

CROWLEY'S RIDGE TECHNICAL INSTITUTE

Enabling Laws

Act 1391 of 2005

A.C.A. § 6-51-905

History and Organization

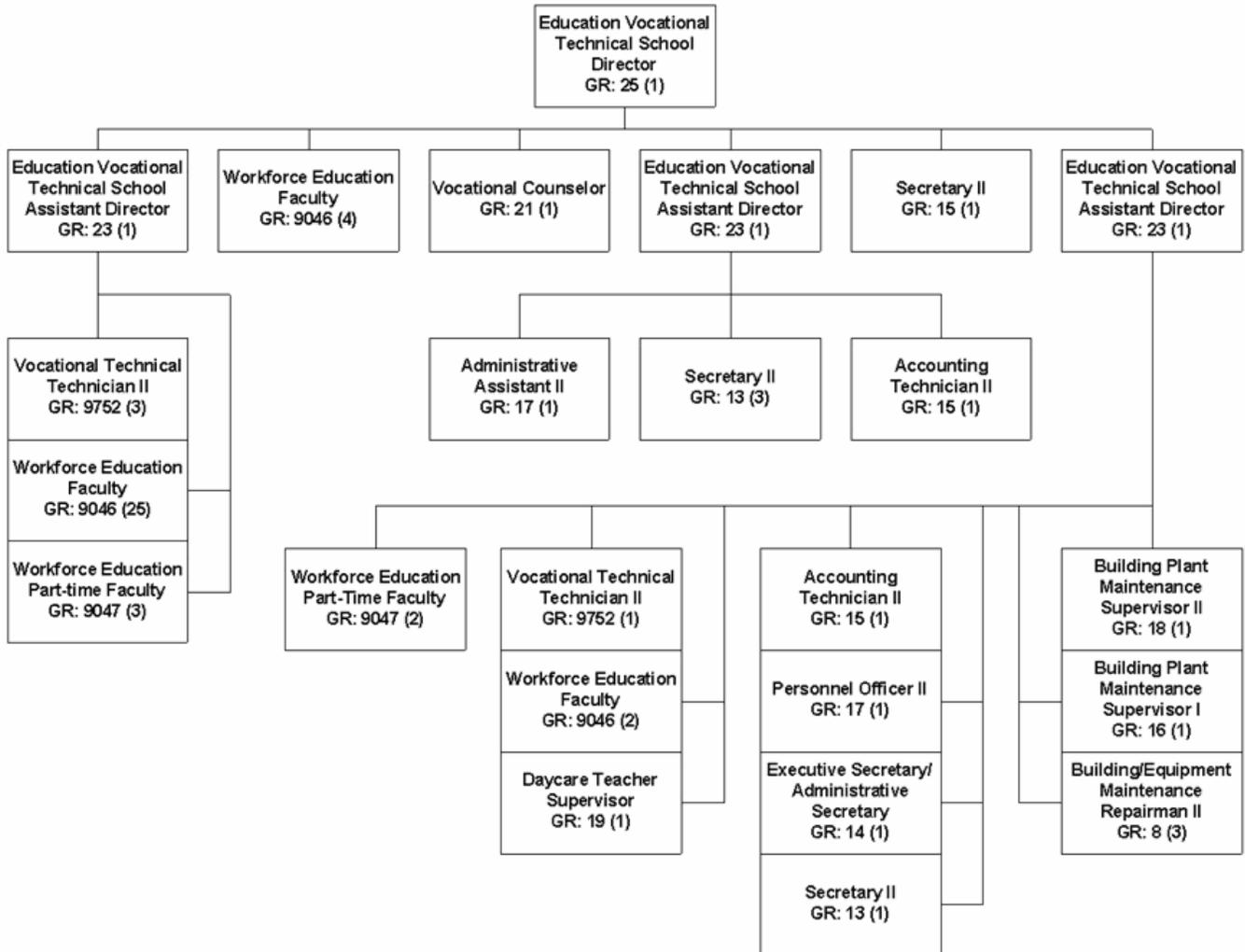
History - Act 328 of 1957 established vocational technical schools. Crowley's Ridge Vocational Technical School was approved for construction by the State Board of Vocational Education in 1966, and students were accepted in September 1967. The building site was donated by the Forrest City Chamber of Commerce. 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, 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 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 also operates an Automated Learning Laboratory which provides workplace literacy training and welfare reform. Training has been expanded by placing mobile units equipped with computers at workplace sites to provide specific training needs 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

For the State Operations appropriation, Crowley's Ridge Technical Institute requests Base Level and restoration of Authorized Level for Operating Expenses for each year of the 2007-09 biennium. Restoration of Authorized Level for Operating Expenses is requested in appropriation only in order to provide Crowley's Ridge Technical Institute with sufficient appropriation to meet costs associated with the provision of adult education programs, regular operations, and provision of contract classes with business and industry.

For Cash Operations, Base Level plus restoration of Authorized Level for Capital Outlay in the amount of \$300,000 each year is requested to provide authority for the purchase of replacement equipment that is beyond repair, or has become too obsolete or too expensive to maintain. Modest increases in Conference & Travel Expenses, Professional Fees, and Resale above Base Level are requested to meet anticipated operational needs, adjust to increased costs associated with accreditation standards of the Council on Occupational Education (COE), and to accommodate the effects of inflation for the new biennium.

For Federal Operations, Base Level plus restoration of Authorized Level for Operating Expenses, Conference & Travel Expenses, and Capital Outlay is requested to provide the Agency with authority to meet costs associated with the increased demand for provision of competent training programs for business and

industry.

All agency requests have as a central focus the provision of business and industry training programs as a critical resource in efforts to lower the high rate of unemployment in our service area. It is also essential that Crowley's Ridge Technical Institute provide these services at a level necessary to meet prescribed accreditation standards for continued eligibility for Title IV funding, which includes financial support for student aid grants.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
CROWLEY'S RIDGE TECHNICAL INSTITUTE
FOR THE YEAR ENDED JUNE 30, 2005

Findings	Recommendations
None	None

Employment Summary

	Male	Female	Total	%
White Employees	23	19	42	74 %
Black Employees	9	6	15	26 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			15	26 %
Total Employees			57	100 %

Cash Fund Balance Description as of June 30, 2006

Fund Account	Balance	Type	Location
1830100	\$888,038	Checking, Savings, and Investments	Regions & 1st Nat'l Banks of East AR & 1st Nat'l Bank of Wynne, in Forrest City, AR

Statutory/Other Restrictions on use:

ACA 6-51-904 (gives local board power 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 throughout the year.

Fund Balance Utilization:

Funds are utilized to purchase books & supplies for the Institute's bookstore; for Construction projects, equipment purchases, and emergency purchases when general revenues are unavailable in the State Treasury.

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 Summary

Historical Data

Agency Request and Executive Recommendation

Appropriation	2005-2006		2006-2007		2006-2007		2007-2008				2008-2009			
	Actual	Pos	Budget	Pos	Authorized	Pos	Agency	Pos	Executive	Pos	Agency	Pos	Executive	Pos
709 Crowleys Ridge-State	3,305,127	53	3,490,526	53	4,322,073	53	3,616,536	53	3,527,982	53	3,616,536	53	3,527,982	53
710 Crowleys Ridge-Fed	94,190	2	93,886	2	286,915	2	215,360	2	215,360	2	215,360	2	215,360	2
854 Crowleys Ridge-Cash	480,092	3	1,299,105	6	1,323,060	6	1,354,465	6	1,301,465	6	1,354,465	6	1,301,465	6
Total	3,879,409	58	4,883,517	61	5,932,048	61	5,186,361	61	5,044,807	61	5,186,361	61	5,044,807	61

Funding Sources		%		%		%		%		%		%	
Fund Balance	4000005	814,372	17.1	888,038	17.9	88,038	1.9	88,038	1.9	0	0.0	0	0.0
General Revenue	4000010	2,334,756	49.0	2,409,424	48.5	2,451,721	51.7	2,451,721	52.3	2,451,721	52.7	2,451,721	53.3
Federal Revenue	4000020	94,190	2.0	93,886	1.9	215,360	4.5	215,360	4.6	215,360	4.6	215,360	4.7
Cash Fund	4000045	553,758	11.6	499,105	10.0	907,465	19.1	854,465	18.2	907,465	19.5	854,465	18.6
Merit Adjustment Fund	4000055	12,179	0.3	4,841	0.1	0	0.0	0	0.0	0	0.0	0	0.0
Adult Basic/General	4000065	432,132	9.1	537,143	10.8	537,143	11.3	537,143	11.5	537,143	11.5	537,143	11.7
Workforce 2000	4000740	526,060	10.9	539,118	10.8	539,118	11.5	539,118	11.5	539,118	11.7	539,118	11.7
Total Funds		4,767,447	100.0	4,971,555	100.0	4,738,845	100.0	4,685,845	100.0	4,650,807	100.0	4,597,807	100.0
Excess Appropriation/(Funding)		(888,038)		(88,038)		447,516		358,962		535,554		447,000	
Grand Total		3,879,409		4,883,517		5,186,361		5,044,807		5,186,361		5,044,807	

Agency Position Usage Report

FY2004-2005						FY2005-2006						FY2006-2007					
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	
67	54	3	57	10	19.40%	61	57	4	61	0	6.56%	61	57	4	61	0	6.56%

Analysis of Budget Request

Appropriation: 709 - Crowleys Ridge-State

Funding Sources: ETC - Crowley's Ridge Tech 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.

A cost of living increase is not incorporated in Base Level pending the outcome of the Classification and Compensation Study. FY07 salary levels have been held flat each year for all incumbents. Personal Services Matching may reflect increases in the Base Level due to the Social Security Tax maximum income limit and certain increases in Worker's Compensation and Unemployment Tax rates. Personal Services Matching also includes a \$30 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$350 per month.

For the 2007-09 biennium, CRTI requests Base Level and Change Levels totaling \$88,554 in appropriation only each year to restore Authorized Level for the Operating Expenses line item. The additional appropriation is requested to meet anticipated increases in utility and fuel costs, adjust for the effects of inflation, and provide flexibility for budgeting of costs associated with adult education programs.

The Executive Recommendation provides for Base Level.

Appropriation Summary

Appropriation: 709 Crowleys Ridge-State
Funding Sources: ETC - Crowley's Ridge Tech Institute

Commitment Item	Historical Data			Agency Request and Executive Recommendation					
	2005-2006 Actual	2006-2007 Budget	2006-2007 Authorized	2007-2008			2008-2009		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	1,892,807	1,978,401	2,501,386	1,955,796	1,955,796	1,955,796	1,955,796	1,955,796	1,955,796
#Positions	53	53	53	53	53	53	53	53	53
Extra Help 5010001	139,916	158,400	158,400	158,400	158,400	158,400	158,400	158,400	158,400
#Extra Help	36	50	50	50	50	50	50	50	50
Personal Services Matching 5010003	581,005	599,358	819,366	659,419	659,419	659,419	659,419	659,419	659,419
Operating Expenses 5020002	674,344	748,867	837,421	748,867	837,421	748,867	748,867	837,421	748,867
Conference & Travel Expenses 5050009	555	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500
Professional Fees 5060010	0	0	0	0	0	0	0	0	0
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Promotional Items 5090028	16,500	0	0	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Total	3,305,127	3,490,526	4,322,073	3,527,982	3,616,536	3,527,982	3,527,982	3,616,536	3,527,982
Funding Sources									
General Revenue 4000010	2,334,756	2,409,424		2,451,721	2,451,721	2,451,721	2,451,721	2,451,721	2,451,721
Merit Adjustment Fund 4000055	12,179	4,841		0	0	0	0	0	0
Adult Basic/General 4000065	432,132	537,143		537,143	537,143	537,143	537,143	537,143	537,143
Workforce 2000 4000740	526,060	539,118		539,118	539,118	539,118	539,118	539,118	539,118
Total Funding	3,305,127	3,490,526		3,527,982	3,527,982	3,527,982	3,527,982	3,527,982	3,527,982
Excess Appropriation/(Funding)	0	0		0	88,554	0	0	88,554	0
Grand Total	3,305,127	3,490,526		3,527,982	3,616,536	3,527,982	3,527,982	3,616,536	3,527,982

In accordance with Arkansas Code 6-63-304 and with the approval of the Board of Trustees of Crowley's Ridge Technical Institute, a transfer from Operating Expenses to the Promotional Items line item was approved for the purchase of promotional items for FY06.

Change Level by Appropriation

Appropriation: 709-Crowleys Ridge-State
Funding Sources: ETC - Crowley's Ridge Tech Institute

Agency Request

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
BL	Base Level	3,527,982	53	3,527,982	100.0	3,527,982	53	3,527,982	100.0
C05	Unfunded Appropriation	88,554	0	3,616,536	102.5	88,554	0	3,616,536	102.5

Executive Recommendation

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
BL	Base Level	3,527,982	53	3,527,982	100.0	3,527,982	53	3,527,982	100.0
C05	Unfunded Appropriation	0	0	3,527,982	100.0	0	0	3,527,982	100.0

Justification

C05	Restoration of Operating Expenses to the FY07 Authorized Level per Act 1391 of 2005 is requested for each year. The increase will provide authority to meet anticipated increases in utility costs and offset the effects of inflation for the 2007-09 biennium.
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Analysis of Budget Request

Appropriation: 710 - Crowleys Ridge-Fed

Funding Sources: FTC - Crowley's Ridge Tech Institute - Federal

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.

A cost of living increase is not incorporated in Base Level pending the outcome of the Classification and Compensation Study. FY07 salary levels have been held flat each year for all incumbents. Personal Services Matching may reflect increases in the Base Level due to the Social Security Tax maximum income limit and certain increases in Worker's Compensation and Unemployment Tax rates. Personal Services Matching also includes a \$30 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$350 per month.

Crowley's Ridge Technical Institute (CRTI) requests Base Level as well as restoration of Authorized Levels for Extra Help, Operating Expenses, Conference & Travel Expenses, and Capital Outlay totaling \$89,034 each year. Associated with the Extra Help request, applicable Personal Services Matching costs of \$3,392 each year are also requested. Change Level requests for this appropriation total \$92,426 each year. According to CRTI, all requests are made with the objective of providing CRTI with flexibility in planning and budgeting costs for the Adult Education programs supported by this appropriation.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 710 Crowleys Ridge-Fed
Funding Sources: FTC - Crowley's Ridge Tech Institute - Federal

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	64,302	56,200	133,613	78,805	78,805	78,805	78,805	78,805	78,805
#Positions	2	2	2	2	2	2	2	2	2
Extra Help 5010001	6,326	8,000	52,003	8,000	52,003	52,003	8,000	52,003	52,003
#Extra Help	1	1	1	1	1	1	1	1	1
Personal Services Matching 5010003	20,224	19,678	46,260	26,121	29,513	29,513	26,121	29,513	29,513
Operating Expenses 5020002	3,338	9,508	28,539	9,508	28,539	28,539	9,508	28,539	28,539
Conference & Travel Expenses 5050009	0	500	1,500	500	1,500	1,500	500	1,500	1,500
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	25,000	0	25,000	25,000	0	25,000	25,000
Total	94,190	93,886	286,915	122,934	215,360	215,360	122,934	215,360	215,360
Funding Sources									
Federal Revenue 4000020	94,190	93,886		122,934	215,360	215,360	122,934	215,360	215,360
Total Funding	94,190	93,886		122,934	215,360	215,360	122,934	215,360	215,360
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	94,190	93,886		122,934	215,360	215,360	122,934	215,360	215,360

Change Level by Appropriation

Appropriation: 710-Crowleys Ridge-Fed

Funding Sources: FTC - Crowley's Ridge Tech Institute - Federal

Agency Request

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
BL	Base Level	122,934	2	122,934	100.0	122,934	2	122,934	100.0
C01	Existing Program	92,426	0	215,360	175.1	92,426	0	215,360	175.1

Executive Recommendation

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
BL	Base Level	122,934	2	122,934	100.0	122,934	2	122,934	100.0
C01	Existing Program	92,426	0	215,360	175.1	92,426	0	215,360	175.1

Justification

C01	Restoration of Authorized Level for Extra Help, Operating Expenses, Conference & Travel Expenses, and Capital Outlay are requested for each year. The restoration will permit flexibility in planning & budgeting costs for federally funded Adult Education programs as well as provide authority in the event funding received is greater than currently expected.
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Analysis of Budget Request

Appropriation: B54 - Crowleys Ridge-Cash

Funding Sources: 183 - Crowley's Ridge Tech 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. Cash funds are used to supplement the operations of the Agency.

A cost of living increase is not incorporated in Base Level pending the outcome of the Classification and Compensation Study. FY07 salary levels have been held flat each year for all incumbents. Personal Services Matching may reflect increases in the Base Level due to the Social Security Tax maximum income limit and certain increases in Worker's Compensation and Unemployment Tax rates. Personal Services Matching also includes a \$30 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$350 per month.

Capital Outlay in the amount of \$300,000 each year is requested as a Change Level to restore Authorized Level and to provide authority for the purchase of replacement equipment that is beyond repair or too obsolete or expensive to maintain. Change Levels totaling \$53,000 each year are requested for Conference & Travel Expenses, Professional Fees, and Resale to meet anticipated operational needs as well as to accommodate the effects of inflation. Change Level requests total \$353,000 for each year of the 2007-09 biennium.

The Executive Recommendation provides for Base Level with the exception of Capital Outlay which is restored to Authorized Level for each year.

Appropriation Summary

Appropriation: B54 Crowley's Ridge-Cash
Funding Sources: 183 - Crowley's Ridge Tech Institute - Cash

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	109,008	170,976	190,565	170,976	170,976	170,976	170,976	170,976	170,976
#Positions	3	6							
Extra Help 5010001	74,647	162,631	162,631	162,631	162,631	162,631	162,631	162,631	162,631
#Extra Help	20	25							
Personal Services Matching 5010003	40,930	72,498	76,864	74,858	74,858	74,858	74,858	74,858	74,858
Operating Expenses 5020002	110,328	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000
Conference & Travel Expenses 5050009	10,662	17,000	17,000	17,000	25,000	17,000	17,000	25,000	17,000
Professional Fees 5060010	3,832	15,000	15,000	15,000	20,000	15,000	15,000	20,000	15,000
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Resale (COGS) 5090017	127,083	210,000	210,000	210,000	250,000	210,000	210,000	250,000	210,000
Capital Outlay 5120011	3,602	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
Total	480,092	1,299,105	1,323,060	1,001,465	1,354,465	1,301,465	1,001,465	1,354,465	1,301,465
Funding Sources									
Fund Balance 4000005	814,372	888,038		88,038	88,038	88,038	0	0	0
Cash Fund 4000045	553,758	499,105		554,465	907,465	854,465	554,465	907,465	854,465
Total Funding	1,368,130	1,387,143		642,503	995,503	942,503	554,465	907,465	854,465
Excess Appropriation/(Funding)	(888,038)	(88,038)		358,962	358,962	358,962	447,000	447,000	447,000
Grand Total	480,092	1,299,105		1,001,465	1,354,465	1,301,465	1,001,465	1,354,465	1,301,465

Change Level by Appropriation

Appropriation: B54-Crowleys Ridge-Cash

Funding Sources: 183 - Crowley's Ridge Tech Institute - Cash

Agency Request

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
BL	Base Level	1,001,465	6	1,001,465	100.0	1,001,465	6	1,001,465	100.0
C01	Existing Program	353,000	0	1,354,465	135.2	353,000	0	1,354,465	135.2

Executive Recommendation

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
BL	Base Level	1,001,465	6	1,001,465	100.0	1,001,465	6	1,001,465	100.0
C01	Existing Program	300,000	0	1,301,465	129.9	300,000	0	1,301,465	129.9

Justification

C01	Restoration of Capital Outlay in the amount of \$300,000 each year is requested to provide authority for the purchase of replacement equipment that is beyond repair or too obsolete or expensive to maintain. Increases above Base Level are also requested totaling \$53,000 each year for Conference & Travel Expenses, Professional Fees, and Resale to meet anticipated operational needs as well as accommodate the effects of inflation for the next biennium.
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