

AGENDA

State Board of Workforce Education and Career Opportunities (SBWECO)

Camp Couchdale
Hot Springs, AR

June 5, 2008
10:30 a.m.

- TAB A Action Item – Approval of Minutes of April 3, 2008
 - TAB B Action Item – Adoption of the 2008-2009 Agency Budget
 - TAB C Action Item – Internal Control and Compliance Review for the
Department of Workforce Education for the Fiscal Year Ending June
30, 2007
 - TAB D Informational Item – Changes to Policies and Procedures for
Secondary Programs, Adult Skills Training Classes and Secondary
Vocational Centers.
- Director's Report

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

April 3, 2008

Chairman Jack Justus called a meeting of the State Board of Workforce Education and Career Opportunities (SBWECO) to order at Arkansas Rehabilitation Services, 26 Corporate Hill Drive, Little Rock at 10:30 a.m.

A record of member attendance is as follows:

PRESENT

Mr. Jack Justus, Chairman	<u>Ex-Officio Nonvoting Members</u>
Mr. Phil Taylor	None
Mrs. Kathy Scarsdale	
Mr. Richard Smith	
Mrs. Lucy Ralston	
Mr. William L. "Bill" Walker, Jr., Ex-Officio Secretary	

ABSENT

Mrs. Martha Dixon	<u>Ex-Officio Nonvoting Members</u>
	Dr. Jim Purcell
	Dr. Ken James

A. ACTION ITEM – APPROVAL OF MINUTES OF December 10, 2007

On motion by Mr. Taylor and second by Mrs. Ralston, the State Board of Workforce Education and Career Opportunities unanimously approved the minutes of February 7, 2008.

B. ACTION ITEM – STATE PLAN FOR THE CARL D. PERKINS CAREER AND TECHNICAL EDUCATION IMPROVEMENT ACT OF 2006

Mr. William Walker, director, advised the board that the Governor has already reviewed and signed the five-year state plan, which is required by law.

Mr. John Davidson, deputy director of career and technical education recommended that the State Board of Workforce Education and Career Opportunities approve the five-year State Plan for the Carl D. Perkins Career and Technical Education Improvement Act of 2006.

The Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV) was signed by President Bush on August 12, 2006. A one-year transition plan was submitted for the 2007-08 fiscal year. A five-year state plan is due by April 2008 to the U.S. Department of Education that will cover the period of July 1, 2008, through June 30, 2013.

Mr. Davidson advised the board that the state was required to hold at least two public hearings and to gather input from many constituent groups prior to submission of the state plan. Four public hearings were scheduled; however, one had to be cancelled due to inclement weather. In addition to comments received at the hearings, one written comment was submitted.

On motion by Mr. Smith and second by Mr. Taylor, the State Board of Workforce Education and Career Opportunities unanimously voted to approve the five-year State Plan for the Carl D. Perkins Career and Technical Education Improvement Act of 2006.

DIRECTOR'S REPORT

Mr. Walker reported on the following items:

Informed the board that Mr. Lee Griffith would be leaving the agency this month, he has accepted a position at East Arkansas Community College in Forest City.

Introduced new employees: Ricky Harvey, Communications Office, Duane Bell, Federal Surplus Property.

Informed the board of the loss of Ms. Anne Hefner on March 14, 2008.

Mr. Jim Smith updated the board on activities that were going on in Adult Education. He announced that the corrective action plan was approved, which is a result of the federal review that was held back in August. The State Plan had to be amended with a simple sentence that we are not extending the RFP process, but we are actually putting an RFP process in place again, because we were just extending the delivery of federal dollars. Now we are going to actually have a bidder's conference.

Mr. Robert Trevino, Commissioner of the Arkansas Rehabilitation Services introduced Mr. Jim Moreland, Director of Special Programs; he replaces Sue Gaskin who retired last month.

Mr. Trevino also announced that ARS in conjunction with the Governor's Commission on People with Disabilities will be hosting the National Governor's Commission on People with Disabilities Conference at the end of this month.

Mr. Trevino informed the board that a comprehensive renovation of the student dorms at the Hot Springs Rehabilitation Center is taking place.

Mr. Duane Bell, manager, Federal Surplus Property, informed the board that they had acquired furniture for the Hot Springs Rehabilitation Center dorm rooms from Oklahoma City.

Ms. Deborah Germany briefed the board on the White Papers; she handed out a draft copy of the White Papers for the board members to look at.

Mr. Walker informed the board that Mr. Marion Fletcher, program manager, Agriculture Education division, has once again invited the board to hold the June board meeting at Camp Couchdale. Mr. Walker asked the board members if that was o.k. with them. All agreed that would be a good idea.

ADJOURNMENT

Mr. Justus adjourned the meeting at 11:55 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



Department
of Workforce Education

Mike Beebe
Governor

William L. "Bill" Walker, Jr.
Director

June 5, 2008

TO: State Board of Workforce Education and Career Opportunities

FROM: William L. "Bill" Walker, Director 
C. L. Brown, Deputy Director for Finance 

SUBJECT: ACTION ITEM – ADOPTION OF THE 2008-2009 AGENCY BUDGET

ACTION RECOMMENDED: It is recommended that the State Board of Workforce Education and Career Opportunities approve the 2008-2009 budget as presented.

INFORMATION/RATIONALE: The major budget components include

- Public School Fund – Adult basic and general adult education, workforce coordinators/counselors, new program start-up, adult literacy, vocational center aid (state funds), and Student Loan Forgiveness Program (state funds)
- Agency Operations (state funds)
- Federally Funded Programs – Federal vocational, Veterans Approving Agency, and Adult Education
- Cash-Supported Operations – Federal Surplus Property and alternate retirement programs
- Trust Funds – Construction trades training

The budget components funded with state appropriation were developed in a manner consistent with the requirements of the Revenue Stabilization Act and are based on official forecasts.

Budgets are subject to change because of changes in actual revenues, receipt of miscellaneous grants, and authorized reallocation of funds among appropriations and line items. The approved budgets will constitute authority to spend in a manner consistent with applicable state and federal laws and regulations. The Director of the Department of Workforce Education is authorized to make appropriate corrections and adjustments in accordance with policies and procedures established by the State Board of Workforce Education and Career Opportunities.

Public School Fund
2008-2009
State Funds

Funding

General Revenue Forecast	\$32,441,253
Educational Excellence Trust Fund	\$11,748,434
Fund Balance	\$ 1,696,185
	<u>\$ _____</u>
Total Resources for 2008-2009	\$45,885,872

Programs

200 New Program Start-Up	\$ 2,370,000
201 Vocational Center Aid	\$20,136,383
427 Adult Literacy	\$ 769,128
453 Adult Education	\$20,060,928
Adult Skills	\$ 300,000
681 Special Needs	\$ 1,119,433
4KW Loan Forgiveness Program	<u>\$ 1,130,000</u>
Total	\$45,885,872

Agency Operations
EGB
2008-2009

REVENUES

General Revenue	\$2,931,928
Educational Excellence Trust Fund	\$3,525,934
Merit Adjustment	\$ 34,891
Transfer from Motor Vehicle Commission	<u>\$ 150,000</u>
Total Available	\$6,642,753

179 High Tech Scholarships	\$ 10,000
640 Agency Operations	\$4,116,973
Apprenticeship Programs	\$1,950,000
Motor Vehicle Program	\$ 150,000
644 Adult Education Operations	<u>\$ 415,780</u>
Total Budgeted	\$6,642,753

Federal Funded Programs

1. Vocational, Technical & Adult Education – 641	
Operations	\$ 2,222,857
Grants & Aids	\$13,531,376
2. Adult Education – 645	
Operations	\$ 307,104
Grants & Aids	\$ 7,149,060
3. Federal Equipment – 647	
Operations	\$ 1,000
4. Federal Veterans Approving Agency – 649	
Operations	\$ 257,972

Cash Funds

1. Federal Surplus Property – 307	\$ 1,600,943
2. Alternate Retirement Programs – A88	\$ 122,522

Trust Funds

1. Construction Industry Craft Training – 755	
Operations	\$ 77,512
Grants & Aids	\$ 800,000
2. Housing Construction Loans – 35S	\$ 329,613

General Improvement Accounts

1. Camp Couchdale	\$ 21,233
2. Equipment Replacement	\$10,000,000
3. Literacy Councils	\$ 55,000
4. Loan Forgiveness	\$ 265,576

2008-2009 EGB FUNDING

APPROP	CI	AMT BUD	GEN REV	ED EX	MV	MERIT
179 30	10,000	10,000	10,000			
640 00	2,694,433	2,689,683	1,333,841	1,275,934	51,634	28,274
01	3,923	3,923	3,923			
03	814,999	808,819	785,919		16,283	6,617
02	578,283	578,283	233,700	300,000	44,583	
09	28,751	28,751	28,751			
10	35,000	35,000			35,000	
12	120,014	120,014	120,014			
47	1,950,000	1,950,000		1,950,000		
48	2,500	2,500			2,500	
644 00	305,294	303,140	303,140			
03	91,478	87,640	87,640			
02	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>			
	6,659,675	6,642,753	2,931,928	3,525,934	150,000	34,891

PUBLIC SCHOOL FUND 2008-2009

SOURCE OF FUNDING

GENERAL REVENUE	32441253
EDUCATIONAL EXCELLENCE FUND	11748434
FUND BALANCE	<u>1696185</u>
	45885872

	<u>PROGRAMS</u>	<u>APPROPRIATION</u>	<u>FUNDED</u>
200	New Program Start Up	2370000	2370000
201	Vocational Center Aid	11336383	11336383
	School Aid	8800000	8800000
	Shortage	206000	0
427	Adult Literacy	769493	769128
453	Adult Education	20060928	20060928
	Salary Supplement	975182	0
	Adult Skills	300000	300000
681	Special Needs	1119433	1119433
4KW	Loan Forgiveness	1130000	1130000
		<hr/>	<hr/>
		47067419	45885872

PUBLIC SCHOOL FUND
2008-2009

SOURCES OF FUNDING

GENERAL REVENUE
EDUCATIONAL EXCELLENCE FUND
FUND BALANCE

32441253
11748434
1696185
45885872

	<u>APPROP</u>	<u>UNFUNDED</u>	<u>FUND BALANCE</u>	<u>GEN REV</u>	<u>ED EX</u>	<u>FUNDED</u>
200	2370000			2370000		2370000
201	20342383	206000		20136383		20136383
427	769493	365		769128		769128
453	21336102	975174	566185	8046309	11748434	20360928
681	1119433			1119433		1119433
4KW	<u>1130000</u>	<u> </u>	<u>1130000</u>	<u> </u>	<u> </u>	<u>1130000</u>
	47067411	1181539	1696185	32441253	11748434	45885872



Department
of Workforce Education

Mike Beebe
Governor

William L. "Bill" Walker, Jr.
Director

June 5, 2008

TO: State Board of Workforce Education and Career Opportunities

FROM: William L. "Bill" Walker, Jr., Director 
C. L. Brown, Deputy Director for Finance 

SUBJECT: ACTION ITEM – INTERNAL CONTROL AND COMPLIANCE REVIEW FOR
THE DEPARTMENT OF WORKFORCE EDUCATION FOR THE FISCAL
YEAR ENDING JUNE 30, 2007

ACTION RECOMMENDED: It is recommended that the State Board of Workforce Education and Career Opportunities review and file for the record the internal control and compliance review for the Arkansas Department of Workforce Education for the fiscal year ending June 30, 2007.

INFORMATION/RATIONALE: There were no reportable conditions.

The review was presented to and filed by the Legislative Joint Auditing Committee on May 8, 2008.

Department
of Workforce EducationMike Beebe
*Governor*William L. "Bill" Walker, Jr.
Director

June 5, 2008

TO: State Board of Workforce Education and Career Opportunities

FROM: William L. "Bill" Walker, Director 
John Davidson, Deputy Director for Career & Technical Education 

SUBJECT: INFORMATION ITEM – CHANGES TO POLICIES AND PROCEDURES
FOR SECONDARY PROGRAMS, ADULT SKILLS TRAINING CLASSES
AND SECONDARY VOCATIONAL CENTERS

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 for Secondary Programs, Adult Skills Training Classes and Secondary Vocational Centers. The board will be updated and revised polices and procedures will be placed on thirty day public review June 12, 2008. The requested approval of the policies will be at the August board meeting.

The policies and procedures and proposed changes are enclosed with the board agenda.