



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

September 1, 2017

The Honorable John Cooper, Chair
The Honorable Les Eaves, Chair
Arkansas Legislative Council – Personnel Subcommittee
State Capitol Building
Little Rock, AR 72201

Dear Senator Cooper and Representative Eaves:

The Arkansas Department of Higher Education (ADHE) submits a request from the University of Arkansas Community College at Morrilton (UACCM) for your review.

UACCM has requested a special entry rate of \$24,500, which is above the midpoint of grade C104, for an exceptionally well qualified applicant for the classification Institutional Services Supervisor, S084C.

Mr. Greg Chapman's qualifications include 21 years of custodial supervisory experience, of which 16 years of that experience was at UACCM. He has extensive knowledge of the UACCM campus as well as the use and maintenance of the UACCM's cleaning machines. He is also well versed in UACCM's operating systems.

MINIMUM QUALIFICATIONS

The formal education equivalent of a high school diploma; plus, one year of vocational training and/or experience in housekeeping.

APPLICANTS QUALIFICATIONS

Experience:

October 1999 - May 2015: UACCM, Institutional Services Supervisor
October 1993 – April 1999: Trinity Mother Francis Hospital, Custodial Supervisor
June 1972 – July 1992: U.S. Navy

Education:

High School Diploma

JUSTIFICATION

Mr. Chapman worked as the Institutional Services Supervisor for UACCM from the fall of 1999 through June 2015. It was at that time UACCM outsourced their custodial services which eliminated Mr. Chapman's position.

UACCM is no longer outsourcing their custodial services and advertised to fill this position and selected Mr. Chapman. Mr. Chapman has 15 years of experience as UACCM's previous Institutional Services Supervisor and a total of 21 years of experience in a custodial supervisory position. He is already familiar with UACCM's facilities and UACCM's staff. He is well-versed in floor preparation and care.

Based on salary analysis, the Arkansas Department of Higher Education recommends approval of the requested special entry rate of \$24,500 to be effective upon review of this committee.

Sincerely,

A handwritten signature in cursive script that reads "Maria Markham".

Maria Markham
Director



HUMAN RESOURCES

1537 University Blvd., Morrilton, Arkansas 72110

1-800-264-1094 | Phone: (501) 977-2016 | Fax: (501) 354-7575

August 17, 2017

Tara Smith
Deputy Director/ADHE
423 Main St., Ste. 400
Little Rock, AR 72201

Dear Tara,

I would like to take this opportunity to request a special entry rate of \$24,500 for Greg Chapman for the Institutional Services Supervisor position. Mr. Chapman worked as the Institutional Services for UACCM from the fall of 1999 through June of 2015. It was at that time UACCM outsourced our custodial services which eliminated Mr. Chapman's position. When he left he was earning \$24,172.

While searching for an Institutional Services Supervisor, we advertised several times, but received very few applicants. Over a three month period, we advertised online, in the newspaper, on the radio, and on social media for this position, but still had difficulty locating a suitable, qualified applicant.

Mr. Chapman's fifteen years of experience in the previous supervisor position sets him apart. Hiring him will allow us to have a seasoned supervisor. This will be especially important as the new custodial staff we have hired will greatly benefit from being supervised by someone with prior knowledge of our campus, policies, and procedures. Greg is already familiar with the buildings and UACCM staff as well and is very respected by all. He can step into the position with the reputation and knowledge it would take others months or years to gain. He is also well-versed in floor preparation and care, which will be very beneficial as that was also outsourced in 2015 with disappointing results.

I feel that it is essential that we pay a special entry rate to Mr. Chapman that is comparable to his pay upon exit in 2015 as he brings so much experience no other applicant did.

Your consideration of our request is greatly appreciated.

Sincerely,

A handwritten signature in black ink that reads 'Judy Sanders'. The signature is written in a cursive, flowing style.

Judy Sanders
Director of Human Resources
University of Arkansas Community College at Morrilton



Arkansas Department of Higher Education Special Entry Rate Exceptionally Well Qualified Applicant

University of Arkansas Community College at Morrilton (UACCM)

Institution Name

| | | |
|----------------------|--|-------|
| 60 | S084C/Institutional Services Supervisor | C104 |
| Position/Item Number | Class Code / Title (<i>Attach description of job duties</i>) | Grade |

| | | |
|------------------|-----------------------|-------------------------|
| Greg Chapman | | \$24,500.00 |
| Applicant's Name | Current Annual Salary | Requested Annual Salary |

Applicant's Qualifications (*Please summarize. Attach Resume and completed State Job Application Form*).

21 years in a custodial supervisory position. Able to read, write, and communicate effectively, some college completed. Extensive knowledge of the UACCM campus (custodial supervisor at UACCM for 16 years) as well as the use and maintenance of our cleaning machines. Trained in the use of the UACCM operating system in regards to time sheets, leave approval. electronic submissions. Trained on employee evaluations which are conducted annually on all employees by their supervisors. Has attended annual supervisor training conducted at UACCM while a UACCM supervisor. Able to lift, push, and pull up to 40lbs.

Minimum Qualifications (*Use same description as stated on Class Specification*).

Completion of sufficient education and/or training to read and write; plus four (4) years of progressively more responsible experience in the custodial work and /or related area, including two (2) years in a supervisory capacity. Must be able to lift, push, and pull up to 40lbs. Must be able to read, write, and communicate effectively.

Attach ADHE Special Entry Rate Applicant Summary Sheet (Applicant Not Hired)

| | | |
|---|--------------------|--|
| Institution Personnel Representative <i>Judy Sanders</i> | Date 08/17/2017 | |
| Institution Director/Chancellor <i>Tony Davis</i> | Date 08/17/2017 | |

Arkansas Department of Higher Education - Action

Reviewed By:

| | | |
|---|------|--|
| ADHE Personnel Representative | Date | |
| Director, Arkansas Department of Higher Education | Date | |



INSTITUTIONAL SERVICES SUPERVISOR

CLASS CODE: S084C GRADE: C104

FLSA STATUS: NON-EXEMPT

REVISED: 06/18/2017

STATE OF ARKANSAS JOB DESCRIPTION

SUMMARY:

The Institutional Services Supervisor is responsible for overseeing and monitoring custodial and minor maintenance activities in building facilities and supervising laundry room functions in an institutional setting. This position is governed by state and federal laws and institution policy.

TYPICAL FUNCTIONS:

Supervises a staff of housekeeping/custodial/laundry personnel by interviewing, recommending for hire/termination, training, assigning and reviewing work, counseling, and evaluating the performance of incumbents.

Schedules and supervises the collection and cleaning of soiled articles from units, inspects cleaned articles, and may direct re-cleaning, mending, or other actions as necessary.

Monitors workers engaged in counting, folding, ironing, and delivering cleaned items to insure proper distribution.

Conducts inspections of building facilities to determine custodial and/or maintenance needs.

Establishes standards and procedures for work of custodial/housekeeping staff.

Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment.

Inventories stock to ensure that supplies and equipment are available in adequate amounts and writes purchase orders for needed items.

Maintains records and prepares reports on cleaning and minor maintenance activities.

Performs other duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of supervisory practices and procedures.
Knowledge of custodial and maintenance practices and techniques.
Knowledge of materials and equipment used in custodial and maintenance work.
Knowledge of the operation and maintenance requirements of commercial laundry equipment.

Ability to maintain adequate supplies and inventory records.
Ability to prepare written documents.
Ability to conduct inspections to determine compliance with standards.
Ability to supervise staff of subordinate supervisors, custodial workers and semi-skilled maintenance repairmen.

MINIMUM EDUCATION AND/OR EXPERIENCE:

The formal education equivalent of a high school diploma; plus one year of vocational training and/or experience in housekeeping.

Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.