



Arkansas Division of Higher Education

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Asa Hutchinson
Governor

Maria Markham, Ph.D.
Director

December 2, 2020

The Honorable David Wallace, Chair
The Honorable Jim Wooten, Chair
Arkansas Legislative Council – Personnel Subcommittee
State Capitol Building
Little Rock, AR 72201

Dear Senator Wallace and Representative Wooten:

Arkansas State University Three Rivers (ASUTR)) requests the establishment of one (1) non-classified position from the Higher Education Central Pool authorized by Act 763 of 2020, ACA §21-5-1415. 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 Director
LIM – FY21: \$98,059
Salary – FY21: \$85,000
Institution Match Rate % – FY21: 25%
Institution Match \$ - FY21: \$21,250
Total Compensation FY21: \$106,250
Number of Positions: 1

Recommendation

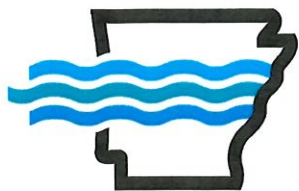
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The Assistant Director is requested for the Saline County Technical Campus (SCTC) which is currently being constructed. This title is currently used at another institution.

The Assistant Director will oversee the facilities and secondary career center at the new SCTC. He/she will be responsible for daily operations and the programs of study.

Sincerely,

A handwritten signature in black ink that reads "Maria Markham".
Maria Markham, Ph. D.
Director



**ARKANSAS STATE
UNIVERSITY
THREE RIVERS**

OFFICE OF THE CHANCELLOR

One College Circle

Malvern, Arkansas 72104

501.337.5000 or 800.337.0266

ASUTR.edu

December 2, 2020

Dr. Maria Markham
Arkansas Department of Higher Education
114 East Capital
Little Rock, AR 72201

Dear Dr. Markham:

In accordance with Act 763 of 2019, ACA 21-5-1415, Arkansas State University Three Rivers requests a Full Time Non-Classified, Assistant Director from the Central Pool. Consistent with the current Arkansas State University Three Rivers Personal Service Recommendation for the 2021-23 Biennium, the following title and line item maximum is requested:

<u>Title</u>	<u>Number</u>	<u>Line Item Max</u>
Assistant Director	1	\$99,922

Justification:

This position will oversee the facilities and the secondary career center at the new Saline County Technical Campus; and will be responsible for the oversight and daily operations of the SCTC and its ten programs of study.

The Assistant Director position has already been requested by the college, and recommended by AHECB, for the 2021-2023 Biennium (Item #57.02). We are submitting this request from the Central Pool so that we may fill this position immediately. Therefore, the pool position will no longer be required as of the beginning on the new biennium (July 1, 2021.)

Thank you for your consideration of this request.

Sincerely,

Steve Rook, Ed.D.
Chancellor
Arkansas State University Three Rivers



Division of Higher Education Non-Classified Central Pool Justification Form

Institution:	ASU – Three Rivers	Date:	12/2/2020
Requested Authorized Title:	Assistant Director	LIM:	\$98,059
Working Title:	Asst. Vice Chancellor for Academic Affairs	Estimated Salary Range:	\$85,000
Institution Match Rate %:	25%	Institution Match \$:	\$21,250
Total Compensation:	\$106,250	Number of Positions:	1

Board Approval Date:

Justification:

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

This is a new position related to the Saline County Technical Campus which is currently being constructed and being funded by the tax payers of Saline County. ASUTR is serving as the authorized Legal Education Agency for the program. The Assistant Director position) has already been requested, and recommended by AHECB, for the 2021-2023 Biennium (Item #57.02). We are submitting this request from the Central Pool so that we may fill this position immediately.

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 required, master's degree preferred.

Supervisory experience in a Career Center.

Experience in a community college setting or secondary education.

Experience in providing professional development and training to staff.



Division of Higher Education Non-Classified Central Pool Justification Form

Duties:

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

This position will oversee the facilities and secondary career center at the new Saline County Technical Campus; and will be responsible for the oversight and daily operations of the SCTC and its ten programs of study with approximately 1,110 students in the 2022-23 academic year.

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?

The Assistant Director position has already been requested by the college, and recommended by AHECB, for the 2021-2023 Biennium (Item #57.02). We are requesting this position from the Central Pool so that we may fill the position immediately. Therefore, the pool position will no longer be required as of the beginning on the new biennium (July 1, 2021.)

Decision (for official use only)

☐

Approved

☐

Rejected

☐

Approved with modifications

☐

Deferred

Justifications:

Signatures (for official use only)

Institutional
Finance:

Date:

ADHE Director:

Date: