



Arkansas Division of Higher Education

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Jacob Oliva
Secretary

Ken Warden, Ed.D.
Commissioner

November 6, 2025

The Honorable Breanne Davis, Co-Chair
The Honorable Les Warren, Co-Chair
Arkansas Legislative Council - Personnel
State Capitol Building
Little Rock, AR 72201

Dear Senator Davis and Representative Warren:

The Arkansas Division of Higher Education (ADHE) submits a request from North Arkansas College (NAC) for your review.

NAC requests to obtain four (4) positions from the Higher Education surrender pool authorized by Act 778 of 2023, ACA §6-63-319 (c)(1). The positions requested, positions being surrendered, and positions recommended are listed below:

POSITION(S) REQUESTED

<u>TITLE</u>	<u>SALARY RANGE</u>	<u>LINE-ITEM-MAX (LIM) SALARY</u>	<u>NUMBER OF POSITIONS</u>
Payroll Services Coordinator	\$38,000 - \$42,000	\$76,272	1
Student Recruitment Specialist	\$36,000 - \$40,000	\$60,279	2
Director of Police and Public Safety	\$71,500	\$116,721	1

POSITION(S) SURRENDERED

<u>TITLE</u>	<u>SALARY RANGE</u>	<u>LINE-ITEM-MAX (LIM) SALARY</u>	<u>NUMBER OF POSITIONS</u>	<u>DATE VACATED</u>
IT Pool	\$27,000 - \$35,000	\$47,272 - \$200,973	2	1/2025 & 3/2025
Financial Aid Analyst	\$27,000 - \$35,000	\$67,284	1	3/2025
Fiscal Support Pool	\$27,000 - \$35,000	\$51,130 - \$92,082	1	1/2025

POSITION(S) RECOMMENDED

<u>TITLE</u>	<u>SALARY RANGE</u>	<u>LINE-ITEM-MAX (LIM) SALARY</u>	<u>NUMBER OF POSITIONS</u>
Payroll Services Coordinator	\$38,000 - \$42,000	\$78,713	1
Student Recruitment Specialist	\$36,000 - \$40,000	\$62,208	2
Director of Police and Public Safety	\$71,500	\$113,103	1

JUSTIFICATION

The Director of Police and Public Safety position is requested due to growth of the police force, an increase in student population as well as an increase in the duties and responsibilities of the police force. The Payroll Services Coordinator position is requested as a result of changes within the Finance Department. This position will also have increased duties and responsibilities. The Student Recruitment Specialist positions are requested due to increased program offerings.

RECOMMENDATION

The Arkansas Division of Higher Education (ADHE) has reviewed this request from North Arkansas College (NAC) and recommends the request to obtain four (4) positions and to surrender four (4) positions to the ADHE surrender pool. NAC states that the total compensation for positions requested is \$47,880 - \$95,095. In addition, NAC indicates there will be no fiscal impact to the college.

Sincerely,



Ken Warden, Ed.D.
Commissioner



September 29, 2025

RE: Request for Four Position from Surrender/Swap Pool

North Arkansas College is respectfully requesting new positions for:

One (1) Director of Police and Public Safety

One (1) Payroll Services Coordinator

Two (2) Student Recruitment Specialist

North Arkansas College will surrender/swap four positions:

One (1) Fiscal Support Pool

Two (2) IT Pool

One (1) Financial Aid Analyst

Justification:

The need for a Director of Police and Public Safety comes from growth of the police force on North Arkansas College campuses, an increase in student population, and an increase in duties and responsibilities of the police force.

The need for a Payroll Services Coordinator comes from changes within the Finance Department have included this position to have higher level of duties and responsibilities within the department.

The need for two Student Recruitment Specialist comes from increased program offerings across our service area creating the need for focused recruitment of students. This position will conduct programs and workshops to promote North Arkansas College as well as attend campus and off-campus functions to service as a representative of the college, provide services for students in the pipeline of enrollment, and provide admission and scholarship information to prospective and newly admitted students, create communication materials, and facilitating institutional recruitment efforts.

North Arkansas College appreciates your consideration in our request for approvals of these positions. Please contact me with any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dr. Rick L. Massengale Sr.', written in a cursive style.

Dr. Rick L Massengale Sr., President, North Arkansas College



Division of Higher Education Central Pool/Surrender Pool Justification Form

Institution:	North Arkansas College	Date:	9/23/2025
Item # of Position(s) Surrendered:	2		
Surrendered Title:	IT Pool Position	Surrendered Salary Range:	\$27,000-\$35,000
Date Surrendered Positions Vacated:	1/2025	Number of Positions Surrendered:	1
Requested Authorized Title:	Payroll Services Coordinator	LIM:	\$76,272
Working Title:	Payroll Services Coordinator	Estimated Salary Range:	\$38,000-\$42,000
Institution Match Rate %:	100	Institution Match \$:	\$38,000
Total Compensation:	\$38,000	Number of Positions:	1

Board Approval Date:	
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Justification:
Please provide a detailed justification including enrollment growth, new programs, etc.- Overtime, changes within the Finance Department have included this position to have higher level of duties and responsibilities within the department.

Educational Requirements:
What are the educational requirements to perform this job? What are the unique skills needed to perform this job? Is certification required? Education : Required: Associates Degree in specialized field related to the position. 2 years related experience. Preferred: Bachelors Degree in specialized field related to the position. 3-5 years related experience.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Duties:

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

1. Processes multiple payrolls throughout the month; prenotes direct deposit forms through Colleague; sends direct deposit and prenote files to the bank; initiates payment and/or wire transfers of payroll taxes. Set up of positions and any necessary codes in Colleague.
2. Audits self-bills for accuracy for all monthly vendors to insure accurate deductions and calculate benefit changes received from HR to input into the payroll system; Prepares & processes all vendor checks for taxes, retirement and all benefits withheld and posts to cash log.
3. Keys payroll data into the system, including new hire information, part-time contracts, stipends & overloads. Prepares part time hourly spreadsheet for payroll processing every 2 weeks and calculate faculty overloads and part time faculty contracts for payroll processing.
4. Scans/files paperwork after each payroll/vendor check run.
5. Submits month, quarter, year end reports to various reporting agencies. Fills out employment verification forms.
6. Works with Legislative Audit for fiscal year-end auditing; prepares reports for fiscal year end; creates new labels, binders, folders and reports for each new fiscal year.
7. Serve as employee contact for questions relating to payroll calculations and/or withholding. Prepare correspondence for garnishments. Complete payroll portion of H/R Exit forms for classified employees.
8. Serve as back up for Assoc. Controller for filing 941's and W-2's. Stay current with state and federal payroll related tax regulations and legislation.

Perform any other related duties as required or assigned

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?

This position is currently being performed at the Payroll Services Specialist level. We would like to increase this position to Payroll Services Coordinator. This position reports to the Associate Vice President of Finance and Administration.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Decision (for official use only)	
☐ Approved	☐ Rejected
☐ Approved with modifications	☐ Deferred
Justifications:	

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



Division of Higher Education Central Pool/Surrender Pool Justification Form

Institution:	North Arkansas College	Date:	9/23/2025
Item # of Position(s) Surrendered:	35 2		
Surrendered Title:	Financial Aid Analyst IT Pool Position	Surrendered Salary Range:	\$27,000-\$35,000 \$30,000-\$35,000
Date Surrendered Positions Vacated:	3/2025	Number of Positions Surrendered:	2
Requested Authorized Title:	Student Recruitment Specialist	LIM:	\$60,279
Working Title:	Student Recruitment Specialist	Estimated Salary Range:	\$36,000-\$40,000
Institution Match Rate %:	100	Institution Match \$:	\$36,635 \$37,002
Total Compensation:	\$73,637	Number of Positions:	2

Board Approval Date:	
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Justification:
Please provide a detailed justification including enrollment growth, new programs, etc. With increased program offerings across our service area, the need for focused recruitment of students has increased. This position will conduct programs and workshops to promote North Arkansas College as well as attend campus and off-campus functions to serve as a representative of the college, provide supportive services for students in the pipeline of enrollment, and provide admissions and scholarship information to prospective and newly admitted students, create communication materials, and facilitating institutional recruitment efforts.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Educational Requirements:

What are the educational requirements to perform this job?

What are the unique skills needed to perform this job?

Is certification required?

Education:

Required: Associate degree related to the position. 6 months-1-year related experience.

Preferred: Bachelor's degree related to the position. 1-3 years related experience.

Duties:

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

1. Communicate with prospective students, parents and community through appointment, telephone, email and other materials. Presents information about the benefits of an education from the department, college or area being represented at onsite locations and to on-campus visitors. Foster and develop relationships with high schools, industry, agencies or other areas to be recruited.
2. Assist with the development of enrollment marketing publications and communications including letters, brochures, website postings, electronic mail, social media, and other mediums. Collaborate with other campus departments and office regarding recruiting activities. Coordinate recruitment programs such as campus visits, discovery days, scholarship awarding programs, summer admissions programs, and developing other new programs.
3. Assist with the processing of prospective students and applicants data into the student information system and imaging system.
4. Generate and analyze recruitment reports and recommend needed changes in recruitment strategies based on changing demographics and trends. Audits student records and notifies students/potential students of problems with their academic records including the completion of admission files, transcripts, registration and prerequisites.
5. Responsible for the Ambassador program; selection, training, tracking, supervising; schedule assignment
6. Maintain CRM updates/data
7. Other duties as assigned.



Division of Higher Education Central Pool/Surrender Pool Justification Form

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?

Originally, these duties were performed by other employees. After a couple of years, the institution realized the value and need for dedicated Student Recruitment positions. We will be moving these employees to full-time recruiting permanently.

Decision (for official use only)

☐

Approved

☐

Rejected

☐

Approved with modifications

☐

Deferred

Justifications:

Signatures (for official use only)

Institutional
Finance:

Date:

ADHE
Commissioner:

Date:



Division of Higher Education Central Pool/Surrender Pool Justification Form

Institution:	North Arkansas College	Date:	10/6/2025
Item # of Position(s) Surrendered:	21		
Surrendered Title:	Fiscal Support Pool	Surrendered Salary Range:	\$27,000-\$35,000
Date Surrendered Positions Vacated:	1/2025	Number of Positions Surrendered:	1
Requested Authorized Title:	Director of Police and Public Safety	LIM:	\$116,721
Working Title:	Director of Police and Public Safety	Estimated Salary Range:	\$71,500
Institution Match Rate %:	33%	Institution Match \$:	\$23,595
Total Compensation:	\$95,095	Number of Positions:	1

Board Approval Date:	
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Justification:

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

The need for a Director of Police and Public Safety comes from growth of the police force on North Arkansas College campuses, an increase in student population, and an increase in duties and responsibilities of the police force.

Educational Requirements:

What are the educational requirements to perform this job?

What are the unique skills needed to perform this job?

Is certification required?

Bachelor's degree in related field

5-7 years' experience in a leadership role

Current Arkansas Law Enforcement Certification required



Division of Higher Education Central Pool/Surrender Pool Justification Form

Duties:

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

- Provides leadership in maintaining a safe and secure campus environment. Manages the scheduling of officers to maintain optimal campus coverage and present a safety presence on all campuses as necessary.
- Ensures timely and effective communication with key campus stakeholders, including supervisor, College administration, faculty, and staff. Maintains open lines of communication to facilitate collaboration during incidents, emergencies, and daily operations, fostering a shared commitment to campus safety and aligning with institutional policies and priorities.
- Manages the operations of the University Police Department and collaborates with local, state, and federal law enforcement agencies to ensure coordinated efforts in campus security and emergency response for regular campus operations as well as for special events or circumstances.
- Develops, implements, and evaluates departmental policies and procedures, ensuring alignment with college goals, best practices, and legal requirements in law enforcement and campus safety.
- Oversees and provides direction to college police officers and staff, ensuring professional and ethical conduct, effective performance, and adherence to departmental and legal standards.
- Ensure all officers maintain current and appropriate training and qualifications in conformity with Arkansas Commission on Law Enforcement Standards and Training (CLEST) at all times.
- Oversees officer training programs, ensuring readiness and professional development in areas such as campus-specific law enforcement and crisis response.
- Develop, maintain, report, and present necessary and appropriate data, reports and statistics.
- Build effective relationships with students, student groups, college employees, and area law enforcement agencies and officers.
- Responsible for periodic safety inspections of all district buildings and facilities. Oversees the process of regularly reporting facility safety and repair issues to the appropriate maintenance or facility management department for resolution.
- Responsible for the proactive preparation and presentation of seminars and programs designed to promote and improve safety awareness and emergency preparedness among members of the College community, including appropriate drills, scenario training, and facilities recommendations.
- Serve on various College and community committees and task forces as appropriate and assigned, including a leadership capacity related to Emergency/Crisis Preparedness and Planning.
- Collaborates with university administration in the development of policies related to parking management, traffic flow, campus lighting, fire safety, access and surveillance systems, and hazardous materials removal, ensuring a safe campus infrastructure.
- Performs other related duties as required.



Division of Higher Education Central Pool/Surrender Pool Justification Form

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?

This position is currently being done at the HE Public Safety Commander I level and with the increase in duties and police force, we would like to increase this position at the director level.

Decision (for official use only)

☐

Approved

☐

Rejected

☐

Approved with modifications

☐

Deferred

Justifications:

Signatures (for official use only)

Institutional
Finance:

Date:

ADHE
Commissioner:

Date: