

AGENDA

State Board of Career Education (SBCE)

Arkansas Rehabilitation Services
525 W. Capitol Avenue
Little Rock, AR 72201

August 4, 2011
9:30 a.m.

- TAB A Action Item – Approval of Minutes of June 9, 2011
- TAB B Action Item – Internal Control and Compliance Review for the
Department of Career Education for the Three Fiscal Years Ending
June 30, 2010
- TAB C Informational Item – Update on Proposed Policies and Procedures
Changes as Presented to Legislative Review and Joint Interim
Education Committee
- TAB D Informational Item – Revision of Standardized Testing Instrument in
the Adult Education Policy and Procedures

Director's Report

MINUTES - MEETING OF THE
STATE BOARD OF CAREER EDUCATION
9:30 a.m.

June 9, 2011

The State Board of Career Education (SBCE) was called to order by Chairman Phil Taylor. The meeting was held at the Camp Couchdale, 301 Catherine Park Road, Hot Springs, Arkansas.

A record of member attendance is as follows:

PRESENT

Mr. Phil Taylor, Chairman
Mr. John Yates
Mrs. Lucy Ralston
Dr. Thomas Flowers
Mrs. Martha Dixon

Ex-Officio Nonvoting Members

Mr. William L. "Bill" Walker, Jr., Ex-Officio Secretary

ABSENT

Mr. Richard Smith
Mr. John Riggs, Vice Chairman

Ex-Officio Nonvoting Members

Dr. Tom Kimbrell
Mr. Shane Broadway

Mr. Phil Taylor, chairman, introduced and welcomed the newest board member, Mr. John Yates.

Mr. Yates stated that he is from Prairie Grove and graduated from the University of Arkansas and the University of Arkansas School of Law in Little Rock.

Mr. Marion Fletcher, program manager of Agricultural Science & Technology, welcomed the board members and guests to Camp Couchdale for the 84th Arkansas FFA State Convention.

Mr. Fletcher invited the board members and guests to have lunch after the board meeting.

Mr. Fletcher introduced Ms. Tiffany Rogers, the 2010-11 FFA National Eastern Region vice president. Ms. Rogers is from Michigan and is a student at Michigan State University. In her remarks, Ms. Rogers said she became interested in FFA as a young girl when she attended meetings with her mother and that her interest in FFA has continued into her college years.

A. ACTION ITEM – APPROVAL OF MINUTES OF APRIL 7, 2011

On motion by Mrs. Dixon and second by Dr. Flowers, the State Board of Career Education unanimously approved the minutes of April 7, 2011.

B. ACTION ITEM – ADOPTION OF THE 2011-2012 AGENCY BUDGET – DEPARTMENT OF CAREER EDUCATION

Mr. Charles Brown, deputy director of finance, recommended that the State Board of Career Education approve the 2011-2012 budget as presented.

Mr. Brown provided the board members with the following major budget components:

Public School Fund – Adult basic and general adult education, workforce coordinators/counselors, new program start-up, adult literacy, and vocational center aid (state funds) A – p 2.

Agency Operations (state funds)

Federally Funded Programs – Federal vocational, Veterans Approving Agency, adult education, and Arkansas Works

Cash-Supported Operations – Law Enforcement Support Office (LESO) and alternate retirement programs

Trust Funds – Construction trades training

Mr. Brown stated that 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.

Mr. Brown reminded the board members that budgets are subject to change because of changes in actual revenues, receipts of miscellaneous grants, and authorized reallocation of funds among appropriations and line items. The approved budget will constitute authority to spend in a manner consistent with applicable state and federal laws and regulations. The director of the Department of Career Education is authorized to make appropriate corrections and adjustments in accordance with policies and procedures established by the State Board of Career Education.

On motion by Mrs. Ralston and second by Mr. Yates, the State Board of Career Education unanimously approved the adoption of the 2011-2012 agency budget.

C. ACTION ITEM – ADOPTION OF THE 2012 OPERATIONAL BUDGET – ARKANSAS REHABILITATION SERVICES (ARS)

Mr. John Wright, ARS chief financial officer, recommended that the State Board of Career Education approve the 2012 operational and project budgets as presented.

Mr. Wright stated that the operational budget is based on estimates of several revenue sources, including vocational rehabilitation, supported employment, independent living, technology access programs, social security reimbursements, stimulus funding, special revenue, general revenue, and various cash funds. The following schedule summarizes these funds:

| <u>Source</u> | <u>Funding</u> |
|------------------------|---------------------|
| Federal | \$41,508,114.00 |
| Federal ARRA VR 110 | 1,000,000.00 |
| Special | 515,000.00 |
| General Revenue | 12,953,772.00 |
| Other | <u>1,000,000.00</u> |
| Total | \$56,976,886.00 |
| Federal VR 110 Reserve | <u>5,800,000.00</u> |
| Total Funding | \$62,776,886.00 |

Mr. Wright informed the board members that American Recovery and Reinvestment Act (ARRA) funding is the estimated remainder of the vocational rehabilitation supplemental funding as of July 1, 2011. Given the expenditure history of case service allotments, the stimulus funds should be expended by the middle of August 2011.

Mr. Wright reminded board members that budgets are subject to change because of changes in actual revenues, receipts of miscellaneous grants, and authorized reallocation of funds among appropriations and line items. The approved budget will constitute authority to spend in a manner consistent with applicable state and federal laws and regulations. The director of the Department of Career Education is authorized to make appropriate corrections and adjustments in accordance with policies and procedures established by the State Board of Career Education.

On motion by Mrs. Dixon and second by Mr. Yates, the State Board of Career Education unanimously approved the adoption of the Arkansas Rehabilitation Services 2012 operational and project budgets.

D. ACTION ITEM – SPECIAL POLICIES AND PROCEDURES FOR SECONDARY TECHNICAL CENTER

Mrs. Sandra Porter, associate director of workforce training, recommended that the State Board of Career Education approve the proposed changes to the Special Policies and Procedures for Secondary Technical Centers.

Mrs. Porter reminded the board members that a draft of the proposed changes to the Special Policies and Procedures for Secondary Technical Centers was presented to them at the December 9, 2010, board meeting.

Mrs. Porter informed the board members that the Special Policies and Procedures were on public review for 30 days and provided a summary of responses. In addition to the public review, a meeting was held with all secondary technical center directors on February 24, 2011, to review the changes.

Mrs. Porter stated that the concerns from the center directors are also included in the summary of responses.

Mrs. Porter also informed the board members that the Legislative Council's Subcommittee on Administrative Rules and Regulations has placed the Special Policies and Procedures on its June calendar.

On motion by Dr. Flowers and second by Mrs. Raiston, the State Board of Career Education unanimously approved the proposed changes to the Special Policies and Procedures for Secondary Technical Centers.

E. ACTION ITEM – APPROVAL OF CHARGING FOR DUPLICATE GED TRANSCRIPTS AND DIPOLMAS

Mr. Jim Smith, deputy director of adult education, recommended that the State Board of Education approve the proposal of charging for duplicate GED® transcripts and diplomas.

Mr. Smith informed the board members that every individual who completes the GED tests receives an original transcript and diploma free of charge. However, some individuals request multiple copies of these documents.

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Mr. Smith stated that assessment of a charge for duplicate documents would offset the costs of processing, photocopying, and postage and thus would allow us to continue providing this service. Mr. Smith stated that most states already charge for duplicate transcripts and diploma, so adopting this policy would bring Arkansas in line with other states.

On motion by Mr. Yates and second by Mrs. Dixon, the State Board of Career Education unanimously approved the proposal of charging for duplicate GED transcripts and diplomas.

F. ACTION ITEM – APPROVAL OF CHARGING A FEE FOR GED TESTING

Mr. Jim Smith, deputy director of adult education, recommended that the State Board of Career Education approve the proposal of charging a fee to individuals who take the GED Tests.

Mr. Smith asked the board members for the authority to charge a fee to individuals who take the GED Test in Arkansas. Mr. Smith stated that the cost of offering GED testing has increased over the years to the point that additional funds are needed so that the agency can continue to provide this service.

Mr. Smith stated that if additional funding is not secured, the agency might have to cut costs by offering the GED Tests on a more limited schedule.

Mr. Smith informed the board members that most states already charge for the GED testing, so adopting this policy would bring Arkansas in line with other states.

On motion by Mr. Yates and second by Mrs. Ralston, the State Board of Career Education unanimously approved the proposal of charging a fee to individuals who take the GED Tests.

Mr. Phil Taylor, chairman, asked Mr. John Davidson and his wife to come forward for a special presentation. Mr. Taylor and the board members presented Mr. Davidson with a plaque for his leadership and dedication to education in Arkansas. Mr. Davidson will retire June 30, 2011.

DIRECTOR'S REPORT

Mr. Walker informed the board members that Jonathan Bibb has been appointed as the permanent director of the Arkansas Career Training Institute (ACTI).

Mr. Walker informed the board members that Randy Prather, who has been serving as program manager for the Veterans Approving Agency, will become the program manager for apprenticeship training.

Mr. Walker also informed the board members that the agency has been awarded a grant from the Rockefeller Foundation that is matched by the Department of Workforce Services to provide three additional career coaches in Little Rock.

Mr. Walker gave the board members an update on the ACTI construction project.

Mr. Robert Treviño, commissioner of the Arkansas Rehabilitation Services Division, provided board members an update on ARS's acquisition of the armory in Hot Springs.

Mr. Walker asked Mrs. Susan Harriman of the Department of Education to brief the board on STEM Works, a new initiative of Governor Beebe and the Workforce Cabinet. STEM Works will focus on science, technology, engineering, and math (STEM) education for high school

students to prepare them to meet the escalating demand for jobs in these high-tech fields.

Mr. Walker informed the board members that the Senior Management Team Retreat in Hot Springs was very productive.

Mr. Walker provided board members a copy of the latest *Career Counselor*.

Mr. Walker announced the following date:

Next board meeting—August 4, 2011, in Little Rock.

ADJOURNMENT

Mr. Taylor adjourned the meeting at 12:30 p.m.

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

Phil Taylor, Chairman
State Board of Career Education



Department of
Career Education

Mike Beebe
Governor

William L. "Bill" Walker, Jr.
Director

August 4, 2011

TO: State Board of Career Education

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 CAREER EDUCATION FOR THE THREE FISCAL
YEARS ENDING JUNE 30, 2010

ACTION RECOMMENDED: It is recommended that the State Board of Career Education review and file for the record the internal control and compliance review for the Arkansas Department of Career Education for the three fiscal years ending June 30, 2010.

INFORMATION/RATIONALE: There were no reportable conditions.

The review was presented to and filed by the Legislative Joint Auditing Committee on June 9, 2011.



Department of
Career Education

Mike Beebe
Governor

William L. "Bill" Walker, Jr.
Director

August 4, 2011

TO: State Board of Career Education

FROM: William L. "Bill" Walker, Jr., Director
Rod Duckworth, Interim Deputy Director, CTE
Sandra Porter, Division Manager, Workforce Training

Handwritten signatures and initials in black ink. A large signature is written over the "FROM" line. To the right, there are initials "RD" and "SP" in a circle, and another signature "AP" below them.

SUBJECT: INFORMATION ITEM – UPDATE ON PROPOSED POLICIES AND
PROCEDURES CHANGES AS PRESENTED TO LEGISLATIVE REVIEW AND
JOINT INTERIM EDUCATION COMMITTEE

INFORMATION/RATIONALE: We appeared before the legislative review on June 13. At that time the committee recommended we present our proposed rule changes to the Joint Interim Education Committee. We presented to the committee on July 21. The committee made a motion that the proposed changes to policies and procedures were reviewed. We are scheduled to go back to the Legislative Review Committee in August. We will be notified of the date.



Department of
Career Education

Mike Beebe
Governor

William L. "Bill" Walker, Jr.
Director

August 4, 2011

TO: State Board of Career Education

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

Handwritten signatures of William L. "Bill" Walker, Jr. and Jim Smith, Deputy Director, written in black ink over the "FROM:" line.

SUBJECT: INFORMATIONAL ITEM –Revision of Standardized Testing Instrument in
the Adult Education Policy and Procedures

INFORMATION/RATIONALE: The levels of performance will be expressed in an objective, quantifiable, and measurable form and will show the progress of the state toward continuously improving in performance. According to the National Reporting System for Adult Education Implementation Guidelines, states must require local programs to measure educational gain with standardized assessments that are appropriate for measuring educational gain within the NRS framework and conform to accepted psychometric standards for validity and reliability.

The 2011 changes have been made to comply with guidance from the United States Department of Education, Office of Vocational and Adult Education.