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Division of Higher Education

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Jacob Oliva
Secretary

Ken Warden, Ed.D.
Commissioner

April 1, 2026

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:

South Arkansas College (SAC) respectfully requests the establishment of **three (3) positions from the Higher Education Central Pool** and **two (2) positions from the Higher Education Surrender Pool**, as authorized by Act 778 of 2023, Arkansas Code Annotated § 6-63-319. In accordance with the provisions of the Act, we submit the following requests and recommendations for your consideration.

CENTRAL POOL POSITIONS REQUESTED AND RECOMMENDED

Title: Food Services Supervisor

- **LIM – FY26:** \$57,515
- **Salary – FY26:** \$28,000 – \$30,000
- **Institution Match Rate – FY26:** 36%
- **Institution Match Amount – FY26:** \$10,080 – \$10,800
- **Total Compensation – FY26:** \$38,080 – \$40,800
- **Number of Positions:** 2

Title: Public Safety Officer (Auxiliary - Public Safety Pool)

- **LIM – FY26:** \$71,305
- **Salary – FY26:** \$36,000 – \$40,000
- **Institution Match Rate – FY26:** 36%
- **Institution Match Amount – FY26:** \$12,960 – \$14,400
- **Total Compensation – FY26:** \$48,960 – \$54,400
- **Number of Positions:** 1

Justification:

These positions are requested in preparation for the opening of student housing in Fall 2026 to ensure adequate staffing to support student safety, operational needs, and campus growth. These titles are commonly utilized by higher education institutions statewide.

The **Food Services Supervisor** positions will provide leadership and operational oversight for dining services, including employee supervision, training, performance evaluations, and scheduling. These positions will also support menu planning, recipe development, and food preparation.

The **Public Safety Officer** position is requested to support campus security needs associated with expanded on-campus housing and increased student presence. This position will ensure that the institution is adequately prepared to support a residential student population while maintaining high standards of safety, responsiveness, and community trust expected of a modern college campus.

SURRENDER POOL POSITIONS REQUESTED

Title	Salary Range	LIM Salary	Positions
Institutional Services Assistant (Auxiliary)	\$24,668	\$42,025	1
Procurement Specialist	\$35,000	\$67,284	1

POSITIONS SURRENDERED

Title	Salary Range	LIM Salary	Positions	Date Vacated
Institutional Services Assistant (E&G)	\$24,668	\$42,025	1	Unfilled
Distance Learning Specialist	\$45,000	\$92,908	1	January 1, 2026

SURRENDER POOL POSITIONS RECOMMENDED

Title	Salary Range	LIM Salary	Positions
Institutional Services Assistant (Auxiliary)	\$24,668	\$42,025	1
Project/Program Specialist (Auxiliary - Project/Program Administrator Pool)	\$35,000	\$106,139	1

Surrender Pool Position Justifications:

The **Institutional Services Assistant** position will provide primary support for housing operations and essential services. The position will perform custodial duties for the new residence hall to ensure a clean, safe, and well-maintained living environment for students.

The **Project/Program Specialist** position within the Auxiliary - Project/Program Administrator Pool is requested to support upcoming Purchasing Card (P-Card) program changes, increased purchasing volume, and expanding compliance requirements. This position will be responsible for overseeing all

P-Card activity, including program administration, transaction monitoring, reconciliation coordination, and compliance reporting. Additional duties will include coordinating procurement and distribution of goods, maintain centralized inventory and internal sales operations, and provide operational support for procurement functions. Establishing this position will strengthen internal controls, ensure timely reconciliation of purchasing activity, and enhance compliance with institutional policies and applicable state regulations, thereby improving efficiency, accountability, and fiscal stewardship.

RECOMMENDATION

The Arkansas Division of Higher Education (ADHE) has reviewed this request from South Arkansas College (SAC) and recommends approval of three (3) Central Pool positions: two (2) Food Services Supervisor positions and one (1) Public Safety Officer position (Auxiliary – Public Safety Pool).

The Surrender Pool position requests and recommendations, as outlined above, include one (1) Institutional Services Assistant (Auxiliary) position and one (1) Project/Program Specialist position (Auxiliary – Project/Program Administrator Pool).

SAC has indicated that these requested positions are necessary to support operational needs associated with student housing and that they can be accommodated within existing resources with no fiscal impact on the college.

Sincerely,

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

Ken Warden, Ed. D.
Commissioner



South Arkansas College

PO Box 7010 El Dorado, AR 71731 870.862.8131

ESTABLISHED 1992

March 30, 2026

RE: Request to Utilize the Division of Higher Education Central/Surrender Pool

To Whom it May Concern:

In accordance with Act 778 of 2023 (ACA § 6-63-319), South Arkansas College respectfully requests approval for a total of six (6) positions through the Division of Higher Education Central and Surrender Pools. Specifically, we are requesting two (2) Food Services Supervisors and one (1) Public Safety Officer from the Central Pool, and one (1) Institutional Services Assistant and one (1) Procurement Specialist from the Surrender Pool.

As the College prepares to open student housing in Fall 2026, these positions are critical to meeting staffing demands and supporting both student success and campus growth.

Food Services Supervisors (2 Positions – Central Pool)

To accommodate an anticipated increase in student population and extended dining service hours, we are requesting the addition of two supervisory positions to provide leadership and oversight for both day and evening shifts. These roles are essential to ensure consistent service quality, efficient operations, and appropriate coverage across expanded hours. This position will be paid 100% from an auxiliary account.

Public Safety Officer (1 Position – Central Pool)

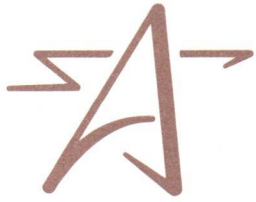
The addition of student housing significantly increases the College's responsibilities under federal safety regulations. In alignment with the college's commitment to providing a safe and secure educational environment, the addition of a Public Safety Officer is a proactive and necessary addition. This position will ensure that the institution is adequately prepared to support a residential student population while maintaining the high standards of safety, responsiveness, and community trust expected of a modern college campus. Additionally, this position will primarily be responsible for night shift coverage of the new residence hall. This position will be paid 100% from an auxiliary account.

Institutional Services Assistant (1 Position – Surrender Pool)

We are requesting to surrender an Institutional Services Assistant From E&G to Auxiliary. This position will be responsible for providing primary coverage to custodial duties in the new residence hall. This will be paid 100% from an auxiliary account.

Procurement Specialist (1 Position – Surrender Pool)

We are requesting to surrender the Distance Learning Specialist position (Line #29) to establish a Procurement Specialist role. This position is necessary to support upcoming Purchasing Card (P-Card) program changes, increased purchasing volume, and growing compliance requirements. Responsibilities



South Arkansas College

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will include managing all P-Card activity, coordinating procurement and distribution of goods, maintaining central inventory and internal sales, and supporting procurement operations. This position will strengthen internal controls, ensure timely reconciliation, and enhance compliance with institutional policies and state regulations.

The addition and reallocation of these positions are both necessary and strategic, enabling South Arkansas College to effectively support residential students, maintain operational excellence, and uphold fiscal responsibility.

Thank you for your consideration.

Sincerely,

Dr. Stephanie Tully-Dartez
President
South Arkansas College



Division of Higher Education Central Pool/Surrender Pool Justification Form

Institution:	South Arkansas College	Date:	03/30/2026
Item # of Position(s) Surrendered:			
Surrendered Title:		Surrendered Salary Range:	
Date Surrendered Positions Vacated:		Number of Positions Surrendered:	
Requested Authorized Title:	Food Services Supervisor	LIM:	\$57,515
Working Title:	Food Services Supervisor	Estimated Salary Range:	\$28,000-\$30,000
Institution Match Rate %:	36%	\$8,880	\$10,080-\$10,800
Total Compensation:	\$38,080-\$40,800	Number of Positions:	2

Board Approval Date: _____

Justification:

South Arkansas College is growing and preparing to become a residential campus. To accommodate an anticipated increase in student population and extended dining service hours, we are requesting the addition of two supervisory positions to provide leadership and oversight for both day and evening shifts. These roles are essential to ensure consistent service quality, efficient operations, and appropriate coverage across expanded hours. This position will be paid 100% from an auxiliary account.

Educational Requirements:

Required Education and Experience:

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:

- Supervises food production and service staff by participating in hiring and termination recommendations, assigning work, reviewing performance, training employees, and conducting evaluations.
- Researches applicable laws and procedural updates; attends meetings to stay informed and provides in-service training on policy changes, food preparation methods, and equipment operation.
- Prepares and cooks a variety of foods on a regular basis and for special events or functions.
- Collaborates with staff to plan menus and develop recipes, considering seasonal availability and projected customer volume.
- Monitors the quality and quantity of raw and prepared food products to ensure standards are met.
- Demonstrates cooking techniques and proper use of equipment to staff.
- Estimates quantities and costs of food, ingredients, and supplies.
- Inspects supplies, equipment, storage areas, and workspaces to ensure compliance with safety, sanitation, and temperature standards.
- Performs other duties as assigned.

Additional Information:

This is a new hire and will report to EDCC Director of Operations.

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:	South Arkansas College	Date:	03/30/2026
Item # of Position(s) Surrendered:			
Surrendered Title:		Surrendered Salary Range:	
Date Surrendered Positions Vacated:		Number of Positions Surrendered:	
Requested Authorized Title:	Public Safety Officer	LIM:	\$71,305
Working Title:	Public Safety Officer	Estimated Salary Range:	\$36,000-\$40,000
Institution Match Rate %:	36%	Institution Match \$:	\$12,960-\$14,400
Total Compensation:	\$48,960-\$54,400	Number of Positions:	1

Board Approval Date:	
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Justification:

South Arkansas College is growing and preparing to become a residential campus. The addition of student housing significantly increases the College’s responsibilities under federal safety regulations. In alignment with the college’s commitment to providing a safe and secure educational environment, the addition of a Public Safety Officer is a proactive and necessary addition. This position will ensure that the institution is adequately prepared to support a residential student population while maintaining the high standards of safety, responsiveness, and community trust expected of a modern college campus. Additionally, this position will primarily be responsible for night shift coverage of the new residence hall. This position will be paid 100% from an auxiliary account.

Educational Requirements:

The formal education equivalent of a high school diploma; plus, one year of experience in law enforcement or a related field.

Must be certified as a Law Enforcement Officer by the Commission on Law Enforcement Standards and Training, or an approved law enforcement training academy, in accordance with ACA 12-9-106 or be able to become certified within one (1) year of hire date.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Duties:

- Patrol assigned area(s) on foot, in assigned motor vehicle, or other specialized vehicle to ensure personal, building, and equipment security, enforce traffic laws, recognize parking violations, and identify safety hazards and violators.
- The primary duty is to patrol Howard Residence Hall to ensure compliance with all laws and policies. Ensure building is secure and all visitors are checked in before entering a resident's room.
- Assist with move in and move out dates to ensure transition to and from residence hall are safe and secure.
- Performs security checks of other campus buildings during non-peak activity hours of residence hall.
- Responds to alarms, calls for assistance, checks for locked or unlocked buildings and offices, as necessary, and assists stranded motorists and others in need of assistance.
- Informs and warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles.
- Provides escort services for visitors, students, staff, and faculty, as necessary; provides other public assistance, such as lockout services, jump-starts, and routine information.
- Directs traffic during periods of high density to facilitate smooth flow.
- Watches for and reports irregularities, such as security breaches, facility and safety hazards, and emergency situations; contacts emergency responders, such as police, fire, and/or ambulance personnel, as required.
- Conducts investigations of crimes, accidents, and reports incidents committed on agency or campus premises
- Monitors security and fire panel for security and fire detection, assists with checking the alarm systems and emergency power supply.
- Prepares routine, standardized reports.
- Serves as Campus Security Authority as outlined by the Clery Act.
- Performs miscellaneous job-related duties as assigned.
- Have a working relationship with partner agencies such as El Dorado Police Department, Union County Sheriff Office, El Dorado Fire Department, Union County Dispatch Center, and other local and state partners.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Additional Information:

This is a new hire and will report to the Director of Public Safety.

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:	South Arkansas College	Date:	03/30/2026
Item # of Position(s) Surrendered:	48		
Surrendered Title:	Institutional Services Assistant	Surrendered Salary Range:	\$24,668
Date Surrendered Positions Vacated:	Unfilled	Number of Positions Surrendered:	1
Requested Authorized Title:	Institutional Services Assistant	LIM:	\$42,025
Working Title:	Institutional Services Assistant	Estimated Salary Range:	\$24,668
Institution Match Rate %:	36%	\$8,880	\$8,880.48
Total Compensation:	\$33,548.48	Number of Positions:	1

Board Approval Date: _____

Justification:

South Arkansas College is growing and preparing to become a residential campus. As a result, we have evaluated future needs that consists of providing primary coverage to housing and necessitates the addition of one Institutional Services Assistant. We are requesting to surrender an Institutional Services Assistant From E&G to Auxiliary. This position will be responsible for providing primary coverage to custodial duties in the new residence hall. This will be paid 100% from an auxiliary account.

This request will not have a fiscal impact on the college.

Educational Requirements:

The formal education equivalent of a high school diploma and at least one-year custodial experience.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Duties:
<ul style="list-style-type: none"> Removes trash from waste baskets, dumps trash, sanitizes and re-lines trash receptacles daily, or as needed, and operates trash compactors. Wipes furniture, such as desk tops, tables, and other surfaces. Clean walls, windows, window sills, stairways, and entry/exit ways daily. Sweeps, mops, and vacuums floors daily; Clean baseboards, dusts and/or wipe furniture, desk tops, table tops, cabinets, and other surfaces, such as ceiling fans, black/white boards, appliances, and fixtures. Buff floors and shampoo carpets, as needed or scheduled. Clean bathrooms daily, to include toilets, urinals, sinks, countertops, fixtures and stocks restrooms with soap, toilet tissue, and paper towels. Clean areas requiring special cleaning methods, by using specific cleansers, sterilizing equipment, and/or disposing of contaminated wastes. No bleach to be used on lobby floors. Perform other duties as assigned and/or requested.

Additional Information:
<p>This is a new hire and will report to the Institutional Services Assistant Supervisor.</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

Institution:	South Arkansas College	Date:	03/30/2026
Item # of Position(s) Surrendered:	29		
Surrendered Title:	Distance Learning Specialist	Surrendered Salary Range:	\$45,000
Date Surrendered Positions Vacated:	01/01/2026	Number of Positions Surrendered:	1
Requested Authorized Title:	Procurement Specialist	LIM:	\$67,284
Working Title:	Procurement Specialist	Estimated Salary Range:	\$35,000
Institution Match Rate %:	36%	Institution Match \$:	\$12,600
Total Compensation:	\$47,600	Number of Positions:	1

Board Approval Date: _____

Justification:

We are requesting to surrender the Distance Learning Specialist position (Line #29) to establish a Procurement Specialist role. This position is necessary to support upcoming Purchasing Card (P-Card) program changes, increased purchasing volume, and growing compliance requirements. Responsibilities will include managing all P-Card activity, coordinating procurement and distribution of goods, maintaining central inventory and internal sales, and supporting procurement operations. This position will strengthen internal controls, ensure timely reconciliation, and enhance compliance with institutional policies and state regulations.

This request will not have a fiscal impact on the college.

Educational Requirements:

The formal education equivalent of an Associate’s degree in accounting, finance, business administration, or related field, or equivalent experience.

Minimum of 3 years office experience including understanding of business processes, organized company travel and credit card transactions and reconciliation.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Duties:

Duties and Responsibilities:

- Manage all institutional purchasing card (P-Card) transactions, including reviewing, allocating, and reconciling charges accurately and in a timely manner
- Ensure all P-Card activity complies with college policies and applicable regulations
- Perform regular account reconciliations and resolve discrepancies
- Coordinate and complete in-town purchases for departments, including in-store and online pickup orders
- Pick up items from local vendors and verify accuracy of received goods
- Receive and process shipped purchases delivered to the office
- Notify employees when requested items are available and coordinate pickup times
- Maintain and monitor central supply inventory levels
- Process and track sales of supplies to internal employees and departments
- Maintain accurate records of inventory, purchases, receipts, and transactions
- Provide backup support to procurement department staff as needed
- Assist with audits by providing required documentation and reports
- Support general fiscal operations, including data entry, reporting, and financial tracking
- Perform other duties as assigned

Additional Information:

This is a new hire and will report to the Procurement Manager.

Decision (for official use only)

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

Justifications:



Division of Higher Education Central Pool/Surrender Pool Justification Form

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