

NORTHWEST TECHNICAL INSTITUTE

Enabling Laws

Act 160 of 2012
A.C.A. § 6-51-901 et seq.

History and Organization

History - Northwest Vocational Technical School (NTI) was established in 1975 and became Northwest Technical Institute through legislation enacted in 1991. During the 1999 legislative session, NTI was authorized its own individual budget status providing more local control and flexibility in the budget process. NTI offers training in 15 programs: Adult Education (ABE/GED), Ammonia Refrigeration Maintenance Technology, Architectural Drafting Technology, Automotive Service Technology, Business, Computer Information Systems, Diesel & Truck Technology, Electronics Technology, Industrial Maintenance Technology, Machine Tool Technology, Math & Communications, Practical Nursing, Surgical Technology, and Workforce Development.

Plant and Location - Northwest Technical Institute is located in Springdale in Washington County, on Highway 265 in the Industrial Park area. The site consists of 38.5 acres of choice land dedicated by the Springdale Industrial Commission and gifted to the State of Arkansas to be used for a vocational-technical school. The original building of 25,000 square feet was completed in 1975. Two additional expansions to the main building of 3,000 square feet and 8,147 square feet followed. Separate expansions followed including the GED building of 3,100 square feet, the Diesel building of 5,600 square feet, the Automotive/Diesel/Library building of 6,200 square feet and the Collegiate Center of 18,585 square feet. A Business & Industry Training facility and Ammonia Refrigeration Training building located on a ten-acre site dedicated to industry training are now completed and adds 9,332 sq. ft. to our instructional facilities. The buildings and contents have a total insured value of \$12,525,387 and consist of a total of 86,176 sq. ft. of floor space, including the maintenance shop, storage facilities, and mobile classrooms.

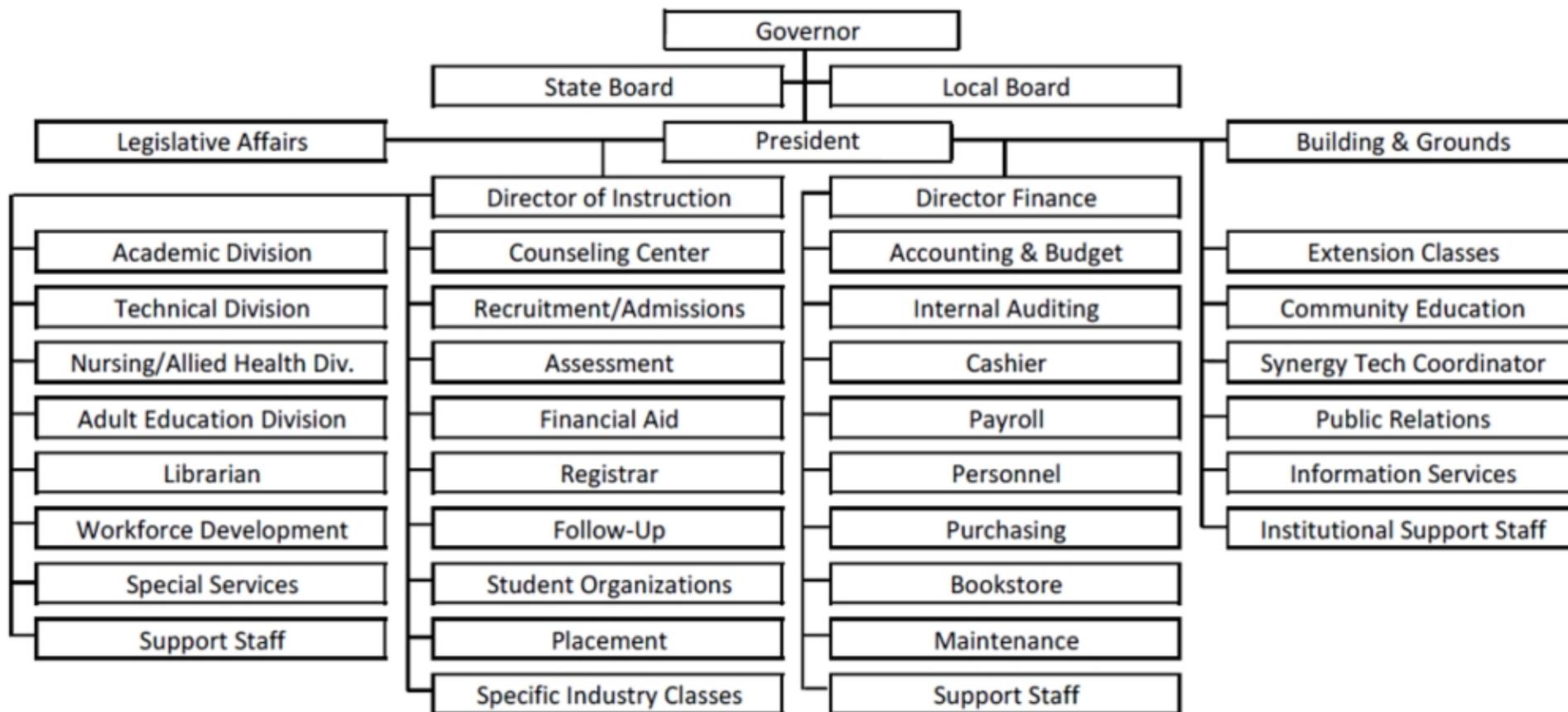
Mission Statement - "Changing lives through education, training, and skill development."

Role - Northwest Technical Institute has developed courses intended to strengthen basic, occupational, and technical skills necessary for adults to become economically self-sufficient and provide agriculture, business, health services, industry, and government with skilled employees to support their respective ventures. Most importantly, NTI exists so individuals may attain advancement or create a better life for themselves. In addition to diploma programs, training is available in Business & Industry Training (BIT) and Community Education and extension classes. NTI is united in its commitment with business and industry, secondary and postsecondary educators, and regional

employers to providing educational programs to serve the training/re-training needs of its students. NTI is a member of Synergy Tech, an organization of approximately 25 business/industry entities dedicated to developing the existing workforce by coordinating and maximizing the training assets available in Northwest Arkansas. Synergy Tech is housed in the Business & Industry Training Center on a 10 acre tract of land of the NTI campus dedicated specifically by the NTI Board of Directors for the development of business & industry training opportunities. On July 1, 2011 NTI became the fiscal agent for the Northwest Arkansas Secondary Career Center. The career center provides concurrent credit post-secondary course work to 17 area public school districts.

Administration - Dr. George Burch currently serves as President for Northwest Technical Institute. He holds a B.S. degree in Agriculture, a M.S. in General Agriculture and an Ed.D. in Agriculture Education. Mike Hamley serves as the Vice President of Finance & Operations and holds a B.S. in Accounting. Keith Peterson serves as the Vice President of Instruction and holds a B.S. and a MA in Communications Studies.

Governance - Northwest Technical Institute is a post-secondary educational institution operating under the governance of the Arkansas Department of Career Education. A five-member Board of Directors, appointed by the Governor, provide local control for the institute. In addition, an Advisory Council consisting of approximately 200 business and industry leaders from various occupational fields and levels of specialization and expertise provide curriculum oversight, needs analysis, and recommendations for modification and improvement for the fifteen different programs offered at NTI. In addition, an "All School Advisory Council" required by the school's accrediting agency brings the various program recommendations to the administration and Board of Directors for official implementation. Northwest Technical Institute is nationally accredited by the Council on Occupation Education (COE).



Agency Commentary

Cash appropriation is requested for the restoration of capital outlay to the current authorized level in the amount of \$200,000. Also, we are requesting one additional position (Secondary Recruitment Specialist) grade C113. This position is needed in order to make frequent visits to the local high schools to support both students and counselors. In addition the position will be responsible for administering the enrollment and reporting database required by the Dept. of Career Education. In addition we are requesting appropriation in the amount of \$823,320 in operations. Effective July 1, 2011 NTI became the fiscal agent for the Northwest Arkansas Career Secondary Center. As the fiscal agent, NTI passes thru tuition and the Department of Career Education center aide. We have 8 secondary center programs of which 5 are currently being billed (pass-thru) out from Northwest Arkansas Community College and the Career Academy of Hair Design.

Northwest Technical Institute is also requesting additional appropriation for the Federal Direct & Equitable program in the amount of \$187,320. This request is for Extra Help Salaries plus the appropriate matching. This is needed for part-time Career and Technical Faculty to teach additional classes in English as a Second Language (ESL), Citizenship classes and Family Literacy classes. Also, additional federal appropriation is requested for educational supplies and materials in the amount of \$14,442. These requests are based on the continuing growth of our Direct & Equitable grant that is administered by the Department of Career Education.

The administration of Northwest Technical Institute requests state appropriation for our Adult Education Program. This is an appropriation only request based on the projected increases in funding from the Department of Career Education. The Adult Education program at NTI is requesting \$182,271 in appropriation for Extra Help salaries plus the appropriate match. Part-time Career and Technical Faculty will teach additional offer additional classes in GED preparation, Adult Basic Education, Workplace Education, and computer based instruction. Also, additional appropriation only is requested for educational supplies & materials in the amount of \$15,000. These are appropriation only requests with no funding from the General Assembly.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
NORTHWEST TECHNICAL INSTITUTE
FOR THE YEAR ENDED JUNE 30, 2011

Findings

Recommendations

A separate report for this Agency was not issued. However, financial activity for the Agency was included in the audit of the State's CAFR for the year ended June 30, 2011.

State Contracts Over \$25,000 Awarded To Minority Owned Businesses Fiscal Year 2012

None

Employment Summary

	Male	Female	Total	%
White Employees	24	31	55	93 %
Black Employees	0	1	1	2 %
Other Racial Minorities	0	3	3	5 %
Total Minorities			4	7 %
Total Employees			59	100 %

Cash Fund Balance Description as of June 30, 2012

Fund Account	Balance	Type	Location
1730100	\$864,299	Checking and certificates of deposit	Arvest Bank, Legacy National Bank, and 1st Security bank all in Springdale, AR; State

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 throughout the year.

Fund Balance Utilization:

Funds are utilized to purchase textbooks for resale; for construction projects; equipment purchases; and emergency purchases when general revenue is unavailable.

Publications

A.C.A. 25-1-204

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution
		Governor	General Assembly		
N/A	N/A	N	N	0	N/A

Department Appropriation Summary

Historical Data

Agency Request and Executive Recommendation

Appropriation	2011-2012		2012-2013		2012-2013		2013-2014					2014-2015						
	Actual	Pos	Budget	Pos	Authorized	Pos	Base Level	Pos	Agency	Pos	Executive	Pos	Base Level	Pos	Agency	Pos	Executive	Pos
721 Northwest TI-State	4,332,281	54	4,194,105	52	4,446,548	52	4,258,087	52	4,469,412	52	4,469,412	52	4,260,312	52	4,471,637	52	4,471,637	52
722 Northwest TI-Federal	190,347	1	162,983	1	172,838	1	163,939	1	390,138	1	390,138	1	163,939	1	390,138	1	390,138	1
B60 Northwest TI-Cash	1,805,883	8	2,461,326	12	2,525,455	12	2,280,375	12	3,341,437	13	3,341,437	13	2,281,240	12	3,342,302	13	3,342,302	13
Total	6,328,511	63	6,818,414	65	7,144,841	65	6,702,401	65	8,200,987	66	8,200,987	66	6,705,491	65	8,204,077	66	8,204,077	66

Funding Sources		%		%		%		%		%		%		%		%		%
Fund Balance	4000005	732,598	10.2	864,299	11.5	683,348	9.3	683,348	7.7	683,348	7.7	683,348	9.2	683,348	7.7	683,348	7.7	
General Revenue	4000010	2,951,990	41.0	2,908,129	38.8	3,046,942	41.3	3,046,942	34.3	3,046,942	34.3	3,049,167	41.3	3,049,167	34.3	3,049,167	34.3	
Federal Revenue	4000020	190,347	2.6	162,983	2.2	163,939	2.2	390,138	4.4	390,138	4.4	163,939	2.2	390,138	4.4	390,138	4.4	
Cash Fund	4000045	1,937,584	26.9	2,280,375	30.4	2,280,375	30.9	3,341,437	37.6	3,341,437	37.6	2,280,375	30.9	3,341,437	37.6	3,341,437	37.6	
Merit Adjustment Fund	4000055	166,522	2.3	81,964	1.1	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
Adult Basic/General	4000065	412,069	5.7	427,185	5.7	433,594	5.9	644,919	7.3	644,919	7.3	433,594	5.9	644,919	7.3	644,919	7.3	
Workforce 2000	4000740	801,700	11.1	776,827	10.4	777,551	10.5	777,551	8.8	777,551	8.8	777,551	10.5	777,551	8.7	777,551	8.7	
Total Funds		7,192,810	100.0	7,501,762	100.0	7,385,749	100.0	8,884,335	100.0	8,884,335	100.0	7,387,974	100.0	8,886,560	100.0	8,886,560	100.0	
Excess Appropriation/(Funding)		(864,299)		(683,348)		(683,348)		(683,348)		(683,348)		(682,483)		(682,483)		(682,483)		
Grand Total		6,328,511		6,818,414		6,702,401		8,200,987		8,200,987		6,705,491		8,204,077		8,204,077		

Agency Position Usage Report

FY2010 - 2011						FY2011 - 2012						FY2012 - 2013					
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	
66	59	6	65	1	10.61 %	65	59	5	64	1	9.23 %	65	60	5	65	0	7.69 %

Analysis of Budget Request

Appropriation: 721 - Northwest TI-State

Funding Sources: ETN - General Revenue - Northwest Technical Institute

Northwest Technical Institute (NTI), in partnership with the community, provides educational programs to serve the training/re-training needs of students who wish to enter a recognized occupation or improve their occupational skills and knowledge so that they may achieve stability or advancement in a technological society. NTI also responds to business and industry needs and initiatives. This appropriation is funded by general revenue, Adult Education grants received from the Department of Workforce Education and transfers from the Work Force 2000 Development Fund.

Base Level Regular Salaries and Personal Services Matching includes Career Service payments for eligible employees. Personal Services Matching also includes a \$20 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$410 per month. Base Level salaries and matching do not include appropriation for a Cost of Living Adjustment or Merit Pay Increases.

NTI's Change Level request totals \$211,325 in each year of the 2013-2015 Biennium and includes the following:

- \$196,325 in Extra Help and corresponding Personal Services Matching to offer additional educational classes in General Educational Development (GED) preparation classes, Adult Basic Education, workplace education and computer based instruction.
- \$15,000 in Operating Expenses to purchase educational supplies and materials for the Adult Education program.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 721 - Northwest TI-State

Funding Sources: ETN - General Revenue - Northwest Technical Institute

Historical Data

Agency Request and Executive Recommendation

Commitment Item		2011-2012	2012-2013	2012-2013	2013-2014			2014-2015		
		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	2,603,428	2,429,065	2,590,132	2,430,603	2,430,603	2,430,603	2,432,403	2,432,403	2,432,403
	#Positions	54	52							
Extra Help	5010001	69,059	250,000	250,000	250,000	432,271	432,271	250,000	432,271	432,271
	#Extra Help	8	26							
Personal Services Matching	5010003	870,521	789,393	880,769	851,837	865,891	865,891	852,262	866,316	866,316
Operating Expenses	5020002	778,530	714,147	714,147	714,147	729,147	729,147	714,147	729,147	729,147
Conference & Travel Expenses	5050009	10,743	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,500
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
Total		4,332,281	4,194,105	4,446,548	4,258,087	4,469,412	4,469,412	4,260,312	4,471,637	4,471,637

Funding Sources										
General Revenue	4000010	2,951,990	2,908,129		3,046,942	3,046,942	3,046,942	3,049,167	3,049,167	3,049,167
Merit Adjustment Fund	4000055	166,522	81,964		0	0	0	0	0	0
Adult Basic/General	4000065	412,069	427,185		433,594	644,919	644,919	433,594	644,919	644,919
Workforce 2000	4000740	801,700	776,827		777,551	777,551	777,551	777,551	777,551	777,551
Total Funding		4,332,281	4,194,105		4,258,087	4,469,412	4,469,412	4,260,312	4,471,637	4,471,637
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		4,332,281	4,194,105		4,258,087	4,469,412	4,469,412	4,260,312	4,471,637	4,471,637

Change Level by Appropriation

Appropriation: 721 - Northwest TI-State
Funding Sources: ETN - General Revenue - Northwest Technical Institute

Agency Request

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
BL	Base Level	4,258,087	52	4,258,087	100.0	4,260,312	52	4,260,312	100.0
C01	Existing Program	211,325	0	4,469,412	105.0	211,325	0	4,471,637	105.0

Executive Recommendation

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
BL	Base Level	4,258,087	52	4,258,087	100.0	4,260,312	52	4,260,312	100.0
C01	Existing Program	211,325	0	4,469,412	105.0	211,325	0	4,471,637	105.0

Justification

C01	State appropriation is requested for our Adult Education program. The Adult Education program is funded through the Dept. of Career Education as a state grant. Extra Help salaries for Career and Technical Faculty in the amount of \$182,271 and the appropriate match are requested for Adult Education to offer additional educational classes in GED preparation classes, Adult Basic Education, workplace education, and computer based instruction. Also, additional appropriation is requested for educational supplies & material in the amount of \$15,000 for the Adult Education program. These requests are based on the projected increase in funding from the Department of Career Education.
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Analysis of Budget Request

Appropriation: 722 - Northwest TI-Federal

Funding Sources: FTN - Federal Operations - NTI

This federal appropriation is administered by Northwest Technical Institute (NTI) and federal funds for its support are received from the Carl D. Perkins Vocational & Applied Technology Education Act (P.L. 101-392), and reimbursement programs such as the Jobs Training Partnership Act.

Base Level Regular Salaries and Personal Services Matching includes Career Service payments for eligible employees. Personal Services Matching also includes a \$20 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$410 per month. Base Level salaries and matching do not include appropriation for a Cost of Living Adjustment or Merit Pay Increases.

NTI's Change Level requests total \$226,199 in each year of the 2013-2015 Biennium and include the following:

- \$201,762 in Extra Help and corresponding Personal Services Matching to offer additional classes in English as a Second Language (ESL), citizenship and family literacy.
- \$24,437 in Operating Expenses to purchase educational supplies and materials.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 722 - Northwest TI-Federal

Funding Sources: FTN - Federal Operations - NTI

Historical Data

Agency Request and Executive Recommendation

Commitment Item	Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
	2011-2012 Actual	2012-2013 Budget	2012-2013 Authorized	2013-2014			2014-2015		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	36,741	36,164	41,778	36,105	36,105	36,105	36,105	36,105	36,105
#Positions	1	1	1	1	1	1	1	1	1
Extra Help 5010001	111,465	87,680	87,680	87,680	275,000	275,000	87,680	275,000	275,000
#Extra Help	15	15	15	15	15	15	15	15	15
Personal Services Matching 5010003	23,682	18,826	23,067	19,841	34,283	34,283	19,841	34,283	34,283
Operating Expenses 5020002	18,459	20,313	20,313	20,313	44,750	44,750	20,313	44,750	44,750
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
Total	190,347	162,983	172,838	163,939	390,138	390,138	163,939	390,138	390,138
Funding Sources									
Federal Revenue 4000020	190,347	162,983		163,939	390,138	390,138	163,939	390,138	390,138
Total Funding	190,347	162,983		163,939	390,138	390,138	163,939	390,138	390,138
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	190,347	162,983		163,939	390,138	390,138	163,939	390,138	390,138

Change Level by Appropriation

Appropriation: 722 - Northwest TI-Federal
Funding Sources: FTN - Federal Operations - NTI

Agency Request

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
BL	Base Level	163,939	1	163,939	100.0	163,939	1	163,939	100.0
C01	Existing Program	226,199	0	390,138	238.0	226,199	0	390,138	238.0

Executive Recommendation

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
BL	Base Level	163,939	1	163,939	100.0	163,939	1	163,939	100.0
C01	Existing Program	226,199	0	390,138	238.0	226,199	0	390,138	238.0

Justification

C01	Federal appropriation is requested for Extra Help Salaries in the amount of \$187,320 and the appropriate matching. This is a federal grant from the Department of Career Education. This request is needed for Career and Technical Faculty part time instructors. These instructors will teach additional classes in English as a Second Language (ESL), citizenship and family literacy. Also, additional federal appropriation is requested for educational supplies & materials in the amount of \$24,437.
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Analysis of Budget Request

Appropriation: B60 - Northwest TI-Cash

Funding Sources: 173 - Cash Operations - NTI

Funding for this cash appropriation is received from tuition (\$36 to \$100 per hour), resale from the bookstore, and reimbursement programs such as Apprenticeship. These funds supplement and enhance general revenue funding.

Base Level Regular Salaries and Personal Services Matching includes Career Service payments for eligible employees. Personal Services Matching also includes a \$20 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$410 per month. Base Level salaries and matching do not include appropriation for a Cost of Living Adjustment or Merit Pay Increases.

NTI's Change Level requests total \$1,061,062 in each year of the 2013-2015 Biennium and include the following:

- One (1) new position of Student Recruitment Specialist to make frequent visits to high schools to support students and counselors. This position will also be responsible for administering the enrollment and reporting database required by the Arkansas Department of Career Education.
- \$37,742 in Regular Salaries and Personal Services Matching related to the one new position referenced above.
- \$823,320 in Operating Expenses for maintenance and operations of the Northwest Arkansas Career Secondary Center.
- \$200,000 in Capital Outlay to restore the previous biennium's authorized level and to permit the purchase of equipment as necessary.

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

Appropriation Summary

Appropriation: B60 - Northwest TI-Cash

Funding Sources: 173 - Cash Operations - NTI

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2011-2012 Actual	2012-2013 Budget	2012-2013 Authorized	2013-2014			2014-2015		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	253,183	421,412	457,565	427,195	453,726	453,726	427,895	454,426	454,426
#Positions		8	12	12	12	13	13	12	13	13
Extra Help	5010001	452,312	556,450	556,450	556,450	556,450	556,450	556,450	556,450	556,450
#Extra Help		46	66	66	66	66	66	66	66	66
Personal Services Matching	5010003	158,058	189,964	217,940	203,230	214,441	214,441	203,395	214,606	214,606
Operating Expenses	5020002	502,442	403,500	403,500	403,500	1,226,820	1,226,820	403,500	1,226,820	1,226,820
Conference & Travel Expenses	5050009	8,627	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Professional Fees	5060010	167,690	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Resale (COGS)	5090017	185,607	325,000	325,000	325,000	325,000	325,000	325,000	325,000	325,000
Promotional Items	5090028	10,857	0	0	0	0	0	0	0	0
Capital Outlay	5120011	67,107	200,000	200,000	0	200,000	200,000	0	200,000	200,000
Total		1,805,883	2,461,326	2,525,455	2,280,375	3,341,437	3,341,437	2,281,240	3,342,302	3,342,302
Funding Sources										
Fund Balance	4000005	732,598	864,299		683,348	683,348	683,348	683,348	683,348	683,348
Cash Fund	4000045	1,937,584	2,280,375		2,280,375	3,341,437	3,341,437	2,280,375	3,341,437	3,341,437
Total Funding		2,670,182	3,144,674		2,963,723	4,024,785	4,024,785	2,963,723	4,024,785	4,024,785
Excess Appropriation/(Funding)		(864,299)	(683,348)		(683,348)	(683,348)	(683,348)	(682,483)	(682,483)	(682,483)
Grand Total		1,805,883	2,461,326		2,280,375	3,341,437	3,341,437	2,281,240	3,342,302	3,342,302

Change Level by Appropriation

Appropriation: B60 - Northwest TI-Cash

Funding Sources: 173 - Cash Operations - NTI

Agency Request

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
BL	Base Level	2,280,375	12	2,280,375	100.0	2,281,240	12	2,281,240	100.0
C01	Existing Program	200,000	0	2,480,375	108.8	200,000	0	2,481,240	108.8
C02	New Program	861,062	1	3,341,437	146.5	861,062	1	3,342,302	146.5

Executive Recommendation

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
BL	Base Level	2,280,375	12	2,280,375	100.0	2,281,240	12	2,281,240	100.0
C01	Existing Program	200,000	0	2,480,375	108.8	200,000	0	2,481,240	108.8
C02	New Program	861,062	1	3,341,437	146.5	861,062	1	3,342,302	146.5

Justification

C01	Cash appropriation is requested to restore Capital Outlay in the amount of \$200,000 to the current level authorized. Capital Outlay is needed for the procurement of instructional equipment for our various programs.
C02	Cash appropriation is requested for maintenance & operations in the amount of \$823,320. Effective July 1, 2012 NTI became the fiscal agent for the Northwest Arkansas Career Secondary Center. As the fiscal agent, NTI passes through tuition and the Department of Career Education center aide. We have 8 secondary center programs of which 5 are currently being billed out to Northwest Arkansas Community College and the Career Academy of Hair Design. Also, we are requesting one additional cash position. This position is Secondary Recruitment Specialist grade C1113. This position is needed in order to make frequent visits to high schools to support both students and counselors. In addition the position will be responsible for administering the enrollment and reporting database required by the Arkansas Department of Career Education. The position is an essential component to the administration of the Secondary Career Center.