



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF THE DIRECTOR

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November 3, 2010

Dr. Phil Shirley
President
Southeast Arkansas College
1900 Hazel Street
Pine Bluff, AR 71603

Dear Dr. Shirley,

Based on the information presented in your correspondence, dated October 8, 2010, the following determinations have been made:

Due to the required level of travel and the responsibilities assigned, a waiver under Sec. 5, Paragraph C, of Executive Order 10-14, regarding the status designation of commuter has been granted to the following position:

President

Additionally, a waiver under Sec. 4 of Executive Order 10-14 allowing the operation of a State vehicle without either red Official Business Only license plates or official seal has been denied for the vehicle(s) assigned to the following position(s):

President

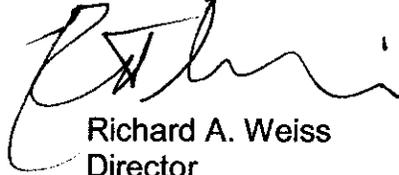
Please be aware that, under Section 4 of Executive Order 10-14, all vehicles must carry red, Official Business Only license plates and each must carry the official seal of either the State or your agency. Unless otherwise stated, this requirement applies to vehicles assigned to employees operating under a status designation of commuter.

Please also be aware that, under Section 3 of Executive Order 10-14, all vehicles not assigned to individual employees must be pooled, made available to any authorized employee and must remain on State property when not in use.

Additionally, please recall that Executive Order 10-14 requires State vehicles be used solely for purposes of official State business.

Thank you for your assistance and cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Weiss", written over a faint, illegible background.

Richard A. Weiss
Director

Request for Status Designation: Commuter

Executive Order 10-14 established Status Designations for employees whose duties require assignment to a State Vehicle. Request for the Status Designation of Commuter must be made for individual state employees. Waivers issued under Governor's Policy Directive 3 will cease to be valid after Nov. 1, 2010.

Please use this form to Request the Status Designation of Commuter for employees within your State Agency, Board or Commission who require the use of a State Vehicle to travel to and from home and whose use of a State Vehicle is as a Commuter as described by Executive Order 10-14.

Please supply the following information for each state employee to receive the Status Designation of Commuter as described under Executive Order 10-14:

1. Name of Employee:

Phil Shirley

2. Position or Title of Employee:

President

3. Agency, Board or Commission:

Southeast Arkansas College

4. Year, Make and Mode of Vehicle to be Assigned:

2005, Dodge Durango

5. VIN Number of Vehicle to be Assigned:

ID4HB48N05F596285

6. Estimated Mileage Driven on a Monthly Basis:

900

7. License Plate Number of Vehicle to be Assigned:

100 JRY

8. Does this vehicle have Official State License Plates:

Yes:

No:

9. If the employee has previously used a State Vehicle under a Waiver from Governor's Policy Directive 3 but no longer thinks it's necessary to use a State Vehicle in this manner, please check here:

10. Please use this space to describe the Legitimate State Business Purpose that would be met if this employee was granted a Commuter Status Designation. If additional space is needed, please add additional pages as necessary:

As President of Southeast Arkansas College, numerous trips are made from my house to the College during the evenings and on weekends, other than commuting for office hours. I check on evening classes. Our College is in one of the highest crime areas of Pine Bluff. I respond to any emergency (I'm on the call list) at any time. Twice, just recently, I have been called to the College because of break-ins. Both were in the early morning about 2:00 am. On weekends I usually make at least one to four trips to the College to address problems that may arise or to catch up on left over work. For the College vehicle to be at the College is of little value to me. It would serve me well only for out-of-town and in-town meetings.

Note: We are in the process of getting new "official use only" license plates and decals for identification purposes.

Phil Shirley
Dr. Phil Shirley, President
Southeast Arkansas College

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Please use this form to Request the Status Designation of Commuter for employees within your State Agency, Board or Commission who require the use of a State Vehicle to travel to and from home and whose use of a State Vehicle is as a Commuter as described by Executive Order 10-14.

Please supply the following information for each state employee to receive the Status Designation of Commuter as described under Executive Order 10-14:

1. Name of Employee:

Dr. Stephen Hilterbran

2. Position or Title of Employee:

President

3. Agency, Board or Commission:

Southeast Arkansas College

4. Year, Make and Mode of Vehicle to be Assigned:

2012 Chevrolet Impala

5. VIN Number of Vehicle to be Assigned:

2G1WF5E33C1201448

6. Estimated Mileage Driven on a Monthly Basis:

900

7. License Plate Number of Vehicle to be Assigned:

999LHN

8. Does this vehicle have Official State License Plates: Yes: No:

9. If the employee has previously used a State Vehicle under a Waiver from Governor's Policy Directive 3 but no longer thinks it's necessary to use a State Vehicle in this manner, please check here:

10. Please use this space to describe the Legitimate State Business Purpose that would be met if this employee was granted a Commuter Status Designation. If additional space is needed, please add additional pages as necessary:

As President of Southeast College, Dr Hilterbran makes numerous trips from home to the College during the evenings and on weekend, other than commuting regular office hours. He regularly checks on evening classes. Our College is in one of the highest crime areas of Pine Bluff. He is listed on the call list to respond to any emergency at any time. He has been call about weapon discharging, car accident that damaged our main gate, fights and numerous alarms going off, all which required him coming up to check on the campus. On weekends he makes several trips to the College to address problems that may arise or to catch up on left over work. For the College vehicle to be at the College is of little value to him. It would serve him well for out-of-town and in town meetings.