



Arkansas Department of Higher Education

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Asa Hutchinson
Governor

Maria Markham, Ph.D.
Director

August 4, 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:

Henderson State University (HSU) requests the establishment of five (5) 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: Project/Program Director
LIM – FY18: \$105,293
Number of Positions: 2

Recommendation

Title: Project/Program Specialist
LIM – FY18: \$105,293
Number of Positions: 2

Requested

Title: Project/Program Manager
LIM – FY18: \$95,420
Number of Positions: 1

Recommendation

Title: Project/Program Manager
LIM – FY18: \$95,421
Number of Positions: 1

Requested

Title: Project/Program Specialist
LIM – FY18: \$82,327
Number of Positions: 2

Recommendation

Title: Project/Program Specialist
LIM – FY18: \$82,328
Number of Positions: 2

HSU's appropriation Act 124 of 2017 has in correct Line Item Maximum (LIM) salaries for the Project//Program Director, Project/Program Manager and Project/Program Specialist. They are all equal to the highest paid salary in error instead of the recommended LIM salaries for these titles. All five (5) of the requested positions are to correct the LIM for incumbents whose salaries are more the incorrect LIM in Act 124 of 2017. These titles are currently used by other institutions.

Sincerely,


Maria Markham, Ph.D.
Director



August 4, 2017

Arkansas Legislative Personnel Committee Members

RE: Non-classified Central Pool Request Justification

Henderson State University requests your approval for five non-classified central pool positions. During the finalization of our Appropriation Act 124 of the Regular Session for the 2017-2018 fiscal year, the line item maximums (LIM) for the following positions were erroneously published as amounts equal to the 2016 -2017 budgeted salary of the highest paid employee in the following Project/Program Administrator positions.

Project/Program Director – 2 positions
Project/Program Manager – 1 position
Project/Program Specialist – 2 positions

As a result, actual salaries for these positions are above the LIM. Approval of this request will correct this issue for the current incumbents.

Sincerely,

Glen Jones
President

Institution:	Henderson State University	Date:	8/3/2017
Requested Authorized Title:	Project/Program Director (2 positions)	LIM:	\$105,293
Working Title:		Estimated Salary Range:	\$62-566-\$65,000

Board Approval Date	5/19/2017
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Justification

Please provide a detailed justification including enrollment growth, new programs, etc.

Our published Appropriation Act 124 of the Regular Session for the 2017-2018 fiscal year has a LIM of \$55,971, equal to the salary of the highest paid employee in this appropriated position last year instead of the LIM recommended by ADHE. Approval of this request will correct the LIM for the two current incumbents whose salaries are more than the incorrect LIM.

Educational Requirements

What are the educational requirements to perform this job?
 What are the unique skills needed to perform this job?
 Is certification required?

Duties

Please list in order of priority and include supervisory responsibilities if applicable.

Additional Information

Example: Will this be a new hire?

Example: Is this job currently being done? If so please explain.

Example: Who will this position report to?

Decision (for official use only)

Approved

Rejected

Approved with modifications

Deferred

Justifications

Signatures (for official use only)

Institutional Finance

Date:

ADHE Director

Date:

Institution:	Henderson State University	Date:	8/3/2017
Requested Authorized Title:	Project/Program Manager (1 position)	LIM:	\$95,420
Working Title:		Estimated Salary Range:	\$48,782

Board Approval Date	5/19/2017
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Justification

Please provide a detailed justification including enrollment growth, new programs, etc.

Our published Appropriation Act 124 of the Regular Session for the 2017-2018 fiscal year has a LIM of \$48,197, equal to the salary of the highest paid employee in this appropriated position last year instead of the LIM recommended by ADHE. Approval of this request will correct the LIM for the current incumbent whose salary is more than the incorrect LIM.

Educational Requirements

What are the educational requirements to perform this job?
 What are the unique skills needed to perform this job?
 Is certification required?

Duties

Please list in order of priority and include supervisory responsibilities if applicable.

Additional Information

Example: Will this be a new hire?

Example: Is this job currently being done? If so please explain.

Example: Who will this position report to?

Decision (for official use only)

Approved

Rejected

Approved with modifications

Deferred

Justifications

Signatures (for official use only)

Institutional Finance		Date:	
ADHE Director		Date:	

Institution:	Henderson State University	Date:	8/3/2017
Requested Authorized Title:	Project/Program Specialist (2 positions)	LIM:	\$82,327
Working Title:		Estimated Salary Range:	\$45,900-\$46,341

Board Approval Date	5/19/2017
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Justification

Please provide a detailed justification including enrollment growth, new programs, etc.

Our published Appropriation Act 124 of the Regular Session for the 2017-2018 fiscal year has a LIM of \$44,628, equal to the salary of the highest paid employee in this appropriated position last year instead of the LIM recommended by ADHE. Approval of this request will correct the LIM for the two current incumbents whose salaries are more than the incorrect LIM.

Educational Requirements

What are the educational requirements to perform this job?
 What are the unique skills needed to perform this job?
 Is certification required?

Duties

Please list in order of priority and include supervisory responsibilities if applicable.

Additional Information

Example: Will this be a new hire?

Example: Is this job currently being done? If so please explain.

Example: Who will this position report to?

Decision (for official use only)

Approved

Rejected

Approved with modifications

Deferred

Justifications

Signatures (for official use only)

Institutional Finance

Date:

ADHE Director

Date: