



## Arkansas Department of Higher Education

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

Asa Hutchinson  
Governor

Maria Markham, Ph.D.  
Director

May 31, 2017

The Honorable John Cooper, Co-Chair  
The Honorable Les Eaves, Co-Chair  
Personnel Committee of the Arkansas Legislative Council  
State Capitol Building  
Little Rock, AR 72201

Dear Senator Cooper and Representative Eaves:

Northwest Arkansas Community College (NWACC) requests the establishment of two (2) positions from the Higher Education Central Pool authorized by Section 21-5-1415 of Act 599 of 2017. 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:** Assistant Librarian  
**LIM – FY18:** \$64,119  
**Number of Positions:** 1

**Recommendation**

**Title:** Assistant Librarian  
**LIM – FY18:** \$64,119  
**Number of Positions:** 1

**Requested**

**Title:** Administrative Analyst  
**Grade – FY18:** C115  
**Number of Positions:** 1

**Recommendation**

**Title:** Administrative Analyst  
**Grade – FY18:** C115  
**Number of Positions:** 1

The Assistant Librarian is being requested due to the expansion of outreach to students at their Brightwater Campus. The Administrative Analyst position is requested to assist in the management of food vendors. These titles are currently used by other institutions.

The Assistant Librarian will work with off campus centers to provide library services to faculty and students. He/she will assist students, faculty and staff in making effective use of library resources. The Assistant Librarian will also be responsible for developing, maintaining and enhancing research guides.

The Administrative Analyst will manage leases and ensure food vendors are offering high quality products, including healthy alternatives and a variety of choices while adhering to safety and sanitation practices.

Sincerely,

Maria Markham, Ph.D.  
Director