



## EXHIBIT D.2

### 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

February 27, 2018

The Honorable John Cooper, Co-Chair  
The Honorable Les Eaves, Co-Chair  
Personnel Committee of the Arkansas Legislative Council  
State Capitol Building  
Little Rock, AR 72201

Dear Senator Cooper and Representative Eaves:

National Park College (NPC) requests the establishment of one (1) position from the Higher Education Central Pool authorized by Section 4 of Act 599 of 2017. 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:** Project/Program Specialist

**LIM – FY18:** \$70,900

**Number of Positions:** 1

**Recommendation**

**Title:** Project/Program Specialist

**LIM – FY18:** \$70,900

**Number of Positions:** 1

The Project/Program Specialist position is being requested to address campus and security needs. This title is currently used by other institutions.

The Project/Program Specialist will be responsible for daily monitoring, training, guidance, and supervision of contracted security. He/she will develop and coordinate the College's emergency preparedness plans, establish and nurture contacts within and outside the College to prevent and solve safety/security issues, create programs, and facilitate training in support of safety, security, and emergency preparedness. In addition, the Project/Program Specialist will be responsible for monitoring and adherence to federal, state, and local security laws.

Sincerely,

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

Maria Markham, Ph.D.  
Director



## OFFICE OF THE PRESIDENT

February 26, 2018

Dr. Maria Markham  
Arkansas Department of Higher Education  
423 Main Street, Suite 400  
Little Rock, AR 72201

Dear Dr. Markham,

In accordance with Section 4 of Act 599 of 2017, National Park College (NPC) respectfully requests a non-classified position from the Higher Education Central Pool. The working title for this position will be Director of Campus Safety, and the authorized title will be Program / Project Specialist.

### JUSTIFICATION

Campus safety and security is of utmost importance at NPC. The College is committed to protecting faculty, staff and students and seek to add a position that will be responsible for daily monitoring, training, guidance, and supervision of contracted security. The Director of Campus Safety would develop and coordinate the College's emergency preparedness plans, establish and nurture contacts within and outside the College to prevent and solve safety and security issues, and proactively create programs and training in support of safety, security, and emergency preparedness. This position will also be responsible for monitoring and adherence to federal, state, and local security laws. The Director will identify, communicate, and update campus operating procedures, goals, objectives, and responsibilities in order to provide optimum safety and security for NPC.

This position is critical to the College's ongoing commitment of providing a safe environment for its campus community. Please contact myself or Janet Brewer, Associate Vice President for Human Resources, with any questions. Thank you for your consideration.

Best regards,

A handwritten signature in black ink that reads 'John A. Hogan'.

John A. Hogan, Ph.D.  
President

# Non-Classified Central Pool Justification Form



<b>Institution:</b>	<b>National Park College</b>	<b>Date:</b>	<b>02/26/2018</b>
<b>Requested Authorized Title:</b>	Program/Project Specialist	<b>LIM:</b>	\$70,900
<b>Working Title:</b>	Director of Campus Safety	<b>Estimated Salary Range:</b>	\$40,000-\$45,000

<b>Board Approval Date</b>	<b>02/28/2018</b>
----------------------------	-------------------

**Justification**

Campus safety and security is of utmost importance at National Park College. NPC is committed to protecting faculty, staff and students and seek to add a position that will be responsible for daily monitoring, training, guidance, and supervision of contracted security. As the Director, he/she will develop and coordinate the college’s emergency preparedness plans, establish and nurture contacts within and outside the college to prevent and solve safety and security issues and proactively create programs and training in support of safety, security and emergency preparedness. This position will also be responsible for monitoring and adherence to federal, state, and local security laws. The director will identify, communicate and update college operating procedures, goals, objectives, and responsibilities in order to provide optimum safety and security for National Park College.

**Educational Requirements**

Bachelor’s Degree along with the following:

- Experience in campus or school safety/security.
- Excellent public speaking, presentation, and interpersonal skills.
- Excellent project management skills.
- Ability to work collaboratively in a diverse college environment.
- Demonstrated ability to identify and develop written safety and security procedures.
- Good comprehension and written communication skills.
- Must possess a valid driver’s license and meet eligibility requirements to drive a college vehicle.
- Proficiency with e-mail, MS Word, MS Excel, MS PowerPoint.
- Ability to work a flexible work schedule on an as-needed basis to respond to College emergencies.
- Knowledge of group behavior and group control techniques, use and care of public safety equipment, traffic control, safety and accident investigation, use and maintenance public safety records, and college and federal, state, local rules, laws and regulations.

# Non-Classified Central Pool Justification Form



## Duties

- Serve as the coordinator on campus for all student and employee safety issues
- Conducts regular and as-needed assessments of safety and compliance risks
- Develops, maintains and delivers training programs, as needed
- Establishes, chairs and facilitates Safety Committee meetings
- Monitor liability insurance policies, researching and making recommendations as needed
- Work with local law officials regarding campus safety including concealed carry regulations
- Oversee and schedule security for campus as needed
- Serve as a first responder for campus emergencies
- Update and coordinate the college's emergency preparedness plans, establish and nurture contacts within and outside the college to prevent and solve safety and security issues and proactively create programs and training in support of safety, security and emergency preparedness.

## Additional Information

This is a new proposed budgeted position for 2018-2019. Funding will be provided by salary savings from a non-budgeted position and the elimination of a contract position.

## Decision (for official use only)

Approved

Rejected

Approved with modifications

Deferred

## Justifications

## Signatures (for official use only)

Institutional Finance

Date:

ADHE Director

Date: