

# AGENDA MANUAL

## *State Board of Workforce Education and Career Opportunities*

March 15, 2007



*Luther S. Hardin Building  
Three Capitol Mall  
Little Rock, AR 72201-1083*

## AGENDA

State Board of Workforce Education and Career Opportunities (SBWECO)

Arkansas Rehabilitation Services Offices  
VR/Employment Center/Office for the Deaf and Hearing Impaired  
26 Corporate Hill Drive  
Little Rock, AR

March 15, 2007  
9:30 a.m.

1. Action Item - Approval of Minutes of December 7, 2006
2. Action Item – Approval of Minutes of February 16, 2007 Special Meeting
3. Action Item – Approval of 2007 Meeting Dates
4. Action Item – Authorization of Expense Reimbursement and Stipend for Board Members Performing Official Board Duties
5. Action Item – Approval of the High-Demand Technical Fields for the Year 2007-2008 for the Arkansas Technical Careers Student Loan Forgiveness Program
6. Action Item – Designation by Institution of the Technical Education Programs in the High-Demand Technical Fields for the Year 2007-2008 for the Arkansas Technical Careers Student Loan Forgiveness Program
7. Information Item – Carl D. Perkins Career and Technical Education Improvement Act of 2008
8. Director's Report

MINUTES - MEETING OF THE  
STATE BOARD OF WORKFORCE EDUCATION  
AND CAREER OPPORTUNITIES

December 7, 2006

Chairman Jack Justus called a meeting of the State Board of Workforce Education and Career Opportunities (SBWECO) to order at the Arkansas Rehabilitation Services Administrative Offices in Little Rock at 9:30 a.m.

A record of member attendance is as follows:

PRESENT

|                                       |                                     |
|---------------------------------------|-------------------------------------|
| Mr. Jack Justus, Chairman             | <u>Ex-Officio Nonvoting Members</u> |
| Mrs. Lucy Ralston                     | None                                |
| Mr. Robert McClanahan                 |                                     |
| Mr. Phil Taylor                       |                                     |
| Mr. John Wyvill, Ex-Officio Secretary |                                     |

ABSENT

|                      |                                     |
|----------------------|-------------------------------------|
| Mr. Richard Smith    | <u>Ex-Officio Nonvoting Members</u> |
| Mr. Terry Youngblood | Dr. Linda Beene                     |
| Mrs. Kathy Scarsdale | Dr. Ken James                       |

1. ACTION ITEM – APPROVAL OF MINUTES OF OCTOBER 9, 2006

On motion by Mr. Phil Taylor and second by Mrs. Lucy Ralston, the State Board of Workforce Education and Career Opportunities unanimously approved the minutes of October 9, 2006.

2. ACTION ITEM – APPROVAL OF CHANGES TO THE RULES FOR THE ARKANSAS ADULT EDUCATION SECTION – STANDARDIZED TESTING INSTRUMENTS POLICY

Mr. French recommends that the State Board of Workforce Education and Career Opportunities approve the rule changes to the standardized testing instruments policy for the adult education section.

Mr. George French, deputy director for adult education, discussed changes to the standardized testing instruments policy for the adult education section.

Mr. French stated that there are two general sets of changes to the adult education testing policy. The first set of changes involves the types of tests that adult education programs may use to assess students. The Test of Adult Basic Education (TABE) now has forms 9 and 10, and the Basic English Skills Test (BEST) now has a version called BEST Plus. The National Reporting System (NRS) for adult education and the United States Department of Education, Division of Adult Education and Literacy (DAEL) must also approve all tests used for

performance standards accountability in federally funded adult education programs.

The second set of changes to the policy involves the times when these tests may be administered. DAEL requires that adult education programs administer the pre-test prior to 12 hours of instruction, and requires that students attend at least 60 hours of instruction (but not more than 100 hours) prior to being post-tested. Programs may post-test students who indicated they are leaving the program before the scheduled post-test time.

On motion by Mr. Phil Taylor with the stipulation that it will be approved by legislative council and second by Mr. Robert McClanahan, the State Board of Workforce Education and Career Opportunities unanimously approved the revisions to the Rules for the Arkansas Adult Education section Standardized Testing Instruments Policy. A copy of the policies and procedures is on file in the office of the deputy director for adult education.

### 3. ACTION ITEM – AUDIT REPORT FOR ARKANSAS REHABILITATION SERVICES FOR THE YEAR ENDING JUNE 30, 2005

Mr. Robert Treviño, Commissioner of Arkansas Rehabilitation Services recommended that the State Board of Workforce Education and Career Opportunities review, accept, and file for record the audit report for Arkansas Rehabilitation Services for the fiscal year ending June 30, 2005.

Mr. Treviño reported the audit findings as stated below.

Agency Human Resources (HR) manager, Kevin Lewis, authorized improper Career Ladder Incentive Program (CLIP) bonuses totaling \$4,203.90 for seven department employees, including himself. The Agency is seeking reimbursement for improperly paid CLIP bonuses.

In addition, Mr. Lewis was able to create an unauthorized salary increase of twenty-two percent or \$10,406 for himself in the Arkansas Administrative Statewide Information System (AASIS) by circumventing Agency control procedures. Before Mr. Lewis benefited from this improper salary increase, management detected his payroll increase in AASIS. Mr. Lewis resigned from Agency employment in October 2005. Legislative Audit recommended the Agency review and monitor internal controls associated with salary increase and CLIP bonuses.

Client case files support vocational rehabilitation services and aid provided by the Agency. Fifty-nine case files located in twelve local offices throughout the State were selected for review. Many of the deficiencies identified during the review were also identified in prior years. It was recommended by Legislative Audit to continue to develop procedures to ensure compliance with program regulations and improve the quality of documentation contained in client case files.

The Agency entered into four service contracts with two separate organizations that did not include a provision for reimbursement of travel expenses. Failure to include provisions for all expenses in a contract can lead to unauthorized disbursement of

funds and does not accurately report the total cost of the contract to DFA.

The Agency paid for college courses and related expenses during the fiscal years ended June 20, 2004, 2005 and 2006, for an employee to participate in a degree program. DFA regulations state, "The agency shall not pay for a collegiate course that leads to, or participates in a degree program for the employee unless the State agency has specific legislation providing for such payment. Prior approval in writing from the Agency head must be obtained for each employee before an agency becomes obligated to pay that employee's tuition and/or other related expenses." The Agency did not have specific legislation authorizing employees to participate in a degree program. Legislative Audit recommended the Agency seek a determination from the State Chief Fiscal Officer in regard to this matter.

Legislative Audit noted overpayments in fiscal year 2004 and 2005 to National Park Community College in the amount of \$17,556 for a contract instructor teaching at the Hot Spring Rehabilitation Center. Both NPCC and HSRC have implemented procedures to insure that the actual hours worked are reconciled with the billing process. National Park Community College has reimbursed the agency in full.

The State Board of Workforce Education and Career Opportunities also reviewed the Agency's responses to these audit findings and posed several questions that were answered by Mr. Treviño.

On motion by Mr. Phil Taylor and seconded by Mrs. Lucy Ralston, the State Board of Workforce Education and Career Opportunities unanimously voted to review, accept, and file for record the audit report for Arkansas Rehabilitation Services for the fiscal year ending June 30, 2005. The audit report is on file in the office of the commissioner of Arkansas Rehabilitation Services.

4. INFORMATIONAL ITEM – CARL D. PERKINS CAREER AND TECHNICAL EDUCATION IMPROVEMENT ACT OF 2006

Mr. John Davidson, deputy director for career and technical education, providing information concerning Carl D. Perkins Improvement Act of 2006. He gave an overview of four recommendations as listed below.

Consolidation of the Tech Prep funding into the Basic State Grant. The new act allows each state to make a decision regarding whether or not to maintain the Tech Prep funds in a separate program or consolidate all or a portion of the funds into the basic grant. He recommended consolidating the Tech Prep funds into the basic grant beginning with the 2007-2008 fiscal year.

Split of the basic grant funds between secondary and postsecondary recipients. The act allows each state to determine the percentage of funds that flow to secondary and postsecondary recipients. He recommended dividing the Perkins funds set aside for local recipients with 75% for secondary and 25% for postsecondary.

Reserve of 10% from the local funds for state priorities or focus areas. Each state may choose to reserve up to 10% of the local funds to award grants to eligible recipients for career and technical education activities in (1) rural areas, (2) areas

with high percentages of career and technical education students, and (3) areas with high numbers of career and technical education students. He recommended no to use the 10% reserve during the 2007-2008 fiscal year but rather distribute the entire amount of local funds through prescribed formulas.

Make-up of the secondary and postsecondary consortia – districts/institutions moving in or out of a consortium at will or to avoid sanctions for poor performance. A district that receives a grant of at least \$15,000 or a postsecondary institution that receives a grant of at least \$50,000 may choose to keep their own funds and operate their own Perkins activities/projects. Districts and institutions that receive less than these minimums must assign their funds to a consortium in order to receive services from the Perkins funds. Once the funds are assigned to a consortium, the funds lose their identity and the consortium operates programs and activities that are of benefit to all members. The consortium becomes the recipient rather than the member districts. He recommended that consortium membership during the 2007-2008 fiscal year will continue to be the consortium membership throughout the life cycle of Perkins IV with the following exceptions: (1) If a recipient's grant falls below the minimum required to remain outside a consortium, then the recipient will be allowed to join a consortium; however, if the recipient's performance levels cause the consortium performance to drop, a two-year grace period will be allowed for the consortium on each of the indicators negatively affected. (2) If a recipient with a grant that is above the minimum desires to join a consortium, the recipient to move out of the consortium must agree and must prove through written documentation that the recipient's performance will not negatively impact the performance of the consortium. (3) If a consortium member receives a grant above the minimum and desires to move out of the consortium, the district/institution must prove through written documentation that this move will not negatively impact the consortium performance. If a district/institution moves in or out of a consortium for any reason other than #1, only one such move will be allowed during the life cycle of Perkins IV.

5. INFORMATIONAL ITEM – TECHNICAL INSTITUTES AND VOCATIONAL TECHNICAL SCHOOL'S FIVE-YEAR ENROLLMENT HISTORY

Mr. Charles Brown, associate director for finance and Mr. John Davidson, deputy director for career and technical education provided information concerning technical institutes and vocational technical school's five-year enrollment history.

Mr. Brown noted that there was a spike in the 2004-2005 enrollment and decline in the 2005-2006 enrollment due to involvement with business and industry. Mr. Brown brought attention to the fact that there are only three technical institutes.

6. INFORMATIONAL ITEM – SECONDARY AREA VOCATIONAL CENTERS' FIVE-YEAR ENROLLMENT HISTORY AND A COLLEGE BASED CENTERS' CONCURRENT CREDIT HISTORY

Mr. Charles Brown, associate director for finance and Mr. John Davidson, deputy director for career and technical education provided information concerning secondary areas vocational centers' five-year enrollment history and college based centers' concurrent credit history.

Mr. Brown stated that there were 8,310 students enrolled in 2005-2006 school year and included 169 school districts. The trend is positive and we will plateau out due to money and fiscal capability of the centers to house students.

Mr. Davidson noted that most of the growth is due to new centers.

## 7. DIRECTOR'S REPORT

Mr. Wyvill reported on the following items:

The Department of Workforce is compliant with the executive order signed under the Clinton Administration regarding minority purchasing and vendor contracts, which requires we meet a goal of 10% for minority vendors.

Budget hearings set for December 12, 2006 and December 21, 2006.

Mr. Wyvill drew attention to a memo concerning the apprenticeship program and ratio issues, which the board members could be read later.

Mr. Wyvill noted that he and Mr. Davidson are working on the state pay plan. One issue is that the department teachers are not paid the same as the public school teachers. The department is in the process of trying to make a request to OPM to adjust the pay plan for teachers so they can be paid the same as employees at the Department of Education.

Mr. Wyvill provided a litigation report involving Arkansas Rehabilitative Center in Hot Springs and a computer person who felt like she should be paid very similar to frontline highest paid computer folks in the central office. This matter goes to the next General Assembly in January for consideration of payment of the full amount (\$79,081) or the Claims Commission amount (\$8,978.52). (Attachment A)

Director's report package contains several success stories that includes disaster preparedness and CPR training.

## ADJOURNMENT

Mr. Justus adjourned the meeting at 11:30 a.m.

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John Wyvill, Ex-Officio Secretary  
State Board of Workforce Education  
and Career Opportunities

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Jack Justus, Chairman  
State Board of Workforce Education  
and Career Opportunities

MINUTES - MEETING OF THE  
STATE BOARD OF WORKFORCE EDUCATION  
AND CAREER OPPORTUNITIES

February 16, 2007

Chairman Jack Justus called a special meeting, by conference call, of the State Board of Workforce Education and Career Opportunities (SBWECO) to order at 10:30 a.m. on Friday, February 16, 2007.

A record of member attendance is as follows:

PRESENT

|                                       |                                     |
|---------------------------------------|-------------------------------------|
| Mr. Jack Justus, Chairman             | <u>Ex-Officio Nonvoting Members</u> |
| Mr. Terry Youngblood                  | None                                |
| Mr. Robert McClanahan                 |                                     |
| Mr. Phil Taylor                       |                                     |
| Mr. Richard Smith                     |                                     |
| Mr. Robert McClanahan                 |                                     |
| Ms. Kathy Scarsdale                   |                                     |
| Mr. John Wyvill, Ex-Officio Secretary |                                     |

ABSENT

|                  |                                     |
|------------------|-------------------------------------|
| Ms. Lucy Raiston | <u>Ex-Officio Nonvoting Members</u> |
|                  | Dr. Linda Beene                     |
|                  | Dr. Ken James                       |

Mr. Justus announced that a quorum was present. The press was notified at 2 p.m. Thursday, February 15, 2007, of the special meeting of the board to review the pending vacancy of the director.

1. RESIGNATION OF DIRECTOR OF DEPARTMENT OF WORKFORCE  
EDUCATION

Mr. Justus stated that notice was given on February 14, 2007, that Mr. John Wyvill had resigned as director of the Arkansas Department of Workforce Education effective at the close of business on March 15, 2007.

On motion by Mr. Phil Taylor and second by Mr. Terry Youngblood, the State Board of Workforce Education and Career Opportunities unanimously accepted Mr. John Wyvill's resignation as Director of the Department of Workforce Education.

## 2. APPOINTMENT OF DIRECTOR OF DEPARTMENT OF WORKFORCE EDUCATION

Mr. Justus stated that the meeting was called to review the vacancy of the office of director of the Arkansas Department of Workforce Education.

Mr. Justus stated that he had been given a letter from Governor Mike Beebe asking the board to meet as soon as possible to appoint a new director. Mr. Justus also stated that he had received a telephone call from the governor asking the board to consider former state senator William Walker of Little Rock. A copy of Mr. Walker's resume had been sent to each board member for review.

The members discussed Mr. Walker's qualifications, his outstanding record of public service, having served six years in the Senate and six years in the House of Representatives. He currently serves on the State Parole Board. He has a business background, having founded the largest African-American funeral home in the state along with Platinum, a successful food service business.

Ms. Kathy Scarsdale said that she would like to state for the record that she definitely would prefer someone who has a degree similar to what Dr. Steve Franks had. The department would be better served if it had a director with the educational qualifications and training in the vocational area. She stated that the nuts and bolts of the department's work was done by staff and she asked if we have assurance that this person would work with John Davidson, Lee Griffith and other senior managers. Mr. Wyvill answered that all Department of Workforce Education personnel serve at the pleasure of the director and a new director could hire new staff.

Mr. Wyvill stated that he has known Senator Walker for a number of years and feels as the governor does, that he meets the qualifications for this position.

Mr. Phil Taylor stated that he shared Ms. Scarsdale's reservations, but Mr. Wyvill's endorsement of Senator Walker eased some of these concerns. He continued that if the governor recommended this person, he felt that the board needed to recommend him for the position.

Mr. Richard Smith added that he felt the board should trust the governor because he would not bring anyone in to be a member of his Cabinet who could not do the job. Mr. Smith felt the board should concur with Governor Beebe and appoint this outstanding member of the legislature.

Mr. Robert McClanahan said he had reservations similar to those of Ms. Scarsdale.

Mr. Justus said a motion was in order to recommend a new director to the governor.

On motion by Mr. Richard Smith and second by Mr. Phil Taylor, the State Board of Workforce Education and Career Opportunities unanimously recommended Mr. William Walker as Director of the Department of Workforce Education pending confirmation by Governor Mike Beebe.

ADJOURNMENT

Mr. Justus adjourned the meeting at 11:03 a.m.

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John Wyvill, Ex-Officio Secretary  
State Board of Workforce Education  
and Career Opportunities

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Jack Justus, Chairman  
State Board of Workforce Education  
and Career Opportunities

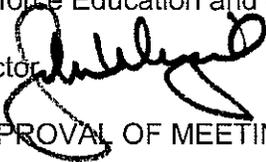


Department  
of Workforce Education

Mike Beebe  
*Governor*

John C. Wyvill  
*Director*

March 15, 2007

TO: State Board of Workforce Education and Career Opportunities  
FROM: John C. Wyvill, Director   
SUBJECT: ACTION ITEM – APPROVAL OF MEETING DATES FOR 2007

ACTION RECOMMENDED: It is recommended that the State Board of Workforce Education and Career Opportunities set meeting dates for 2007.

INFORMATION/RATIONALE: A.C.A. 25-6-302 states "The board shall meet at least once during each calendar quarter and at such other times upon call of the chairman or any other three (3) members."

The following dates are proposed meeting dates for 2007:

Thursday, March 15, 2007  
Thursday, April 5, 2007  
Thursday, June 7, 2007  
Thursday, August 2, 2007  
Thursday, October 4, 2007  
Thursday, December 6, 2007

## STATE OF ARKANSAS

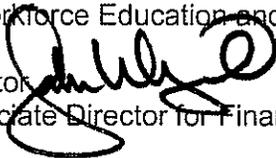

 Department  
 of Workforce Education

 Mike Beebe  
 Governor

 John C. Wyvill  
 Director

March 15, 2007

TO: State Board of Workforce Education and Career Opportunities

FROM: John Wyvill, Director   
 C. L. Brown, Associate Director for Finance 

SUBJECT: ACTION ITEM – AUTHORIZATION OF EXPENSE REIMBURSEMENT  
 AND STIPEND FOR BOARD MEMBERS PERFORMING OFFICIAL  
 BOARD DUTIES

ACTION RECOMMENDED: It is recommended that the State Board of Workforce Education and Career Opportunities approve by a majority vote the authorization of payment to its members a stipend not to exceed eighty-five dollars (\$85) per meeting attended. The Board action will be effective January 1, 2007, as required by Ark. Code Ann. 25-16-904.

It is also recommended that the State Board of Workforce Education and Career Opportunities approve by a majority vote the authorization of expense reimbursement for each board member for performing official board duties. This vote (as required by Ark. Code Ann. 25-16-902) indicates that board members will comply with an expense reimbursement that will not exceed the rate established for state employees by state travel regulations.

Per Ark. Code Ann. 25-16-906, no state employee may receive any stipend. Those persons who are paid a salary for serving as a member of a state board shall continue to receive such salary and shall receive no stipend.

INFORMATION/RATIONALE: During the 1995 Legislative Session, a special subcommittee of the Joint Budget Committee was formed to study the number and costs of the various boards and commissions required by state law. Act 1211 of 1995 is one result of that study. Every board and commission is to vote during the first regularly scheduled meeting of each calendar year to authorize its members a stipend (if eligible) and to authorize expense reimbursement.

This law also states that travel expense reimbursement for board and commission members will not exceed the rate established for state employees as set forth by state travel regulations.



Department  
of Workforce Education

Mike Beebe  
Governor

John C. Wyvill  
Director

March 15, 2007

TO: State Board of Workforce Education and Career Opportunities

FROM: John C. Wyvill, Director *J. Wyvill*  
Charles Brown, Associate Director for Finance *C. Brown*

SUBJECT: ACTION ITEM – APPROVAL OF THE HIGH-DEMAND TECHNICAL  
FIELDS FOR THE YEAR 2007-2008 FOR THE ARKANSAS TECHNICAL  
CAREERS STUDENT LOAN FORGIVENESS PROGRAM

ACTION RECOMMENDED: It is recommended that the State Board of Workforce Education and Career Opportunities approve the continuation of Computer/Information Technology, Advanced Manufacturing, and Biomedical/Biotechnology as the high-demand technical fields for the year 2007-2008.

INFORMATION/RATIONALE: Arkansas is experiencing an increasing demand for a workforce qualified in various technical occupations. As a result of this demand, A.C.A. 6-50-205 was enacted to create a financial incentive for postsecondary education for people interested in pursuing technical careers in Arkansas.

Advanced Manufacturing, Biomedical/Biotechnology, and Computer/Information Technology are anticipated to be high-demand technical career fields in the state; therefore, technical education programs leading directly to employment in one of these three fields should be eligible for the Arkansas Technical Careers Student Loan Forgiveness Program.



Department  
of Workforce Education

Mike Beebe  
Governor

John C. Wyvill  
Director

March 15, 2007

TO: State Board of Workforce Education and Career Opportunities

FROM: John C. Wyvill, Director *John C. Wyvill*  
Charles Brown, Associate Director for Finance *Charles Brown*

SUBJECT: ACTION ITEM – DESIGNATION BY INSTITUTION OF THE TECHNICAL EDUCATION PROGRAMS IN THE HIGH-DEMAND TECHNICAL FIELDS FOR THE YEAR 2007-2008 FOR THE ARKANSAS TECHNICAL CAREERS STUDENT LOAN FORGIVENESS PROGRAM

ACTION RECOMMENDED: It is recommended that the State Board of Workforce Education and Career Opportunities designate by institution technical education programs in the high-demand technical fields of Advanced Manufacturing, Biomedical/Biotechnology, and Computer/Information Technology. The list of programs recommended by the departments of Workforce Education, Higher Education, and Economic Development is being provided to you at the Board meeting.

INFORMATION/RATIONALE: A.C.A. 6-50-205 requires that the State Board of Workforce Education and Career Opportunities annually develop and publish a list of technical education programs that are eligible for the Arkansas Technical Careers Student Loan Forgiveness Program. These designated programs must be offered at a postsecondary institution which has been approved by either the State Board of Workforce Education and Career Opportunities, the Arkansas Higher Education Coordinating Board, or the State Board of Private Career Education.

The presidents and chancellors of these institutions were mailed information packets describing the high-demand technical fields and requested to submit any changes in their institutions' technical education programs in the fields of Computer/Information Technology, Biomedical/Biotechnology, and Advanced Manufacturing.



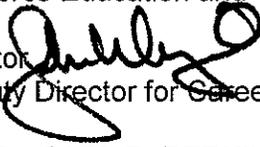
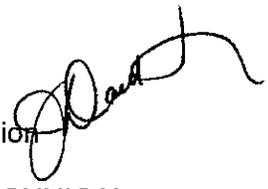
Department  
of Workforce Education

Mike Beebe  
*Governor*

John C. Wyvill  
*Director*

March 15, 2007

TO: State Board of Workforce Education and Career Opportunities

FROM: John C. Wyvill, Director   
John Davidson, Deputy Director for Career & Technical Education 

SUBJECT: INFORMATION ITEM – CARL D. PERKINS CAREER AND TECHNICAL  
EDUCATION IMPROVEMENT ACT OF 2006

INFORMATION/RATIONALE: The Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV) was signed by President Bush on August 12. A one-year transition plan must be submitted no later than April 16, 2007, to the U.S. Department of Education.

The staff will share information at the meeting regarding the following issues:

- High wage, high demand, and high skill programs of study
- Continuous improvement – both for the state and local recipients
- Design for projects/activities approved for funding at the local level