



Arkansas Division of Higher Education

101 E. Capitol Avenue, Suite 300 • Little Rock, Arkansas • 72201-3827 • (501) 371-2000 • Fax (501) 371-2001

Jacob Oliva
Secretary

Ken Warden, Ed.D.
Commissioner

May 14, 2024

The Honorable Breanne Davis, Co-Chair
The Honorable Mark H. Berry, Co-Chair
Arkansas Legislative Council - Personnel Subcommittee
State Capitol Building
Little Rock, AR 72201

Dear Senator Davis and Representative Berry:

the University of Central Arkansas (UCA) requests the establishment of fourteen (14) positions from the Higher Education Central Pool authorized by Act 778 of 2023, ACA §6-63-319. 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 Coach
LIM - FY25: \$111,247
Salary - FY25: \$29,120 - \$40,000
Institution Match Rate % - FY25: 32%
Institution Match \$ - FY25: \$9,318 - \$12,800
Total Compensation - FY25: \$38,438 - \$52,800
Number of Positions: 3

Title: Assistant Strength/Conditioning Coach
LIM - FY25: \$111,247
Salary - FY25: \$29,120
Institution Match Rate % - FY25: 32%
Institution Match \$ - FY25: \$9,318
Total Compensation - FY25: \$38,438
Number of Positions: 1

Title: Athletic Trainer
LIM - FY25: \$111,247
Salary - FY25: \$50,000
Institution Match Rate % - FY25: 32%
Institution Match \$ - FY25: \$16,000
Total Compensation - FY25: \$66,000
Number of Positions: 3

Recommendation

Title: Assistant Coach
LIM - FY25: \$111,247
Salary - FY25: \$29,120 - \$40,000
Institution Match Rate % - FY25: 32%
Institution Match \$ - FY25: \$9,318 - \$12,800
Total Compensation - FY25: \$38,438 - \$52,800
Number of Positions: 3

Title: Asst. Strength/Conditioning Coach
LIM - FY25: \$111,247
Salary - FY25: \$29,120
Institution Match Rate % - FY25: 32%
Institution Match \$ - FY25: \$9,318
Total Compensation - FY25: \$38,438
Number of Positions: 1

Title: Athletic Trainer
LIM - FY25: \$111,247
Salary - FY25: \$50,000
Institution Match Rate % - FY25: 32%
Institution Match \$ - FY25: \$16,000
Total Compensation - FY25: \$66,000
Number of Positions: 3

Title: Food Preparation Manager
LIM - FY25: \$58,589
Salary - FY25: \$40,000 - \$45,000
Institution Match Rate % - FY25: 32%
Institution Match \$ - FY25: \$12,800 - \$14,400
Total Compensation - FY25: \$52,800 - \$59,400
Number of Positions: 1

Title: Food Preparation Manager
LIM - FY25: \$62,690
Salary - FY25: \$40,000 - \$45,000
Institution Match Rate % - FY25: 32%
Institution Match \$ - FY25: \$12,800 - \$14,400
Total Compensation - FY25: \$52,800 - \$59,400
Number of Positions: 1

Title: Food Preparation Specialist
LIM - FY25: \$42,351
Salary - FY25: \$29,120 - \$33,000
Institution Match Rate % - FY25: 32%
Institution Match \$ - FY25: \$9,318.40 - \$10,560
Total Compensation - FY25: \$38,438.40 - \$43,560
Number of Positions: 2

Title: Food Preparation Specialist
LIM - FY25: \$42,351
Salary - FY25: \$29,120 - \$33,000
Institution Match Rate % - FY25: 32%
Institution Match \$ - FY25: \$9,318 - \$10,560
Total Compensation - FY25: \$38,438 - \$43,560
Number of Positions: 2

Title: Food Preparation Supervisor
LIM - FY25: \$55,731
Salary - FY25: \$33,000 - \$39,000
Institution Match Rate % - FY25: 32%
Institution Match \$ - FY25: \$10,560 - \$12,480
Total Compensation - FY25: \$43,560 - \$51,480
Number of Positions: 4

Title: Food Preparation Supervisor
LIM - FY25: \$55,731
Salary - FY25: \$33,000 - \$39,000
Institution Match Rate % - FY25: 32%
Institution Match \$ - FY25: \$10,560 - \$12,480
Total Compensation - FY25: \$43,560 - \$51,480
Number of Positions: 4

These positions are requested due to an increase in the number of student-athletes and the College Square Retirement Community resuming food service operations upon terminating their contract with Aramark. Some titles are currently used at this institution, and a few are used at other institutions.

The Assistant Coach positions will be responsible for coaching football and men's basketball. They will oversee all facets of practice, recruiting, monitor student-athlete's academic performance, scheduling games, and the organization of summer camps. In addition, the Assistant Coach positions will make appropriate grants in aid recommendations for prospects, transfer and returning student-athletes.

The Asst. Strength/Conditioning Coach is responsible for weight room scheduling and oversight, management of student employees and potential intern positions. He/She will design and implement individual and team strength and conditioning programs for student-athletes participating in men's and women's Division I athletic programs. The Asst. Strength/Conditioning Coach will also work with head coaches, sports medicine staff, and athletics department senior staff to develop and integrate the student-athlete supplement policy in accordance with NCAA regulations.

The Athletic Trainer positions will be responsible for recognizing and evaluating injuries. They will provide first aid or emergency care. In addition, the Athletic Trainer positions will provide planning and implementation of comprehensive programs to prevent injury and illness among athletes.

The Food Preparation Manager will be responsible for all aspects of the Food Service operation including the creation of weekly menus, procurement of food supplies and maintaining a monthly budget. He/She will recruit, hire, train and supervise a staff combined of full and part-time employees. The Food Preparation Manager will also create and manage work schedules for full and part-time employees to ensure a high level of quality food and service.

The Food Preparation Specialist positions will be responsible for providing breakfast for residents. They will assist the Cooks and other Kitchen Staff in the production of food items for lunch. In addition, the Food Preparation Specialist positions will assist the Cooks and other Kitchen Staff with clean-up after each meal and setting the Dining Room for the next meal.

The Food Preparation Supervisor positions will be responsible for the production and serving of each meal. They will ensure all meals are high quality and cooked from scratch. The Food Preparation Manager will also assist with the monthly inventory of all food and non-food supplies.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Warden", with a stylized flourish at the end.

Ken Warden, Ed. D.
Commissioner



May 8, 2024

Dr. Ken Warden, Commissioner
Arkansas Division of Higher Education
423 Main Street, Suite 400
Little Rock, AR 72201

Dear Dr. Warden,

In accordance with Act 778 of 2023, ACA § 6-63-319, the University of Central Arkansas (UCA) is respectfully requesting seven twelve-month auxiliary positions from the Higher Education Central Pool to serve our Athletics Department. We are requesting the established positions below:

<u>Title</u>	<u>Number</u>	<u>LIM</u>
Assistant Coach	3	\$111,247
Assistant Strength & Conditioning Coach	1	\$111,247
Athletic Trainer	3	\$111,247

With UCA’s Athletic Programs growth, and no appropriate vacant positions, it is pertinent that this request be made. With an addition of over 150 student-athletes, this has put great pressure on our current staff. The need and value of strength and conditioning coaches, as well as medical coverage has become more evident to all athletic programs as we have grown. Having the proper medical coverage for our 500 student athletes is paramount for success. The NCAA has also increased the number of allowable coaches for several sports. If approved, we are expected to allot these 3 additional Assistant Coach positions to allow for 2 additional football coaches and 1 additional men’s basketball coach. We need this opportunity to provide equivalent coaching for our students.

Thank you for the opportunity to submit this request. Please contact me should there be any questions or concerns.

Sincerely,

Houston D. Davis, Ph.D.
President



May 8, 2024

Dr. Ken Warden, Commissioner
Arkansas Division of Higher Education
423 Main Street, Suite 400
Little Rock, AR 72201

Dear Dr. Warden,

In accordance with Act 778 of 2023, ACA § 6-63-319, the University of Central Arkansas (UCA) is respectfully requesting seven twelve-month auxiliary positions from the Higher Education Central Pool to serve our College Square Retirement Community. We are requesting the established positions below:

<u>Title</u>	<u>Number</u>	<u>LIM</u>
Food Preparation Supervisor	4	\$55,731
Food Preparation Manager	1	\$58,589
Food Preparation Specialist	2	\$42,351

College Square Retirement Community is resuming responsibility for Food Service operations after terminating their contract with Aramark. Due to this, we are needing to request positions that will undertake these roles. College Square had these positions for 20 years prior to working and holding a service contract with Aramark. By receiving these positions, this will help us better serve our retirement community.

Thank you for the opportunity to submit this request. Please contact me should there be any questions or concerns.

Sincerely,

Houston D. Davis, Ph.D.
President



Division of Higher Education Central Pool/Surrender Pool Justification Form

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Institution:	University of Central Arkansas	Date:	5/07/2024
Item # of Position(s) Surrendered:			
Surrendered Title:		Surrendered Salary Range:	
Date Surrendered Positions Vacated:		Number of Positions Surrendered:	
Requested Authorized Title:	Assistant Coach	LIM:	\$111,247
Working Title:	Assistant Coach	Estimated Salary Range:	\$29,120 - \$40,000
Institution Match Rate %:	32%	Institution Match \$:	\$9,318 - \$12,800
Total Compensation:	\$38,438 - \$52,800	Number of Positions:	3

Board Approval Date:	5/21/2024
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Justification:

The NCAA has recently increased the number of allowable coaches for several sports. For the next fiscal year, Football is expected to have two more coaches and men’s basketball is expected to have one more. This has caused an unfair advantage for other programs over our program. We need the opportunity to provide equivalent coaching for our students.

Educational Requirements:

Bachelor’s degree with Master’s preferred.
Coaching skills and achievements.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Duties:

- Working closely with the athletics administrative staff and University faculty and staff in order to carry out the mission of the University and the athletics program.
- Oversees all facets of practice, including organizing practice, working with student-athletes on both team and individual skills and preparing opponent scouting reports through breaking down of film.
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- Oversees all facets of recruiting prospective student-athletes, including locating, contacting and evaluating prospects who will be quality students at UCA as well as organizing campus and home visits with these prospects. Coaches are also responsible for bidding by all NCAA and ASUN recruiting regulations.
- Makes appropriate grant in aid recommendations for prospects, transfer, and returning student athletes.
- Responsible for overseeing all purchases, including supplies, equipment, services, and team travel. Also responsible for appropriate allocation of recruiting and scholarship monies. Maintains accurate records to not exceed allocated budget.
- Oversees all scheduling of opponents in a timely manner. This includes obtaining the conference schedule, locating appropriate tournament and non-conference opponents to schedule, drafting contracts to schedule opponents, and evaluating appropriate home and away playing dates.
- Oversees all aspects of travel arrangements, including making hotel accommodations and planning meals for road games.
- Oversees the purchase and the care of the appropriate equipment.
- Oversees and monitors student-athletes' academic performance, including grade and attendance monitoring every two weeks, arranging for tutors with director of academic support (when needed), conducting study table (when needed), insuring attendance of student-athletes required to attend mandatory study hall, holding periodic student-athlete player academic meetings, and insuring that student-athletes graduate.
- Responsible for being familiar with and complying with all Athletics department, University, ASUN, and NCAA policies and regulations. Failure to abide by these policies will result in appropriate disciplinary action including possible suspension or termination.
- Coordinate officials for all home contests.
- Oversee the organization of summer camps, including hiring staff, organizing instruction, promotion of camps, arranging facilities, housing and meals for residential camps with camp coordinator.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Additional Information:

New hire reporting to the head coach of that sport. This will need to be a 12 month Auxiliary position.

Decision (for official use only)

<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred

Justifications:

Signatures (for official use only)

Institutional Finance:		Date:	
ADHE Commissioner:		Date:	



Division of Higher Education Central Pool/Surrender Pool Justification Form

Institution:	University of Central Arkansas	Date:	05/07/2024
Item # of Position(s) Surrendered:			
Surrendered Title:		Surrendered Salary Range:	
Date Surrendered Positions Vacated:		Number of Positions Surrendered:	
Requested Authorized Title:	Assistant Strength/Conditioning Coach	LIM:	\$111,247
Working Title:	Assistant Strength/Conditioning Coach	Estimated Salary Range:	\$29,120
Institution Match Rate %:	32%	Institution Match \$:	\$9,318
Total Compensation:	\$38,438	Number of Positions:	1

Board Approval Date:	5/21/2024
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Justification:

The need and value of strength and conditioning has become more evident to all athletics programs. Couple this with our addition of over 150 student-athletes to our rosters has put great pressure on that staff. We have added two sports for a total of 19. We asked all sports to increase their roster sizes for enrollment growth at our institution. Cheer and dance now use our S&C staff and facility as well.

Educational Requirements:

Bachelor's degree required.
Strength and conditioning skills are required with annual certifications in the field.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Duties:

Reporting to the Head Strength and Conditioning Coach, serves as the assistant strength and conditioning coach for the University of Central Arkansas Division I athletic programs in all 19 sports offered. The list of sports this position will be working with is subject to change at the discretion of the Head Strength and Conditioning Coach who is, Responsible for department wide administration of strength and conditioning, including but not limited to: weight room scheduling and oversight, participation on athletic department senior staff, management of student employees and potential intern positions. Design and implement individual and team strength and conditioning programs for student-athletes participating in men's and women's Division I athletic programs at the University of Central Arkansas. Duties: -Manages athletics weight room, including maintaining all equipment, ordering new equipment, scheduling facility, and managing student-athlete's employees and interns. -Counsels and advises coaches and student-athletes on various components of strength and conditioning program, including weight room safety, proper exercise technique, sports nutrition and injury reduction. -Works with coaching staffs and sport medicine staff to integrate student-athlete injury reduction and rehabilitation into strength and conditioning programs. -Works with head coaches, sports medicine staff, and athletics department senior staff to develop and integrate student-athlete supplement policy in accordance with NCAA regulations. -Works in conjunction with athletic department staff to minimize spread of communicable disease and pathogens within athletic weight room. -As assigned, may hire, train, schedule, and evaluate student personnel and interns in accordance with university, state and federal rules and regulations. -Performs all duties in compliance with any applicable University policies and procedures, National Collegiate Athletic Association (NCAA) regulations, and state and federal requirements. -Maintains the confidentiality of designated information. -Performs related duties as necessary and as assigned.

Additional Information:

New hire reporting to the Head Strength and Conditional Coach. This will need to be a 12 month Auxiliary position.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Decision (for official use only)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred
Justifications:	

Signatures (for official use only)			
Institutional Finance:		Date:	
ADHE Commissioner:		Date:	



Division of Higher Education Central Pool/Surrender Pool Justification Form

Institution:	University of Central Arkansas	Date:	4/26/2024
Item # of Position(s) Surrendered:			
Surrendered Title:		Surrendered Salary Range:	
Date Surrendered Positions Vacated:		Number of Positions Surrendered:	
Requested Authorized Title:	Athletic Trainer	LIM:	\$111,247
Working Title:	Athletic Trainer	Estimated Salary Range:	\$50,000
Institution Match Rate %:	32%	Institution Match \$:	\$16,000
Total Compensation:	\$66,000	Number of Positions:	3

Board Approval Date:	5/21/2024
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Justification:

The need and value of medical coverage for sports has become more evident to all athletics programs. Couple this with our addition of over 150 student-athletes to our rosters has put great pressure on that staff. We have added two sports for a total of 19. We asked all sports to increase their roster sizes for enrollment growth at our institution. Medical care and concerns have permeated sports for over a decade. Concussions have become a mainstream concern for all. Having appropriate and adequate medical care for our 500 student-athletes is paramount for our program.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Educational Requirements:

Master's degree in Athletic Training is required.
Athletics training skills are required with annual certifications in the field.

Duties:

- Ability to work in a diverse and dynamic environment.
- Ability to work collaboratively and independently with common goals as a part of a team.
- Ability to make sound judgments.
- Effective interpersonal communication, writing, and organizational abilities.

Must be certified by the BOC and have a completed master's degree by the date of appointment in athletic training, kinesiology, sports medicine or related field.

Preferred qualifications are 2 years' experience as a practicing certified, licensed athletic trainer and experience as a preceptor is preferred.

BOC and Arkansas State License required

The University of Central Arkansas Athletic Trainer position is responsible for providing athletic training services within the 19 Div. I intercollegiate athletic programs. Specific duties may include:

- Apply protective or injury-preventive devices, such as tape, bandages, and braces.
- Recognize and evaluate injuries.
- Provide first aid or emergency care.
- Develop and carry out rehabilitation programs for injured athletes.
- Plan and implement comprehensive programs to prevent injury and illness among athletes.

Additional Information:

New hire reporting to the Head Athletics Trainer. This will need to be a 12 month Auxiliary position.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Decision (for official use only)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred
Justifications:	

Signatures (for official use only)			
Institutional Finance:		Date:	
ADHE Commissioner:		Date:	



Division of Higher Education Central Pool/Surrender Pool Justification Form

Institution:	University of Central Arkansas	Date:	4/15/2024
Item # of Position(s) Surrendered:			
Surrendered Title:		Surrendered Salary Range:	
Date Surrendered Positions Vacated:		Number of Positions Surrendered:	
Requested Authorized Title:	Food Preparation Manager	LIM:	\$58,589
Working Title:	Food Services Director	Estimated Salary Range:	\$40,000-\$45,000
Institution Match Rate %:	32%	Institution Match \$:	\$12,800-\$14,400
Total Compensation:	\$52,800-\$59,400	Number of Positions:	1

Board Approval Date:	5/21/2024
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Justification:
 College Square is resuming responsibility for Food Service operations after terminating the contract with ARAMARK.

Educational Requirements:
 The formal education equivalent to a high school diploma; plus minimum of two years experience in related position with at least one year in a management or supervisory role.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Duties:

Responsible for all aspects of the Food Service operation: create weekly menus, to include 3 meals per day Monday through Saturday and Brunch on Sunday; determine the production method for each menu item in terms of the ingredients used and the aggregate yield based on the portions and number of meals to be served; procurement of all food and supplies through contracted Vendors mainly using internet ordering system via Vendor website; maintain a monthly declining budget for all food and supplies as set by the Executive Director; recruit, hire, train and supervise a staff combined of full and part-time employees; create and manage work schedules for full and part-time employees to ensure a high level of quality food and service; establish and maintain harmonious relationships with Directors and employees from other departments; comply with all Federal and State laws as well as all University policies and guidelines; maintain a high profile with the Residents and their families.

Additional Information:

College Square had these positions for twenty years prior to being included in the campus food service contract with ARAMARK. Dietary positions are being done by ARAMARK employees. Food Preparation Supervisor will report to the Food Service Director. This will need to be a 12 month Auxiliary position.

Decision (for official use only)

<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred

Justifications:

Signatures (for official use only)

Institutional Finance:		Date:	
ADHE Commissioner:		Date:	



Division of Higher Education Central Pool/Surrender Pool Justification Form

Institution:	University of Central Arkansas	Date:	4/15/2024
Item # of Position(s) Surrendered:			
Surrendered Title:		Surrendered Salary Range:	
Date Surrendered Positions Vacated:		Number of Positions Surrendered:	
Requested Authorized Title:	Food Preparation Specialist	LIM:	\$42,351
Working Title:	Utility	Estimated Salary Range:	\$29,120-\$33,000
Institution Match Rate %:	32%	Institution Match \$:	\$9,318.40-\$10,560
Total Compensation:	\$38,438.40-\$43,560	Number of Positions:	2

Board Approval Date:	5/21/2024
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Justification:
 College Square is resuming responsibility for Food Service operations after terminating the contract with ARAMARK.

Educational Requirements:
 The ability to read, write, and follow oral and written instructions; plus six months of experience in institutional cooking and/or a related area.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Duties:
Primary job responsibilities are 1) to provide service to the Residents during the Breakfast Meal, , and 2) to assist the Cooks and other Kitchen Staff in the production of food items for the Lunch Meal, including the clean-up after each Meal and the re-setting of the Dining Room for the next Meal.

Additional Information:
College Square had these positions for twenty years prior to being included in the campus food service contract with ARAMARK. Dietary positions are being done by ARAMARK employees. Utility will report to the Food Service Director. This will need to be a 12 month Auxiliary position.

Decision (for official use only)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred
Justifications:	

Signatures (for official use only)			
Institutional Finance:		Date:	
ADHE Commissioner:		Date:	



Division of Higher Education Central Pool/Surrender Pool Justification Form

Institution:	University of Central Arkansas	Date:	4/15/2024
Item # of Position(s) Surrendered:			
Surrendered Title:		Surrendered Salary Range:	
Date Surrendered Positions Vacated:		Number of Positions Surrendered:	
Requested Authorized Title:	Food Preparation Supervisor	LIM:	\$55,731
Working Title:	Cook	Estimated Salary Range:	\$33,000-\$39,000
Institution Match Rate %:	32%	Institution Match \$:	\$10,560-\$12,480
Total Compensation:	\$43,560-\$51,480	Number of Positions:	4

Board Approval Date:	5/21/2024
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Justification:
 College Square is resuming responsibility for Food Service operations after terminating the contract with ARAMARK.

Educational Requirements:
 The formal education equivalent of a high school diploma; plus two years of experience in institutional or commercial food service operations and/or specialized training in food service, including one year in a supervisory or leadership capacity.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Duties:
<ol style="list-style-type: none"> 1. Responsible for the production and serving of each meal. 2. Work in close order with the Food Service Director to determine the details of each meal: method of cooking, preparation method, quantity, portion, presentation and method of service. 3. To insure highest quality, all meals are cooked from scratch, which involves a high skill level of cooking. 4. In the absence of the Food Service Director, the cook is in charge of the entire operation and has supervisory responsibility over utility and server workers. 5. Must perform in a manner which insures highest standards of quality and faithful execution of details as outlined by Food Service Director for each meal. 6. Must communicate in a high-profile manner with residents and staff to insure satisfaction of the residents at all times. 7. Must maintain a sanitary workplace at all times. 8. Assist with monthly inventory of all food and non-food supplies. 9. Perform all other duties as assigned.

Additional Information:
<p>College Square had these positions for twenty years prior to being included in the campus food service contract with ARAMARK. Dietary positions are being done by ARAMARK employees. Food Preparation Supervisor will report to the Food Service Director. This will need to be a 12 month Auxiliary position.</p>

Decision (for official use only)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred
Justifications:	

Signatures (for official use only)			
Institutional Finance:		Date:	
ADHE Commissioner:		Date:	



Division of Higher Education Central Pool/Surrender Pool Justification Form