
AGENDA

State Board of Workforce Education and Career Opportunities (SBWECO)

Governor's Mansion Ballroom
Little Rock, AR

November 3, 2008
1:00 p.m.

- TAB A Action Item – Approval of Minutes of August 6, 2008
- TAB B Action Item – Approval of Program Policies for Adult Education

Director's Report

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

August 6, 2008

Chairman Jack Justus called a meeting of the State Board of Workforce Education and Career Opportunities (SBWECO) to order at Hot Springs Rehabilitation Center, 105 Reserve Street, Hot Springs 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. Justin Mitchell	
Mr. Phil Taylor	
Mrs. Martha Dixon	
Mr. William L. "Bill" Walker, Jr., Ex-Officio Secretary	

ABSENT

Mr. Richard Smith	<u>Ex-Officio Nonvoting Members</u>
Mrs. Kathy Scarsdale	Dr. Jim Purcell
	Dr. Ken James

Mr. Justus introduced Mr. Justin Mitchell from Atkins as a new board member and asked Mr. Mitchell to tell a little bit about himself.

Mr. Mitchell stated that he was originally from Atkins but now lives in Little Rock. He is employed by the Pulaski County Clerks office and in addition to that he does some minor farming back in Polk county and southern Conway county.

A. ACTION ITEM – APPROVAL OF MINUTES OF June 5, 2008

On motion by Mr. Taylor and second by Mrs. Ralston, the State Board of Workforce Education and Career Opportunities unanimously approved the minutes of June 5, 2008.

B. ACTION ITEM – APPROVAL OF BIENNIAL BUDGET REQUESTS FOR 2009-2011

Mr. Charles Brown, deputy director for finance, recommended that the State Board of Workforce Education and Career Opportunities approve the biennial budget requests for the 2009-2011 biennium as presented.

Mr. Brown stated that the department is requesting substantial increases in funding and appropriation for the 2009-2011 biennium in an effort to provide equitable and adequate opportunities to the clients we serve.

Mr. Brown also wanted to commend his staff, Ms. Jan Cook, especially Ms. Linda Moore who did a wonderful job preparing the budget and Ms. Laurel Carnes for holding things together while he was gone.

On motion by Mr. Taylor and second by Mrs. Ralston, the State Board of Workforce Education and Career Opportunities unanimously approved the biennial budget requests for 2009-2011 biennium.

C. ACTION ITEM – APPROVAL OF CHANGES TO POLICIES AND PROCEDURES FOR SECONDARY PROGRAMS, ADULT SKILLS TRAINING CLASSES AND SECONDARY VOCATIONAL CENTERS

Mr. John Davidson, deputy director for career and technical education, recommended that the State Board of Workforce Education and Career Opportunities approve the changes to the Policies and Procedures for Secondary Programs, Adult Skills Training Classes and Secondary Vocational Centers.

Mr. Davidson stated that in order to streamline and clarify teacher licensure guidelines for Career Orientation instructors, it is necessary to clarify, discuss, and revise the previous 2004 policies and procedures.

Mr. Davidson stated that during the public comment period, they only had one letter and it was in support of the changes being made.

On motion by Mr. Taylor and second by Mrs. Ralston, the State Board of Workforce Education and Career Opportunities unanimously approved the changes to the Policies and Procedures for Secondary Programs, Adult Skills Training Classes and Secondary Vocational Centers.

D. INFORMATION ITEM – ADULT EDUCATION POLICIES AND PROCEDURES

Mr. Jim Smith, deputy director for adult education, stated it has become necessary to update and make minor adjustments and technical corrections in the policies and procedures to be in accordance with federal and state guidelines. In accordance with the Administrative Procedure Act, a marked-up copy of the policies and procedures will be placed on public review for 30 days.

Mr. Smith stated upon completion of the 30-day comment period, the policies would be brought to the State Board of Workforce Education and Career Opportunities for approval and adoption.

DIRECTOR'S REPORT

Mr. Bill Walker asked that Mr. Robert Trevino, Commissioner of the Division of Arkansas Rehabilitation Services give the board members an update on the activities of Arkansas Rehabilitation Services.

Mr. Trevino introduced three key officers who manage important areas of the division. Mr. John Wright, Chief Financial Officer, Mr. Ken Musteen, Chief of Staff, and Ms. Barbara Lewis, Administrator of the Hot Springs Rehabilitation Center.

Mr. John Wright provided the board with an audit update for the Division of Rehabilitation Services and the progress of getting inventory software.

Mr. Walker informed the board members that Mr. Lamar Davis, Deputy Chief of Staff for Governor Mike Beebe, had made a visit to the Department of Workforce Education facilities.

Mr. Walker informed the board member of the rededication of the Hot Springs Rehabilitation Center on July 16, 2008 and that they were added to the National Historic Register.

Mr. Walker also informed the members that the ACTE and Career Guidance and Exploration Conference's were held during the months of July and August.

Mr. Walker extended an invitation to the board members to attend the SMT Retreat, which will be held September 10 – 12, 2008 in Rogers.

Mr. Walker informed the members that the next board meeting would be the joint meeting and that this is our year to host. The tentative date is October 2, 2008. Further information will be sent to each member once a location and agenda is set.

ADJOURNMENT

Mr. Justus adjourned the meeting at 11:36 a.m.

William L. "Bill" Walker, Jr., Ex-Officio Secretary
State Board of Workforce Education
and Career Opportunities

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



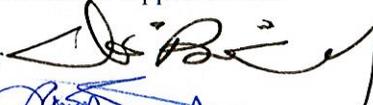
Mike Beebe
Governor

Department
of Workforce Education

William L. "Bill" Walker, Jr.
Director

November 3, 2008

TO: State Board of Workforce Education and Career Opportunities

FROM: William L. "Bill" Walker, Jr., Director 
James H. Smith, Jr., Deputy Director 

SUBJECT: ACTION ITEM – PROGRAM POLICIES FOR ADULT EDUCATION

ACTION RECOMMENDED: It is recommended that the State Board of Workforce Education and Career Opportunities approve the new and revised program policies for the operation of local adult education programs.

INFORMATION/RATIONALE: The policies for local programs have been updated and new ones added to comply with the requirements of the Workforce Investment Act and the administrative procedures of the Department of Workforce Education. The policies were on public review for thirty days, and the comments/suggestions received have been reviewed and changes made where appropriate.

If approved, the Program Policies for Adult Education will be effective ten days after it is filed.