



## Arkansas Department of Higher Education

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Mike Beebe  
Governor

Shane Broadway  
Interim Director

May 21, 2012

The Honorable Michael Lamoureux, Chair  
The Honorable Bryan King, Chair  
Personnel Subcommittee of the Arkansas Legislative Council  
State Capitol Building  
Little Rock, AR 72201

Dear Senator Lamoureux and Representative King:

College of the Ouachitas (COTO) requests the establishment of one (1) full time position from the Higher Education Central Pool authorized by Act 1065 of 2011. 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:** Executive Admin. Asst. to President & Board  
**Grade – FY13:** C118  
**Number of Positions:** 1

**Recommendation**

**Title:** Executive Asst. to the Director  
**Grade – FY13:** C118  
**Number of Positions:** 1

This position will replace the Administrative Specialist III, C112 position that is being vacated due retirement of the individual who currently holds this position. There will be increased responsibilities for the position requested. This is an existing classified.

The Executive Assistant to the Director will provide support services to the President and Board of Trustees to ensure a high level of effectiveness in their operations. This position will ensure effective interpersonal communication within the office and between office personnel. In addition, the Executive Assistant to the Director will oversee and direct other administrative support staff as well as assists with routine, sensitive, and critical tasks. He/she will be aware of and conform to appropriate College policies and procedures and Arkansas laws and rules.

If approved, College of the Ouachitas (COTO) requests this position be continued through FY13, authorized by Act 247 of 2012.

Thank you for your consideration.

Sincerely,

Shane Broadway  
Interim Director