

# CROWLEY'S RIDGE TECHNICAL INSTITUTE

## Enabling Laws

Act 158 of 2014  
A.C.A. § 6-51-901 et seq.

## History and Organization

**History** - Act 328 of 1957 established vocational technical schools. Crowley's Ridge Vocational Technical School was approved for construction by the State Board of Vocational Education in 1966, and students were accepted in September 1967. The building site was donated by the Forrest City Chamber of Commerce. Six programs were offered the first year. The program offerings were expanded in 1971, 1972, and 1973, as a result of the expansions of the training facilities. Crowley's Ridge Vocational Technical School was approved in March 1992, by the State Board of Workforce Education to become a technical institute. At the present time, programs being offered are: Auto Body Repair, Automotive Service Technology, Basic Drafting Technology, Business Technology, Child Care Specialist, Computer Repair and Networking, Cosmetology, Industrial Equipment Technology, Practical Nursing, Major Appliance Service, Residential Construction-Carpentry, Residential Heat & Air Conditioning and Welding. There are three short-term programs: Basic Emergency Medical Technician, Certified Nursing Assistant, and Truck Driving. Each program has its own advisory committee consisting of local business and industry leaders.

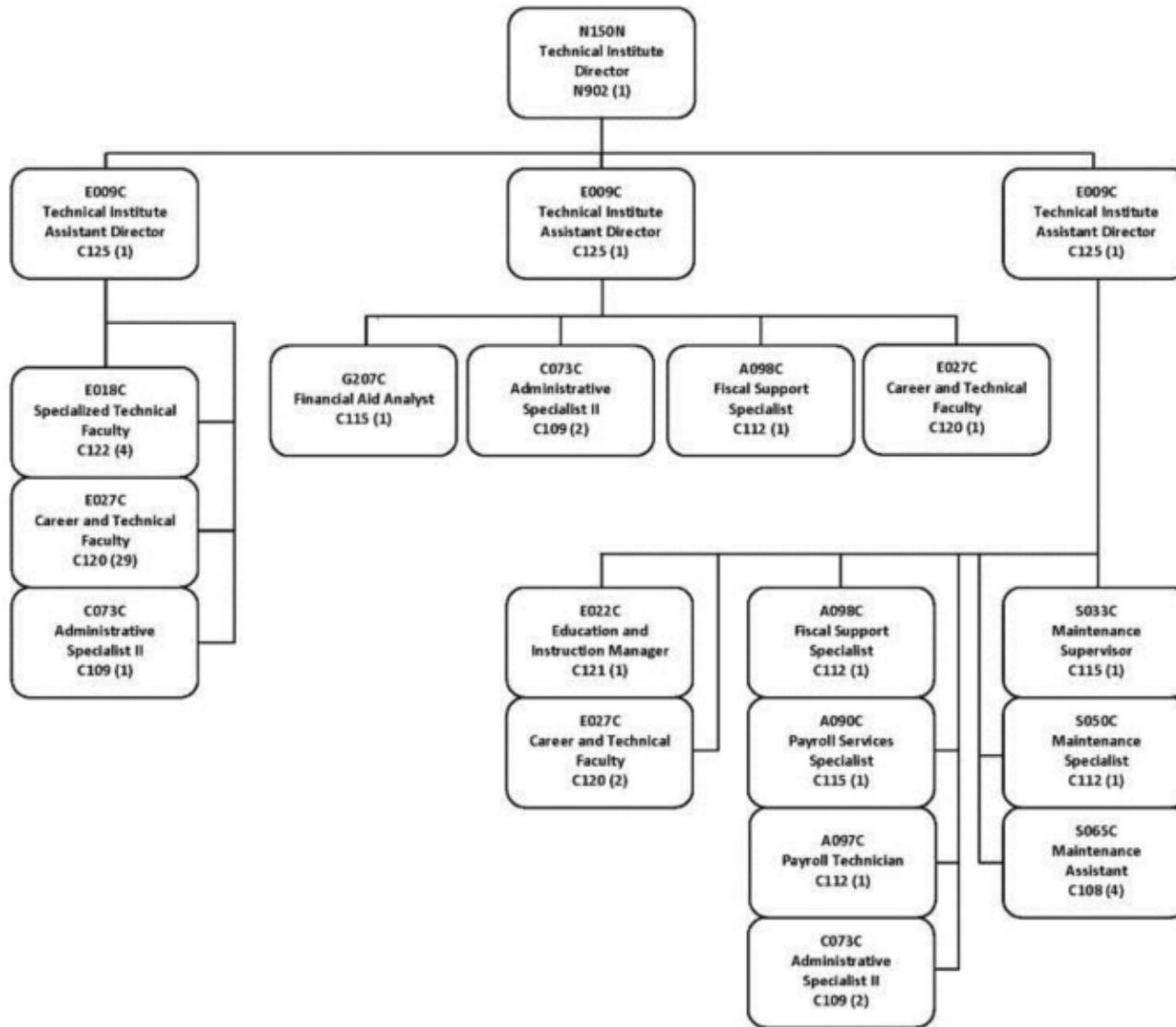
**Mission Statement** - Our mission is to provide a competently trained, educated, and retrainable workforce to support agriculture, business, health services, industry, and government.

**Role** - Crowley's Ridge Technical Institute (CRTI) strives to cooperate with industries and businesses in an effort to secure and maintain programs which supplement each individual's training. Adult education classes are taught at several locations throughout the school's service delivery area. CRTI has several mobile classroom units that provide workplace literacy training and welfare reform. Computers are utilized at workplace sites to provide specific training as requested by business and industry.

**Accreditation** - Crowley's Ridge Technical Institute has been approved for accreditation by the Commission of the Council on Occupational Education.

**Certifications and Approvals** - The Practical Nursing program is certified by the Arkansas State Board of Nursing. The Automotive Service Technology program is certified by the National Automotive Technicians Education Foundation (NATEF). The Residential Construction -

Carpentry program is certified by the Associated General Contractors of America. The Cosmetology program is approved by the Arkansas State Board of Cosmetology. The Child Care Specialist program meets the requirements for the Child Development Associate credential. The Emergency Medical Technician program is certified by the Arkansas Office of Emergency Medical Services.



## **Agency Commentary**

Crowley's Ridge Technical Institute requests the restoration of the authorized level for Capital Outlay in the Cash Appropriation as per Act 158 of 2014 Fiscal Session. The restoration of the Capital Outlay would allow for the replacement of obsolete training equipment with tuition and resale income.

The Agency is not making any additional requests for the State or Federal funded programs.

## **Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
CROWLEY'S RIDGE TECHNICAL INSTITUTE  
FOR THE YEAR ENDED JUNE 30, 2013

Findings	Recommendations
None	None

## **State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014**

None

## **Employment Summary**

	Male	Female	Total	%
White Employees	17	19	36	64%
Black Employees	11	9	20	36%
Other Racial Minorities	0	0	0	0 %
Total Minorities			20	36 %
Total Employees			56	100 %

## Cash Fund Balance Description as of June 30, 2014

Fund Account	Balance	Type	Location
1830100	\$1,104,523	Checking, Savings, and Investments	Forrest City Bank; First National Bank of Eastern Arkansas, Forrest City

### Statutory/Other Restrictions on use:

A.C.A. 6-51-901 et.al. Local Board has authority to acquire, hold, and transfer real and personal property as necessary.

### Statutory Provisions for Fees, Fines, Penalties:

A.C.A. 6-51-904 authorizes the agency to collect student tuition and fees.

### Revenue Receipts Cycle:

Student tuition, fees, and bookstore receipts are collected all through the year.

### Fund Balance Utilization:

Funds are utilized to purchase books and supplies for the institute's bookstore; for construction projects; equipment purchases; and emergency purchases when general revenue is unavailable.

## Publications

### **A.C.A. 25-1-201 et seq.**

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution	Unbound Black & White Copies Produced During the Last Two Years	Cost of Unbound Copies Produced During the Last Two Years
		Governor	General Assembly				
None	N/A	N	N	0	N/A	0	0.00

# Department Appropriation Summary

## Historical Data

## Agency Request and Executive Recommendation

Appropriation	2013-2014		2014-2015		2014-2015		2015-2016					2016-2017						
	Actual	Pos	Budget	Pos	Authorized	Pos	Base Level	Pos	Agency	Pos	Executive	Pos	Base Level	Pos	Agency	Pos	Executive	Pos
709 Crowley's Ridge - State	3,815,992	53	3,830,826	52	3,865,883	52	3,830,599	52	3,830,599	52	3,830,599	52	3,835,474	52	3,835,474	52	3,835,474	52
710 Crowley's Ridge - Federal	88,828	2	107,542	2	111,979	2	108,740	2	108,740	2	108,740	2	108,740	2	108,740	2	108,740	2
B54 Crowley's Ridge - Cash	526,939	2	1,276,189	3	1,330,615	3	967,961	3	1,267,961	3	1,267,961	3	967,961	3	1,267,961	3	1,267,961	3
<b>Total</b>	<b>4,431,759</b>	<b>57</b>	<b>5,214,557</b>	<b>57</b>	<b>5,308,477</b>	<b>57</b>	<b>4,907,300</b>	<b>57</b>	<b>5,207,300</b>	<b>57</b>	<b>5,207,300</b>	<b>57</b>	<b>4,912,175</b>	<b>57</b>	<b>5,212,175</b>	<b>57</b>	<b>5,212,175</b>	<b>57</b>

Funding Sources		%		%		%		%		%		%		%		%		%
Fund Balance	4000005	1,058,385	19.1	1,104,523	18.9	632,712	11.8	632,712	11.8	632,712	11.8	469,129	9.0	169,129	3.4	169,129	3.4	
General Revenue	4000010	2,669,014	48.2	2,671,624	45.7	2,671,624	49.7	2,671,624	49.7	2,671,624	49.7	2,674,878	51.3	2,674,878	54.4	2,674,878	54.4	
Federal Revenue	4000020	88,828	1.6	107,542	1.8	108,740	2.0	108,740	2.0	108,740	2.0	108,740	2.1	108,740	2.2	108,740	2.2	
Cash Fund	4000045	573,077	10.4	804,378	13.8	804,378	15.0	804,378	15.0	804,378	15.0	804,378	15.4	804,378	16.4	804,378	16.4	
Adult Basic/General	4000065	363,757	6.6	476,163	8.1	476,163	8.9	476,163	8.9	476,163	8.9	476,163	9.1	476,163	9.7	476,163	9.7	
Workforce 2000	4000740	783,221	14.1	683,039	11.7	682,812	12.7	682,812	12.7	682,812	12.7	684,433	13.1	684,433	13.9	684,433	13.9	
<b>Total Funds</b>		<b>5,536,282</b>	<b>100.0</b>	<b>5,847,269</b>	<b>100.0</b>	<b>5,376,429</b>	<b>100.0</b>	<b>5,376,429</b>	<b>100.0</b>	<b>5,376,429</b>	<b>100.0</b>	<b>5,217,721</b>	<b>100.0</b>	<b>4,917,721</b>	<b>100.0</b>	<b>4,917,721</b>	<b>100.0</b>	
Excess Appropriation/(Funding)		(1,104,523)		(632,712)		(469,129)		(169,129)		(169,129)		(305,546)		294,454		294,454		
<b>Grand Total</b>		<b>4,431,759</b>		<b>5,214,557</b>		<b>4,907,300</b>		<b>5,207,300</b>		<b>5,207,300</b>		<b>4,912,175</b>		<b>5,212,175</b>		<b>5,212,175</b>		

## Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
	Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
57	50	7	57	0	12.28 %	57	56	1	57	0	1.75 %	57	55	2	57	0	3.51 %

## **Analysis of Budget Request**

**Appropriation:** 709 - Crowley's Ridge - State

**Funding Sources:** ETC - General Revenue - Crowley's Ridge Technical Institute

A major focus of Crowley's Ridge Technical Institute (CRTI) is the enhancement of capabilities to respond to the business and industry needs in Forrest City, West Memphis, and surrounding areas within Arkansas. Program objectives of CRTI focus on providing a competently trained, educated, and retrainable workforce to support agriculture, business, industry, health services, etc. Funding for this appropriation is provided by general revenue, Adult Education funds received from the Department of Workforce Education, and funds transferred from the Work Force 2000 Development Fund.

Base Level Regular Salaries and Personal Services Matching include continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$420 per month. Base Level salaries and matching do not include appropriation for Merit Pay Increases.

The Base Level Request and total Agency Request is \$3,830,599 in FY16 and \$3,835,474 in FY17.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** 709 - Crowley's Ridge - State

**Funding Sources:** ETC - General Revenue - Crowley's Ridge Technical Institute

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		2013-2014	2014-2015	2014-2015	2015-2016			2016-2017		
		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	2,198,150	2,159,469	2,162,105	2,171,384	2,171,384	2,171,384	2,175,384	2,175,384	2,175,384
<b>#Positions</b>		<b>53</b>	<b>52</b>							
Extra Help	5010001	131,843	216,379	216,379	216,379	216,379	216,379	216,379	216,379	216,379
<b>#Extra Help</b>		<b>21</b>	<b>45</b>							
Personal Services Matching	5010003	767,524	765,655	798,076	753,513	753,513	753,513	754,388	754,388	754,388
Operating Expenses	5020002	700,616	684,323	684,323	684,323	684,323	684,323	684,323	684,323	684,323
Conference & Travel Expenses	5050009	0	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	17,859	0	0	0	0	0	0	0	0
<b>Total</b>		<b>3,815,992</b>	<b>3,830,826</b>	<b>3,865,883</b>	<b>3,830,599</b>	<b>3,830,599</b>	<b>3,830,599</b>	<b>3,835,474</b>	<b>3,835,474</b>	<b>3,835,474</b>

Funding Sources										
General Revenue	4000010	2,669,014	2,671,624		2,671,624	2,671,624	2,671,624	2,674,878	2,674,878	2,674,878
Adult Basic/General	4000065	363,757	476,163		476,163	476,163	476,163	476,163	476,163	476,163
Workforce 2000	4000740	783,221	683,039		682,812	682,812	682,812	684,433	684,433	684,433
<b>Total Funding</b>		<b>3,815,992</b>	<b>3,830,826</b>		<b>3,830,599</b>	<b>3,830,599</b>	<b>3,830,599</b>	<b>3,835,474</b>	<b>3,835,474</b>	<b>3,835,474</b>
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
<b>Grand Total</b>		<b>3,815,992</b>	<b>3,830,826</b>		<b>3,830,599</b>	<b>3,830,599</b>	<b>3,830,599</b>	<b>3,835,474</b>	<b>3,835,474</b>	<b>3,835,474</b>

## **Analysis of Budget Request**

**Appropriation:** 710 - Crowley's Ridge - Federal

**Funding Sources:** FTC - Federal Operations - CRTI

This federally funded appropriation receives primary funding from the U.S. Department of Education (Carl D. Perkins Vocational and Applied Technology Education Act, P.L. 101-392) and such reimbursement programs as the Jobs Training Partnership Act. A major emphasis of this program is to provide competent training programs for business and industry.

Base Level Regular Salaries and Personal Services Matching include continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$420 per month. Base Level salaries and matching do not include appropriation for Merit Pay Increases.

Base Level Request and total Agency Request is \$108,740 each year of the 2015-2017 Biennium.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** 710 - Crowley's Ridge - Federal

**Funding Sources:** FTC - Federal Operations - CRTI

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	64,691	76,918	78,852	77,686	77,686	77,686	77,686	77,686	77,686
<b>#Positions</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
Personal Services Matching	5010003	23,773	26,624	29,127	27,054	27,054	27,054	27,054	27,054	27,054
Operating Expenses	5020002	364	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>88,828</b>	<b>107,542</b>	<b>111,979</b>	<b>108,740</b>	<b>108,740</b>	<b>108,740</b>	<b>108,740</b>	<b>108,740</b>	<b>108,740</b>
<b>Funding Sources</b>										
Federal Revenue	4000020	88,828	107,542		108,740	108,740	108,740	108,740	108,740	108,740
<b>Total Funding</b>		<b>88,828</b>	<b>107,542</b>		<b>108,740</b>	<b>108,740</b>	<b>108,740</b>	<b>108,740</b>	<b>108,740</b>	<b>108,740</b>
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
<b>Grand Total</b>		<b>88,828</b>	<b>107,542</b>		<b>108,740</b>	<b>108,740</b>	<b>108,740</b>	<b>108,740</b>	<b>108,740</b>	<b>108,740</b>

## **Analysis of Budget Request**

**Appropriation:** B54 - Crowley's Ridge - Cash

**Funding Sources:** 183 - Cash Operations - CRTI

Funds for this appropriation are received from tuition, resale from the bookstore, contracted programs such as Apprenticeship and classes contracted with the federal prison. Cash funds are used to supplement the operations of the Agency.

Base Level Regular Salaries and Personal Services Matching include continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$420 per month. Base Level salaries and matching do not include appropriation for Merit Pay Increases.

The Base Level Request is \$967,961 each year of the 2015-2017 Biennium.

The Change Level Request totals \$300,000 each year of the biennium in Capital Outlay for the purchase of equipment to include but not limited to machinery, trailers, and course equipment.

The Executive Recommendation provides for the Agency Request. Expenditure of appropriation is contingent upon available funding.

## Appropriation Summary

**Appropriation:** B54 - Crowley's Ridge - Cash

**Funding Sources:** 183 - Cash Operations - CRTI

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	47,986	109,244	153,901	110,335	110,335	110,335	110,335	110,335	110,335
<b>#Positions</b>		<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Extra Help	5010001	54,863	162,631	162,631	162,631	162,631	162,631	162,631	162,631	162,631
<b>#Extra Help</b>		<b>14</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>
Personal Services Matching	5010003	29,489	61,314	71,083	51,995	51,995	51,995	51,995	51,995	51,995
Operating Expenses	5020002	105,565	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000
Conference & Travel Expenses	5050009	9,925	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000
Professional Fees	5060010	225	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Resale (COGS)	5090017	205,684	260,000	260,000	260,000	260,000	260,000	260,000	260,000	260,000
Promotional Items	5090028	24,998	0	0	0	0	0	0	0	0
Capital Outlay	5120011	48,204	300,000	300,000	0	300,000	300,000	0	300,000	300,000
Debt Service	5120019	0	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
<b>Total</b>		<b>526,939</b>	<b>1,276,189</b>	<b>1,330,615</b>	<b>967,961</b>	<b>1,267,961</b>	<b>1,267,961</b>	<b>967,961</b>	<b>1,267,961</b>	<b>1,267,961</b>
<b>Funding Sources</b>										
Fund Balance	4000005	1,058,385	1,104,523		632,712	632,712	632,712	469,129	169,129	169,129
Cash Fund	4000045	573,077	804,378		804,378	804,378	804,378	804,378	804,378	804,378
<b>Total Funding</b>		<b>1,631,462</b>	<b>1,908,901</b>		<b>1,437,090</b>	<b>1,437,090</b>	<b>1,437,090</b>	<b>1,273,507</b>	<b>973,507</b>	<b>973,507</b>
Excess Appropriation/(Funding)		(1,104,523)	(632,712)		(469,129)	(169,129)	(169,129)	(305,546)	294,454	294,454
<b>Grand Total</b>		<b>526,939</b>	<b>1,276,189</b>		<b>967,961</b>	<b>1,267,961</b>	<b>1,267,961</b>	<b>967,961</b>	<b>1,267,961</b>	<b>1,267,961</b>

Expenditure of appropriation is contingent upon available funding.

## Change Level by Appropriation

**Appropriation:** B54 - Crowley's Ridge - Cash  
**Funding Sources:** 183 - Cash Operations - CRTI

### Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>967,961</b>	<b>3</b>	<b>967,961</b>	<b>100.0</b>	<b>967,961</b>	<b>3</b>	<b>967,961</b>	<b>100.0</b>
C01	Existing Program	300,000	0	1,267,961	131.0	300,000	0	1,267,961	131.0

### Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>967,961</b>	<b>3</b>	<b>967,961</b>	<b>100.0</b>	<b>967,961</b>	<b>3</b>	<b>967,961</b>	<b>100.0</b>
C01	Existing Program	300,000	0	1,267,961	131.0	300,000	0	1,267,961	131.0

### Justification

C01	Agency requests the restoration of Capital Outlay for the purchase of equipment to include but not limited to machinery, trailers, and course equipment.
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