

CROWLEY'S RIDGE TECHNICAL INSTITUTE

Enabling Laws

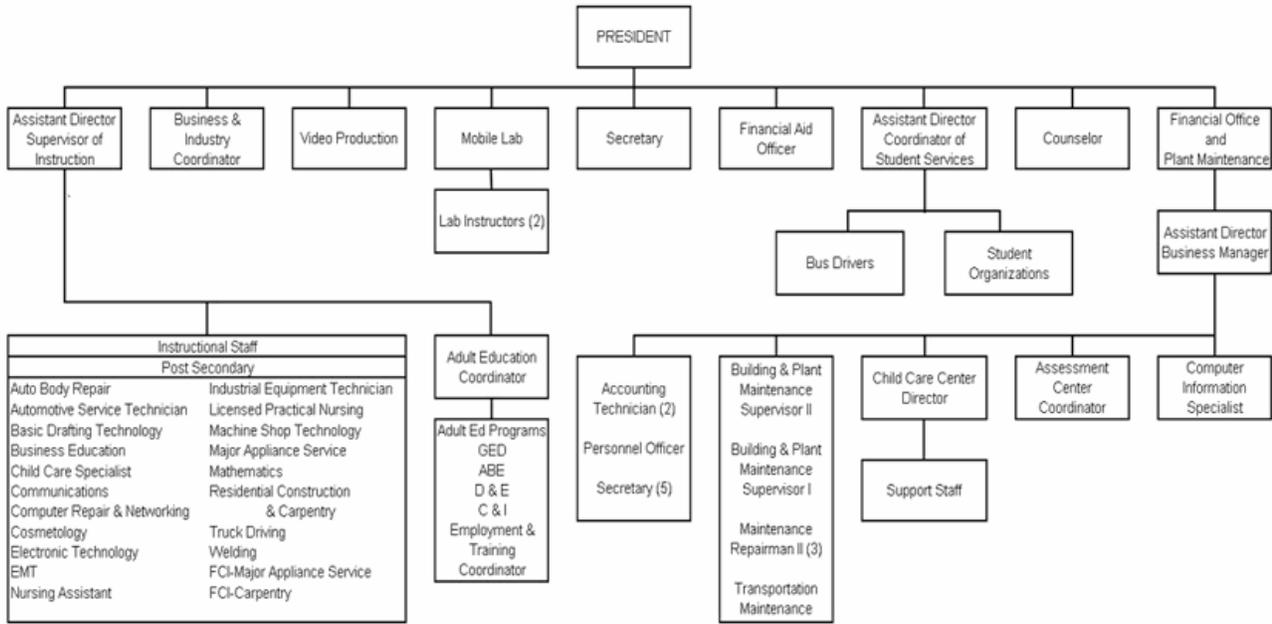
Act 644 of 2003
A.C.A. § 6-51-905

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. There were six programs offered the first year. The programs were expanded in 1971, 1972, and 1973, as a result of the expansions of the training facilities. Crowley's Ridge 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, Electronic Technology, Industrial Equipment Technology, Practical Nursing, Machine Shop Technology, Major Appliance Service, Residential Construction-Carpentry, and Welding. There are three short-term programs: Basic EMT, Certified Nursing Assistant, and Truck Driving. Each program has their 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 also operates an Automated Learning Laboratory which provides workplace literacy training and welfare reform. Training has been expanded through placing two trailers equipped with computers at workplace sites to provide specific training needs as requested by business and industry. An additional trailer has been equipped with trainers for industrial equipment maintenance to be used in business and industry. Major Appliance Service and Carpentry are taught in the Federal Correctional Institute, Forrest City.



Agency Commentary

Crowley's Ridge Technical Institute requests the restoration of appropriation based upon fiscal 2005 levels per Act 644 of 2003 for all funds; Cash, State, and Federal. The restoration of the appropriation would allow for flexibility in budgeting for the regular operations, adult education programs, and contract classes with business and industry. The restoration of the capital outlay in the cash fund would allow for the replacement of obsolete equipment with tuition and resale income. Additional appropriation is requested for the Education and Training Program under the agency's Strategic Plan. Maintenance and Operation appropriation is requested for educational supplies and technology needs in the state and cash funds.

Reclassification of the administrative positions would give the local board control and flexibility in setting salaries and duties of the administrative staff as directed under Section 9 of Act 803 of 1997. This act gives the local boards the powers and duties as necessary for the management and administration of the technical institute.

To summarize, additional funding and appropriation is requested to provide competent training programs to meet the demands of business and industry. It is pertinent that we provide services during periods of high unemployment.

The agency must also maintain its accreditation to be eligible for Title IV funding which includes student financial aid grants.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
CROWLEY'S RIDGE TECHNICAL INSTITUTION
FOR THE YEAR ENDED JUNE 30, 2003

Findings	Recommendations
None	None

Employment Summary

	Male	Female	Total	%
White Employees	24	20	44	77 %
Black Employees	5	8	13	23 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			13	23 %
Total Employees			57	100 %

Cash Fund Balance Description as of June 30, 2004

Fund Account	Balance	Type	Location
1830100	\$917,559	Checking, Savings, Investment	Union Planters Bk., and, 1st Nat'l Bk./EA, Forrest City; and First Nat'l Bk., Wynne

Statutory/Other Restrictions on use:

Arkansas Code 6-51-904 gives the local board power to acquire, hold and transfer real and personal property as may be necessary for the management and administration of the technical institutes.

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 throughout the year. Reimbursements on contracted classes are also deposited into the cash fund.

Fund Balance Utilization:

Funds are utilized to purchase books and supplies for the institute's bookstore; for reimbursable classes, construction projects, equipment purchases and emergency purchases when funding is not available in the General Revenue funding.

Publications

A.C.A 25-1-204

Name	Statutory Authorization	Required for		# Of Copies	Reason (s) for Continued Publication and Distribution
		Governor	General Assembly		
None	N/A	N	N	0	N/A

Department Appropriation / Program Summary

Appropriation / Program	Historical Data						Agency Request and Executive Recommendation							
	2003-2004		2004-2005		2004-2005		2005-2006				2006-2007			
	Actual	Pos	Budget	Pos	Authorized	Pos	Agency	Pos	Executive	Pos	Agency	Pos	Executive	Pos
0534P01 Education & Training Program	3,043,838	48	3,481,090	48	3,977,733	54	5,237,562	48	5,098,499	48	5,323,551	48	5,181,860	48
0534P02 Administration & Support	628,577	13	698,564	13	713,521	13	790,519	13	734,887	13	806,835	13	750,188	13
Total	3,672,415	61	4,179,654	61	4,691,254	67	6,028,081	61	5,833,386	61	6,130,386	61	5,932,048	61

Funding Sources			%		%		%		%		%		%
Fund Balance	4000005	944,896	20.6	917,559	18.9			663,543	13.5	663,543	14.1	0	0.0
General Revenue	4000010	2,155,412	47.0	2,170,409	44.8			2,570,033	52.2	2,350,033	49.9	2,629,424	60.4
Federal Revenue	4000020	139,598	3.0	112,172	2.3			115,537	2.3	115,537	2.5	119,000	2.7
Cash Fund	4000045	556,489	12.1	666,446	13.8			697,520	14.2	697,520	14.8	725,020	16.7
Merit Adjustment Fund	4000055	8,141	0.2	97,654	2.0			0	0.0	0	0.0	0	0.0
Adult Basic/General	4000065	433,461	9.4	500,177	10.3			501,877	10.2	501,877	10.7	501,877	11.5
Workforce 2000	4000740	351,977	7.7	378,780	7.9			378,780	7.6	378,780	8.0	378,780	8.7
Total Funds		4,589,974	100.0	4,843,197	100.0			4,927,290	100.0	4,707,290	100.0	4,354,101	100.0
Excess Appropriation/(Funding)		(917,559)		(663,543)				1,100,791		1,126,096		1,776,285	
Grand Total		3,672,415		4,179,654				6,028,081		5,833,386		6,130,386	

Analysis of Budget Request

Appropriation / Program: 0534P01 - Education & Training Program

Funding Sources: ETC-Crowley's Ridge TI - State; FTC-Federal; Other Funds

Crowley's Ridge Technical Institute (CRTI) strives to respond to the business and industry needs in a fifty mile radius of Forrest City including St. Francis, Lee, Cross, Monroe, Phillips, Crittenden, Woodruff and Craighead counties. Advances in computer technology is an emphasis, as well as responding to the specific training needs of the industries in the service area. Adult education classes are taught at several locations throughout the school's service delivery area including the state prison at Brickey, and the federal prison in Forrest City. CRTI operates one Automated Learning Laboratory and three mobile classrooms which provide workplace literacy training and industry specific training.

This appropriation is for the Education and Training Program of the Institute. The administrative operation for the Institute is provided for separately under the Administration Program. In addition to General Revenue funding which is the primary source of funding for the Education and Training Program of the Institute, cash funds for this appropriation are received from tuition, resale from the bookstore, contracted programs such as Apprenticeship and classes contracted with the Federal Prison. Also, funding for this appropriation is provided by Workforce 2000 and from federal sources for Workforce Education, primarily the Carl D. Perkins Vocational and Applied Technology Education Act, P.L. 101-392 and Adult Education.

The Base Level for this appropriation is \$4,169,355 for FY06 and \$4,252,716 for FY07. Base Level for this program includes graduated salary increases of 3% to 1.5% each year over FY05 salary levels, along with related Personal Services Matching costs for 48 Base Level positions. This includes a \$600 minimum increase for employees earning \$20,000 or below. Included in Personal Services Matching is a \$40 increase in the monthly contribution for State employee's health insurance for a total State match of \$320 per month.

The Base Level appropriation for regular salaries and matching reflects the line item maximum for salary of instructional staff. The agency budgets these positions at an average salary much less than the maximum salary, resulting in an increase of approximately \$900,000 in appropriation only for salaries and match above the FY05 budget.

Total Change Level requests are \$1,068,207 in FY06 and \$1,078,835 in FY07, as follows:

Change Level request for General Revenue appropriation and funding of \$200,000 each fiscal year. This amount is to address two areas:

- \$100,000/year in educational and shop supplies required for the many training programs such as carpentry, welding, auto body and cosmetology
- \$100,000/year in computer software, network expenses and data processing maintenance to upgrade the technological resources of the Institute

Change Level request for additional appropriation only to allow flexibility in budgeting and

administration for the adult education and training programs, specifically:

- \$50,000 for Resale expenses for anticipated increases in the operation and sales of the Institute's bookstore;
- \$325,000 for restoration of capital outlay appropriation; and,
- \$315,805 for Maintenance and Operation amounts (equal to the levels authorized in its current appropriation act) as well as restoration of appropriation only for Extra Help (and associated match) and for Travel and Conference Fees in the amount of \$1,500.

Change Level request for position reclassifications, which seeks approval and appropriation only for the reclassification of three positions within the Education and Training Program. The associated appropriation request for the salary and match for the reclassifications is \$119,063 in FY06 and \$121,691 in FY07.

The Executive Recommendation provides for the Agency Request for additional appropriation only for Extra Help and associated matching and for the non-position line items. No additional general revenue funding is provided for the Change Level. This recommendation does not provide for position reclassifications or any associated salaries and match appropriation for the reclassification request.

The Executive Recommendation also reduces the Travel-Conference Fee line item to \$24,000 and the Professional Fees and Services line item to \$15,000. A general revenue funding reduction of \$20,000 in FY 06 and \$20,000 in FY07 is recommended as well.

Appropriation / Program Summary

Appropriation / Program: 0534P01 Education and Training

Funding Sources: ETC-Crowley's Ridge TI - State; FTC-Federal; Other Funds

Program Description	Program Goals
The workforce education and training program consists of resources needed to identify and implement the training plan designed to provide academic and technical instruction and services. Crowley's Ridge strives to respond to the business and industry needs in its service area.	1 To design and implement full time and industry specific programs and training classes to meet industry and individual students needs.

Objective Code	Name	Description
00HA	Objective 1	Offer technical and career training based upon workforce needs.
HA00	Objective 1	Offer technical and career training based upon workforce needs.

Performance Measures

Objective	Key Measures		Type	Description	2004 Target Authorized / Actual	2006 Target	2007 Target
	Exec	Leg					
1	X	X	Outcome	Student attainment of academic and technical skill proficiency.	41.50%/ 56.10%	42.5%	43%
1	X	X	Outcome	Placement in jobs related to training, retention, completion, postsecondary or advanced training, employment or military service.	46%/72.90%	48%	49%
1	X	X	Outcome	Business/Industry Training (clock hours)	51,000/ 61,592	53,000	54,000

Appropriation / Program Summary

Appropriation / Program: 0534P01 Education & Training Program

Authorized Program Amount **3,977,733**

Historical Data

Agency Request and Executive Recommendation

Commitment Item		2003-2004	2004-2005	2005-2006			2006-2007		
		Actual	Budget	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	1,526,193	1,573,000	2,324,975	2,421,101	2,324,975	2,392,279	2,490,528	2,392,279
#Positions		48							
Extra Help	5010001	191,463	238,179	238,179	291,982	291,982	238,179	291,982	291,982
#Extra Help		54	56						
Personal Services Matching	5010003	455,574	526,256	762,546	788,519	765,582	778,603	805,081	781,639
Operating Expenses	5020002	701,154	625,155	625,155	1,140,960	1,140,960	625,155	1,140,960	1,140,960
Travel-Conference Fees	5050009	19,585	32,500	32,500	34,000	24,000	32,500	34,000	24,000
Professional Fees and Services	5060010	7,471	25,000	25,000	25,000	15,000	25,000	25,000	15,000
Resale (COGS)	5090017	112,001	160,000	160,000	210,000	210,000	160,000	210,000	210,000
Promotional Items	5090028	14,997	0	0	0	0	0	0	0
Capital Outlay	5120011	15,400	300,000	0	325,000	325,000	0	325,000	325,000
Debt Service	5120019	0	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Total		3,043,838	3,481,090	4,169,355	5,237,562	5,098,499	4,252,716	5,323,551	5,181,860

Funding Sources									
Fund Balance	4000005	944,896	917,559	663,543	663,543	663,543	0	0	0
General Revenue	4000010	1,600,178	1,613,681	1,757,666	1,957,666	1,737,666	1,804,256	2,004,256	1,784,256
Federal Revenue	4000020	139,598	112,172	115,537	115,537	115,537	119,000	119,000	119,000
Cash Fund	4000045	485,263	550,000	575,000	575,000	575,000	600,000	600,000	600,000
Merit Adjustment Fund	4000055	6,024	72,264	0	0	0	0	0	0
Adult Basic/General	4000065	433,461	500,177	501,877	501,877	501,877	501,877	501,877	501,877
Workforce 2000	4000740	351,977	378,780	378,780	378,780	378,780	378,780	378,780	378,780
Total Funding		3,961,397	4,144,633	3,992,403	4,192,403	3,972,403	3,403,913	3,603,913	3,383,913
Excess Appro/(Funding)		(917,559)	(663,543)	176,952	1,045,159	1,126,096	848,803	1,719,638	1,797,947
Grand Total		3,043,838	3,481,090	4,169,355	5,237,562	5,098,499	4,252,716	5,323,551	5,181,860

Objective Summary

Objective: 00HA Education & Training Program-Objective 1-Treasury

Description: Offer technical and career training based upon workforce needs.

Commitment Item	Historical Data		Agency Request and Executive Recommendation					
	2003-2004	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	1,526,193	1,573,000	2,324,975	2,421,101	2,324,975	2,392,279	2,490,528	2,392,279
#Positions	48	48	48	48	48	48	48	48
Extra Help 5010001	191,463	238,179	238,179	291,982	291,982	238,179	291,982	291,982
#Extra Help	54	56	56	56	56	56	56	56
Personal Services Matching 5010003	455,574	526,256	762,546	788,519	765,582	778,603	805,081	781,639
Operating Expenses 5020002	489,872	420,155	420,155	835,960	835,960	420,155	835,960	835,960
Travel-Conference Fees 5050009	3,057	5,500	5,500	7,000	7,000	5,500	7,000	7,000
Promotional Items 5090028	14,997	0	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	25,000	25,000	0	25,000	25,000
Objective Total	2,681,156	2,763,090	3,751,355	4,369,562	4,250,499	3,834,716	4,455,551	4,333,860

Objective Summary

Objective: HA00 Education & Training Program-Objective 1-Cash

Description: Offer technical and career training based upon workforce needs.

Commitment Item	Historical Data		Agency Request and Executive Recommendation					
	2003-2004 Actual	2004-2005 Budget	2005-2006			2006-2007		
			Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses 5020002	211,282	205,000	205,000	305,000	305,000	205,000	305,000	305,000
Travel-Conference Fees 5050009	16,528	27,000	27,000	27,000	17,000	27,000	27,000	17,000
Professional Fees and Services 5060010	7,471	25,000	25,000	25,000	15,000	25,000	25,000	15,000
Resale (COGS) 5090017	112,001	160,000	160,000	210,000	210,000	160,000	210,000	210,000
Capital Outlay 5120011	15,400	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
Objective Total	362,682	718,000	418,000	868,000	848,000	418,000	868,000	848,000

Analysis of Budget Request

Appropriation / Program: 0534P02 - Administration & Support

Funding Sources: ETC-Crowley's Ridge TI - State; Other Funds

The Administration Program of Crowley's Ridge Technical Institute provides for development, administration and oversight of the Institute's Education and Training Program which serves business and industry needs in its service area. The Administration and support area consists of personnel and resources in the finance and maintenance operations to support the education and training programs. Under this area is budgeted the President and the finance, personnel and maintenance staff for the Institute.

In addition to General Revenue funding which is the primary source of funding, cash funds from tuition and reimbursements are utilized by this appropriation.

The Base Level for this appropriation is \$734,887 for FY06 and \$750,188 for FY07. Base Level for this program includes graduated salary increases of 3% to 1.5% each year over FY05 salary levels, along with related Personal Services Matching costs for 13 Base Level positions. This includes a \$600 minimum increase for employees earning \$20,000 or below. Included in Personal Services Matching is a \$40 increase in the monthly contribution for State employee's health insurance for a total State match of \$320 per month.

The Change Level request of \$55,632 in FY06 and \$56,647 in FY07 is for reclassification of two positions to provide the local board additional control and flexibility in setting salaries and duties for the Institute's staff. No general revenue funding is requested.

The Executive Recommendation provides for Base Level.

Appropriation / Program Summary

Appropriation / Program: 0534P02 Administration and Support

Funding Sources: ETC-Crowley's Ridge TI - State; Other Funds

Program Description	Program Goals
The administration and support program consists of the personnel, maintenance and operations, building and grounds, and equipment resources needed to facilitate the education and training program.	1 To provide the facilities, equipment, administration and student support, necessary to create an industry standard, positive learning environment, in which students can succeed.

Objective Code	Name	Description
05HA	Objective 1	Provide administration and support to accomplish instructional goals.
HA05	Objective 1	Provide administration and support to accomplish instructional goals.

Performance Measures

Objective	Key Measures		Type	Description	2004 Target Authorized / Actual	2006 Target	2007 Target
	Exec	Leg					
1	X	X	Outcome	Operating expenditures of the Administration and Support Program as a percent of the total operating budget for the Institute.	28%/30%	27%	26%
1	X	X	Outcome	Number of prior year audit findings repeated in subsequent audit.	1/0	1	0
1			Outcome	Number of days to enter all year-end closing entries into AASIS required for CAFR Report.		63 days	63 days
1			Outcome	Number of security and privacy policies promulgated by the State Executive Chief Information Officer implemented in required timeframe.		4	4

Appropriation / Program Summary

Appropriation / Program: 0534P02 Administration & Support

Authorized Program Amount **713,521**

Historical Data

Agency Request and Executive Recommendation

Commitment Item		2003-2004	2004-2005	2005-2006			2006-2007		
		Actual	Budget	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	398,551	408,770	420,906	465,929	420,906	433,285	479,134	433,285
#Positions		13							
Extra Help	5010001	38,734	81,052	81,052	81,052	81,052	81,052	81,052	81,052
#Extra Help		13	20						
Personal Services Matching	5010003	119,701	133,742	157,929	168,538	157,929	160,851	171,649	160,851
Operating Expenses	5020002	71,591	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Total		628,577	698,564	734,887	790,519	734,887	750,188	806,835	750,188

Funding Sources									
General Revenue	4000010	555,234	556,728	612,367	612,367	612,367	625,168	625,168	625,168
Cash Fund	4000045	71,226	116,446	122,520	122,520	122,520	125,020	125,020	125,020
Merit Adjustment Fund	4000055	2,117	25,390	0	0	0	0	0	0
Total Funding		628,577	698,564	734,887	734,887	734,887	750,188	750,188	750,188
Excess Appro/(Funding)		0	0	0	55,632	0	0	56,647	0
Grand Total		628,577	698,564	734,887	790,519	734,887	750,188	806,835	750,188

Objective Summary

Objective: 05HA Administration & Support-Objective 1-Treasury

Description: Provide administration and support to accomplish instructional goals.

Commitment Item	Historical Data		Agency Request and Executive Recommendation					
	2003-2004 Actual	2004-2005 Budget	2005-2006			2006-2007		
			Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	398,551	408,770	420,906	465,929	420,906	433,285	479,134	433,285
#Positions	13	13	13	13	13	13	13	13
Extra Help 5010001	38,734	81,052	81,052	81,052	81,052	81,052	81,052	81,052
#Extra Help	13	20	20	20	20	20	20	20
Personal Services Matching 5010003	119,701	133,742	157,929	168,538	157,929	160,851	171,649	160,851
Operating Expenses 5020002	27,492	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Objective Total	584,478	653,564	689,887	745,519	689,887	705,188	761,835	705,188

Objective Summary

Objective: HA05 Administration & Support-Objective 1-Cash

Description: Provide administration and support to accomplish instructional goals.

Commitment Item	Historical Data		Agency Request and Executive Recommendation					
	2003-2004	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses 5020002	44,099	45,000	45,000	45,000	45,000	45,000	45,000	45,000
Objective Total	44,099	45,000	45,000	45,000	45,000	45,000	45,000	45,000