



## Arkansas Division of Higher Education

101 E. Capitol Avenue, Suite 300 • Little Rock, Arkansas • 72201-3827 • (501) 371-2000 • Fax (501) 371-2001

Jacob Oliva  
Secretary

Ken Warden, Ed.D.  
Commissioner

August 31, 2023

The Honorable Breanne Davis, Co-Chair  
The Honorable Mark H. Berry, Co-Chair  
Arkansas Legislative Council - Personnel Subcommittee  
State Capitol Building  
Little Rock, AR 72201

Dear Senator Davis and Representative Berry:

Cossatot Community College of the University of Arkansas (CCCUA) requests the establishment of one (1) position from the Higher Education Central Pool authorized by Act 778 of 2023, ACA §6-63-319. 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:** Food Preparation Specialist  
**LIM - FY24:** \$39,580  
**Salary - FY24:** \$24,413  
**Institution Match Rate % - FY24:** 44%  
**Institution Match \$ - FY24:** \$10,741  
**Total Compensation - FY24:** \$35,154  
**Number of Positions:** 1

**Recommendation**

**Title:** Food Preparation Specialist  
**LIM - FY24:** \$39,580  
**Salary - FY24:** \$24,413  
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**Institution Match \$ - FY24:** \$10,741  
**Total Compensation - FY24:** \$35,154  
**Number of Positions:** 1

This position is requested due to the increase in business for the café at the DeQueen campus. This title is currently used at this institution as well as other institutions/entities.

The DeQueen café has become increasingly busy with the addition of men's and women's basketball, soccer and shooting sports programs. The Food Preparation Specialist will take customer orders, run the cash register, cook, and clean the kitchen and dining area. The customer volume is too great for one person to manage.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ken Warden'.

Ken Warden, Ed. D.  
Commissioner



183 College Drive • De Queen, AR 71832  
870.584.4471 • 800.844.4471 • www.cccua.edu

August 29, 2023

Dr. Ken Warden, Commissioner  
Arkansas Department of Higher Education  
423 Main Street, Suite 400  
Little Rock, AR 72201

Dear Dr. Warden,

In accordance with Act 778 of 2023, ACA § 6-63-319, Cossatot Community College of the University of Arkansas (UA Cossatot) is respectfully requesting one (1) non-classified position from the Division of Higher Education Central Pool, a Food Preparation Specialist.

With the addition of three athletic programs, the volume of students utilizing the café on a regular basis has increased drastically and is no longer manageable by one employee.

If approved, it will allow us to advertise, recruit, and retain full-time help, easing the burden of the current staff member, reduce customer waiting times, and the café will be better able to serve both employees and students.

Thank you for the consideration of our request for central pool positions. Please contact me with any questions.

Sincerely,

Steve Cole, Chancellor

*UA Cossatot embraces diversity and is committed to improving the lives of those in our region by providing quality education, outstanding service, and relevant industry training.*

UA Cossatot Mission Statement



# Division of Higher Education Central Pool/Surrender Pool Justification Form

|                                    |                                      |   |                   |
|------------------------------------|--------------------------------------|---|-------------------|
| <b>Institution:</b>                | <b>Cossatot Community College UA</b> | <b>Date:</b>                            | <b>08/29/2023</b> |
| <b>Surrendered Title:</b>          |                                      | <b>Number of Positions Surrendered:</b> |                   |
| <b>Requested Authorized Title:</b> | Food Preparation Specialist          | <b>LIM:</b>                             | \$39,580          |
| <b>Working Title:</b>              | Food Preparation Specialist          | <b>Estimated Salary Range:</b>          | \$24,413          |
| <b>Institution Match Rate %:</b>   | 44%                                  | <b>Institution Match \$:</b>            | \$10,741          |
| <b>Total Compensation:</b>         | \$35,154                             | <b>Number of Positions:</b>             | 1                 |

|                             |                   |
|-----------------------------|-------------------|
| <b>Board Approval Date:</b> | <b>05/25/2023</b> |
|-----------------------------|-------------------|

**Justification:**  
 This position is needed to hire a second full-time person to assist in the café on the De Queen campus. The café has become increasingly busy with the addition of men’s and women’s basketball, soccer, and shooting sports programs and is need of another full-time person. The customer volume is too great for one person to manage.

**Educational Requirements:**  
 The ability to read, write and follow oral and written instruction.

**Duties:**  
 Take customer orders, run cash register, cook, and clean kitchen and dining area.



# Division of Higher Education Central Pool/Surrender Pool Justification Form

## Additional Information:

This person will report to the Food Preparation Manager.

This position is budgeted for if approved. Funds were set aside for part-time help, but we have not been successful with recruiting efforts.

## 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: |  |