eliminated through a Reduction in Force:

040 Project/Program Manager (Food Service Manager), Robert Wolf - 282007047 (4 years)  
040 Project/Program Manager (Food Service Manager), Terri Johnson- 590009108 (5 years)  
090 Food Prep Specialist Shelia Thomas- 508005067 (6 years)  
090 Food Prep Specialist Amanda Kennedy- 722003529 (4 years)  
090 Food Prep Specialist Sari Robinson- 483003730 (1 year)

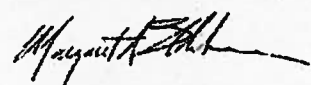
Pulaski Technical College requests that these affected employees be added to the Workforce Reduction list and that State Agency Directors are notified. We are also requesting approval under the Reduction in Force policy, to pay each qualifying terminated employee a lump sum severance payment based on their total years of state service.

If you have any questions or need additional information, you may call me at 501-812-2203.

Sincerely,



Christopher Simmons  
HR Generalist  
Pulaski Technical College



Dr. Margaret Ellibee  
President  
Pulaski Technical College