Arkansas Department
ACE
of Career Education

Career Education and Workforce Development Board

Board Meeting

Governor
Asa Hutchinson

Director
Charisse Childers, Ph.D.

Commissioner
D. Alan McClain

Board Chairman
Michael Garner

October 20, 2015

525 West Capitol Avenue
Auditorium
Little Rock, AR

AGENDA

CAREER EDUCATION AND WORKFORCE DEVELOPMENT BOARD MEETING

October 20, 2015
1:00 P.M.

Call to Order ……..Michael Garner, Chair

Agenda Item 1 – ACTION
Approve Minutes of September 15, 2015 ……Charisse Childers, Director

Agenda Item 2 – Tabled at September 15, 2015 Meeting
ACTION - Certification of Candidates for President of Crowley's Ridge Technical Institute……..Charisse Childers, Director

Agenda Item 4 – INFORMATIONAL
Report of the Office of Skills Development as required by Act 892 of 2015……..Brian Rogers, Deputy Director
Office of Skills Development

Agenda Item 5 – INFORMATIONAL
Overview of Recent Grant Awards……Lisa Ferrell, Projects Coordinator for Discretionary Grants
Arkansas Department of Workforce Services

Arkansas Sector Partnership
Arkansas Apprenticeship Pathway Initiative
Arkansas Partnership of Nursing's Future

Agenda Item 6 – INFORMATIONAL
Overview of the Regional Workforce Planning Grants……...Brett Powell, Director
Arkansas Department of Higher Education

Director's Report

Adjournment

Arkansas Department of Career Education
Three Capitol Mall
Little Rock, Arkansas

Arkansas Department ACE of Career Education

MINUTES – MEETING OF THE
CAREER EDUCATION AND WORKFORCE DEVELOPMENT BOARD

September 15, 2015
1:00 p.m.

The Career Education and Workforce Development Board was called to order by Chairman Michael Garner. The meeting was held at the Arkansas Rehabilitation Services, 525 W. Capitol Avenue, Little Rock, Arkansas.

A record of member attendance is as follows:

PRESENT	Ex-Officio Nonvoting Members
Mr. Michael Garner, Chairman	Dr. Charisse Childers, Ex-Officio Secretary
Mr. Burton Weis	Dr. Richard Abernathy
Mr. Troy Keeping	Mr. Bill Stovall
Mr. Scott Copas	Dr. Paul Beran
Mrs. Stacy Gunderman	
Mrs. Jenifer Price	
Mrs. Gina Radke	
Mr. Jeff Standridge	
Dr. Keith Vire	
Dr. Steven Collier	

ABSENT	Ex-Officio Nonvoting Members
Dr. Adam Arroyos	Mr. Mike Preston
Mr. Dan Serrano	Mr. Daryl Bassett
Mr. Hugh McDonald, Vice Chair	Dr. Brett Powell
	Mr. Johnny Key

Mr. Michael Garner, chairman stated that he would like to add two items to the agenda that will be addressed at the end of the established agenda. First item will be to set meeting dates for the remainder of the year and the second will be to establish committees.

ACTION ITEM 1 – APROVAL OF MINUTES OF AUGUST 4, 2015

On a motion by Dr. Vire and second by Mrs. Radke, the Career Education and Workforce Development Board unanimously approved the minutes of August 4, 2015.

ACTION ITEM 2 – TABLED AT AUGUST 4, 2015 MEETING – ADOPTION OF THE 2015-2016 AGENCY BUDGET

Ms. Lorna Claudio, chief financial officer, Department of Career Education, provided the board members information on the major budget components and their source of funding.

On a motion by Mr. Standridge and second by Mr. Keeping, the Career Education and Workforce Development Board unanimously approved to adopt the 2015-2016 agency budget for the Department of Career Education.

ACTION ITEM 3 – TABLED AT AUGUST 4, 2015 MEETING – CERTIFICATION OF CANDIDATES FOR PRESIDENT OF CROWLEY'S RIDGE TECHNICAL INSTITUTE

Mr. Garner stated that at the last board meeting that it was made clear that this board did not have enough information to certify these candidates due to the fact that the board did not have a job description or the method by which the local board used to certify the three submitted candidates.

Mr. Garner asked Dr. Childers if she had received anything as far as a job description, roll description or certification process for the three candidates that were submitted to this board. Dr. Childers stated no, not as of today.

Mr. Garner asked that this item be tabled again and to make it clear to Crowley's Ridge Technical Institute that in order to certify these three candidates we will need a roll description, job description and the process by which the local board used to certify the three candidates that were submitted.

On a motion by Mr. Copas and second by Mrs. Radke, the Career Education and Workforce Development Board unanimously approved to table the certification of candidates for Crowley's Ridge Technical Institute president's position until the next board meeting.

ACTION ITEM 4 – REQUEST TO ADOPT RULES AND REGULATIONS FOR PLUMBING APPRENTICESHIP PROGRAMS

Mr. Randy Prather, program manager of Apprenticeship, stated that it is the recommendation of the agency that the board adopt the Rules and Regulations pertaining to Plumbing Apprenticeship Program per Act 140.

Mr. Prather stated that the purpose of this request is to complete the approval process of the Rules and Regulations per Act 140 that will govern how the Plumbing Apprenticeship Programs are to be regulated.

Mr. Prather stated that the Rules and Regulations for the Plumbing Apprenticeship Programs have gone through the 30-day public review process and received no comments.

On a motion by Mrs. Gunderman and second by Mr. Keeping, the Career Education and Workforce Development Board unanimously approved to adopt the Rules and Regulations for Act 140 for the Plumbing Apprenticeship Programs.

ACTION ITEM 5 – REQUEST TO ADOPT RULES AND REGULATIONS FOR ELECTRICIAN APPRENTICESHIP PROGRAMS

Mr. Randy Prather, program manager of Apprenticeship, stated that it is the recommendation of the agency that the board adopt the Rules and Regulations pertaining to Electrician Apprenticeship Program per Act 1122.

Mr. Prather stated that the purpose of this request is to complete the approval process of the Rules and Regulations per Act 1122 that will govern how the Electrician Apprenticeship Programs are to be regulated.

Mr. Prather stated that the Rules and Regulations for the Electrician Apprenticeship Programs have gone through the 30-day public review process and received no comments.

On a motion by Mr. Standridge and second by Dr. Vire, the Career Education and Workforce Development Board unanimously approved to adopt the Rules and Regulations for Act 1122 for the Electrician Apprenticeship Programs.

ACTION ITEM 6 – REQUEST TO ADOPT RULES AND REGULATIONS FOR ARKANSAS REGISTERED APPRENTICESHIP PROGRAMS

Mr. Randy Prather, program manager of Apprenticeship, stated that it is the recommendation of the agency that the board adopt the Rules and Regulations pertaining to Arkansas Registered Apprenticeship Program.

Mr. Prather stated that the purpose of this request is to complete the approval process of the Rules and Regulations that will govern how the Arkansas Registered Apprenticeship Programs are to be

regulated.

Mr. Prather stated that the Rules and Regulations for the Arkansas Registered Apprenticeship Programs have gone through the 30-day public review process and received no comments.

On a motion by Mr. Keeping and second by Dr. Collier, the Career Education and Workforce Development Board unanimously approved to adopt the Rules and Regulations for the Arkansas Registered Apprenticeship Programs.

ACTION ITEM 7 – REQUEST TO SUBMIT REVISED POLICIES AND PROCEDURES FOR CAREER AND TECHNICAL EDUCATION

Mrs. Kathi Turner, deputy director of career and technical education, stated that it is the recommendation of the agency that the Board approve the revised Policies and Procedures for Career and Technical Education to begin the Legislative Rules and Regulations process.

Mrs. Turner also stated that revisions have been made to reflect additional changes in endorsement/permit areas, definition of Program of Study and other changes in wording.

On a motion by Dr. Vire and second by Mr. Keeping, the Career Education and Workforce Development Board unanimously approved the revisions to the Policies and Procedures for Career and Technical Education and to begin the rules and regulation process.

ACTION ITEM 8 – REQUEST TO SUBMIT RULES AND REGULATIONS FOR ACT 892

Mr Brian Rogers, deputy director of office of skills development, stated that it is the recommendation of the agency that the board approve the Office of Skills Development Division to begin the Legislative Rules and Regulations process for Act 892.

Mr. Rogers stated it is the request of the Office of Skills Development Division to begin the legislative process that follows the state's general procedures for adopting or changing rules. The purpose of the request is to begin the approval process of the Rules and Regulations for Act 892 specific to the awarding of grants from the Office of Skills Development.

On a motion by Mr. Standridge and second by Dr. Collier, the Career Education and Workforce Development Board unanimously approved the agency to begin the rules and regulation process for Act 892.

DIRECTOR'S REPORT

Mr. Brian Rogers provided the board members with the Regional Advisory Council schedule.

Dr. Charisse Childers provided information to the board members about some of the programs that are specific to Arkansas Rehabilitation Services and the Department of Career Education.

ADDED ACTION ITEM 9 – BOARD MEETING DATES

Mr. Garner proposed the following dates for the next board meetings:

Tuesday, October 20, 2015 – 1:00 p.m.
Tuesday, December 15, 2015 – 1:00 p.m.

On a motion by Dr. Vire and second by Mr. Keeping, the Career Education and Workforce Development Board unanimously approved the next board meeting dates as Tuesday, October 20, 2015 and Tuesday, December 15, 2015.

ADDED ACTION ITEM 10 – COMMITTEES

Mr. Garner proposed the following three committees and their members:

Budget – Mr. Scott Copas, Mr. Hugh McDonald, Mr. Troy Keeping, Mr. Jeff Standridge, Dr. Charisse Childers and Dr. Richard Abernathy

Skills Development – Dr. Keith Vire, Dr. Adam Arroyos, Mrs. Stacy Gunderman, Mrs. Jenifer Price, Dr. Brett Powell, Mr. Johnny Key and Mr. Daryl Bassett

Industry Assessment – Mrs. Gina Radke, Mr. Dan Serrano, Dr. Steven Collier, Mr. Burton Weis, Mr. Bill Stovall, Mr. Mike Preston and Dr. Paul Beran

On a motion by Mr. Copas and second by Mr. Keeping, the Career Education and Workforce Development Board unanimously approved the three committees and their members.

ADJOURNMENT

Mr. Garner adjourned the meeting at 2:54 p.m.

Dr. Charisse Childers, Ex-Officio Secretary Career Education and Workforce Development Board	Michael Garner, Chairman Career Education and Workforce Development Board

STATE OF ARKANSAS

Department of Career Education

Asa Hutchinson
Governor

Charisse Childers, Ph.D.
Director

October 20, 2015

TO: Career Education and Workforce Development Board

FROM: Charisse Childers, Ph.D., Director

SUBJECT: ACTION ITEM – CERTIFICATION OF CANDIDATES FOR CROWLEY'S RIDGE TECHNICAL INSTITUTE PRESIDENT'S POSITION

RECOMMENDATION: It is recommended that the Career Education and Workforce Development Board certify the following candidates for the vacant technical institute president position.

Carla Borden
David Brown
Sandra Taylor

INFORMATION/RATIONALE: As a reference, A.C.A. 6-51-901 authorizes the duties of the local board for technical institutes. Act 923 of 2015 amended A.C.A. 6-51-901 (a)(3) by adding the approval by the Governor of the candidates for president of the technical institute, as noted below.

(a) The powers and duties of the local board shall be as follows:
(3) To appoint from the candidates certified by the State Board of Career Education and approved by the Governor, the president of the technical institute or the director of the comprehensive lifelong learning center.

Crowley's Ridge Technical Institute

P.O. Box 925
Forrest City, AR 72336-0925
(870) 633-5411
FAX (870) 633-9328
1-800-842-2317
Burl W. Lieblong, President

Arkansas Department of Workforce Education
Arkansas Department of Education

July 16, 2015

Dr. Charisse Childers, Ph.D.
Department of Career Education
Three Capitol Mall
Luther S. Hardin Building
Little Rock, AR 72201

Dear Dr. Childers:

The Local Board of Crowley's Ridge Technical Institute respectfully submits the following candidates to be certified by the Career Education and Workforce Development Board and approved by the Governor for the vacant technical institute president position as per A.C.A.§6-51-901(a)(3):

1. Carla Borden
2. David Brown
3. Sandra Taylor

Your consideration of these candidates is greatly appreciated.

Sincerely,

Ava S. Hankins

Ava S. Hankins
Business Manager

An equal opportunity employer

STATE OF ARKANSAS

Department of Career Education

Asa Hutchinson
Governor

Charisse Childers, Ph.D.
Director

April 24, 2015

Mr. Fredric Smith, Chairperson
Crowley's Ridge Technical Institute
Board of Directors
P.O. Box 925
Forrest City, AR 72336-0925

Dear Mr. Smith:

I am writing to acknowledge receipt of the letter dated April 16, 2015 regarding the retirement of Mr. Burl Lieblong effective July 17, 2015.

As a reference, A.C.A. § 6-51-901 authorizes the duties of the local board for technical institutes. Act 923 of 2015 amended A.C.A. § 6-51-901(a)(3) by adding the approval by the Governor of the candidates for president of the technical institute, as noted below.

> *(a) The powers and duties of the local board shall be as follows:*
> *(3) To appoint from the candidates certified by the State Board of Career Education <u>and approved by the Governor</u>, the president of the technical institute or the director of the comprehensive lifelong learning center.*

In addition, Act 892 of 2015 abolished the "State Board of Career Education" and created "The Career Education and Workforce Development Board." The board shall consist of members appointed by the Governor and the Governor shall call the first meeting of the board within 90 days after the appointment of the board members. Due to the emergency clause, I anticipate the board to be appointed in May 2015 and the first board meeting to be held in June 2015.

I am confident that the new board will be timely in reviewing the candidates that are submitted by the local board, however, as I discussed with Ms. Ava Hankins, the change in the law will require the candidate to be approved by the Governor prior to the appointment.

Sincerely,

Charisse Childers

Charisse Childers, Ph.D., Director

C: Burl Lieblong, President
Ava Hankins, Business Manager

15/CMC/0019

Crowley's Ridge Technical Institute

P.O. Box 925
Forrest City, AR 72336-0925
(870) 633-5411
FAX (870) 633-9328
1-800-842-2317
Burl W. Lieblong, President

Arkansas Department of Workforce Education
Arkansas Department of Education

July 24, 2015

Dr. Charisse Childers, Ph.D.
Department of Career Education
Three Capitol Mall
Luther S. Hardin Building
Little Rock, AR 72201

Dear Dr. Childers:

The President's position at Crowley's Ridge Technical Institute was recently vacated by Mr. Burl Lieblong due to his long awaited retirement. Until the process of filling the position is complete, an interim must be appointed. On July 17, 2015, the Local Board of Crowley's Ridge Technical Institute appointed Mr. David Brown to serve as interim President.

Sincerely,

Fredric Smith by CDA

Fredric Smith
Local Board Chairperson

CLASS SPECIFICATION

CLASS TITLE: TECHNICAL INSTITUTION DIRECTOR
Class Code: N150N

CLASS SUMMARY
The Technical Institution Director is responsible for overseeing managerial level personnel who control all operational activities for numerous postsecondary vocational technical institutions. This position is governed by state and federal laws and agency policy.

TYPICAL FUNCTIONS
Directs the operations of a select group of postsecondary vocational technical institutions in accordance with established policies and regulations, including fiscal affairs, instructional programs, student services, extension services, associated business programs, and private industry programs through subordinate supervisory personnel. Evaluates policies and regulations pertaining to institution and establishes new policies and regulations with state board approval; communicates these potential policy and regulation alterations to departmental personnel. Ensures that all respective institutions remain in compliance with the accrediting requirements of the Council on Occupational Education. Manages progression and approval procedures for all supervisory personnel, including hiring, interviewing, evaluating performance, recommending modifications, and dismissing. Manages the annual operating budget and daily financial operations, approval of purchase orders, and makes operational adjustments. Conducts meetings with individuals and organizations, including community leaders, industry leaders, the general assembly, various subcommittees within the general assembly, the board of directors for the respective institution, local legislators, civic organizations, student organizations, as well as various additional professional agencies. Assists individuals and organizations with determining work needs, developing programs, obtaining appropriations and funding for operational purposes, and promoting support. Compiles performance reports and special reports to governing bodies of the respective institution including regulatory boards and administrative boards. Performs other duties as assigned.

KNOWLEDGES, ABILITIES, AND SKILLS
Knowledge of procedures for directing fiscal affairs. Knowledge of accounting and budgetary procedures. Knowledge of general management and interpersonal techniques. Knowledge of documented methods for curriculum development. Knowledge of the principles and practices of vocational education administration. Knowledge of business and planning practices pertaining to educational operations. Knowledge of documented methods for human resource and organizational management. Ability to conduct work needs assessments. Ability to prepare and present oral and written information. Ability to develop short term and long term objectives. Ability to analyze and evaluate information for educational programs. Ability to interpret policies pertaining to educational operational activities. Ability to comply with the policies and procedures of regulatory agencies. Ability to establish comprehensive organizational systems and programs.

MINIMUM QUALIFICATIONS
The formal education equivalent of a bachelor's degree in education; plus eight years of experience in education, including two years in a supervisory capacity. OR The formal education equivalent of a doctor of education in any area of the education field. Additional

requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Crowley's Ridge Technical Institute

P.O. Box 925
Forrest City, AR 72336-0925
(870) 633-5411
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Burl W. Lieblong, President

Arkansas Department of Workforce Education
Arkansas Department of Education

September 17, 2015

Charisse Childers, Ph.D.
Department of Career Education
Three Capitol Mall
Luther S. Hardin Building
Little Rock, AR 72201

Dear Dr. Childers:

The Crowley's Ridge Technical Institute Local Board called meeting of its members on July 13, 2015. This meeting was held to address, along with other items, the Technical Institution Director's Class Code N150N position recently vacated by Mr. Burl Lieblong. During the meeting, all applicants were reviewed and three were chosen based upon how well the applicants' qualifications met the job specifications as outlined by the Arkansas Department of Finance and Administration's Office of Personnel Management. The chosen applications and a certification letter from the Board Chairperson were then hand delivered on July 14, 2015 to Dr. Charisse Childers to be submitted to the Career Education and Workforce Development Board for certification.

Sincerely,

Fredric Smith

Fredric Smith, Chairperson
Crowley's Ridge Technical Institute

STATE OF ARKANSAS

Asa Hutchinson
Governor

Department of Career Education

Charisse Childers, Ph.D.
Director

October 1, 2015

Dear Senator Sample and Representative Branscum,

Pursuant to Act 892 of the 90th General Assembly of 2015, A.C.A. § 25-30-109 (c), please find enclosed the report for the newly created Office of Skills Development within the Arkansas Department of Career Education (ACE).

> *(c) On or before October 1 of each year, the office shall submit a report to the Governor and the cochairs of the Legislative Council providing an account of the activities and expenditures of the offices during the preceding calendar year.*

For purposes of this report, the preceding calendar year is defined as the period from July 1, 2014 through June 30, 2015 (i.e. Fiscal Year 2015). There were no expenditures or activities during the preceding year.

This office became operational in the first quarter of Fiscal Year 2016 and we are in the process of promulgating rules and regulations. Thus, we are exceeding the requirements set forth in law by providing you with Exhibit A, which is the report for the first quarter of FY2016.

Through the continued support of Governor Asa Hutchinson, the Arkansas General Assembly, and the Governor's Workforce Cabinet, the Arkansas Department of Career Education and the Office of Skills Development are working diligently toward a statewide comprehensive workforce development system with the goal of economic development in the state of Arkansas. If you have any questions or need further information, please don't hesitate to call.

Sincerely,

Charisse Childers, Ph.D.
Director

Enclosure
cc: The Honorable Asa Hutchinson, Governor

Three Capitol Mall | Luther S. Hardin Building | Little Rock, AR 72201 | Phone: 501.682.1500 | Fax: 501.682.1509
www.ace.arkansas.gov | *An Equal Opportunity Employer*

EXHIBIT A

Summary of Act 892 of Regular Session 2015

Enabling Legislation: Act 892 of the 90th General Assembly, Regular Session

Purpose: Requires the Arkansas Department of Career Education, Office of Skills Development to submit a report on or before October 1 of each year to the Governor and the cochairs of the Legislative Council providing an account of the activities and expenditures of the offices during the preceding calendar year.

Reporting Period: Calendar Year January 1, 2014 - December 31, 2014: no activity or expenditure

Additional information provided for:

- Calendar Year January 1, 2015 - June 30, 2015: no activity or expenditure
- Fiscal Year 2016, 1st Quarter: activity and expenditures provided below

ACTIVITIES

1. Hiring the Deputy Director of the Office of Skills Development.

2. Drafting and initiating the process of promulgating rules and regulations for administration of the Office of Skills Development Fund: an initial draft is approved for submittal to receive public comment by the Arkansas Department of Career Education (ACE), Career Education and Workforce Development Board. Prior to submittal for public comment, the Office of Skills Development is additionally receiving inputs to the rules and regulations from the Arkansas Economic Development Commission (AEDC), Arkansas Department of Workforce Services (DWS), and Governor Hutchinson's office.

3. Additional Office of Skills Development activities include organizational and operational setup of the office, analytics related to Arkansas Labor Force dynamics, engaging with statewide stakeholders in Career and Technical Education and workforce development, and supporting the efforts of the Governor's Workforce Cabinet in administering grants under the AEDC Existing Worker Training Program (EWTP), Arkansas Department of Higher Education (ADHE) Regional Planning Grants, and DWS Training Trust Fund programs.

EXPENDITURES

As of July 1, 2015, the total budget for Fiscal Year 2016 is $22,474,249. Following is a summary of the sources of funds comprising the $22,474,249:

$1,301,233	Stabilized General Revenue
$2,500,000	DWS Training Trust Fund
$13,810,146	Economic Development Commission Fund
$4,862,870	Work Force Development Fund

As of September 28, 2015, of the budget funds identified above, the following are the amounts that have been transferred to the Skills Development Fund:

$216,873	Stabilized General Revenue
$2,500,000	DWS Training Trust Fund
$13,160,608	Economic Development Commission Fund
$810,478	Work Force Development Fund

As of September 28, 2015, the following are the expenditures from the Skills Development Fund:

$ 7,290.07	Salaries and benefits