MINUTES OF THE MEETING
JOINT SUBCOMMITTEE
ON EDUCATION APPROPRIATIONS
MONTANA STATE
HOUSE OF REPRESENTATIVES

February 7, 1985

Tape 43 Side A

The meeting of the Education Subcommittee was called to order by Chairman Gene Donaldson at 7:00 A.M. on Thursday, February 7, 1985, in Room 104 of the State Capitol.

All members were present.

The purpose of the meeting was discussion of the Budget for the Vo-Tech centers.

The first presentation was made by Francis Olson (43:A:037), Office of the Budget and Program Planning (EXHIBIT 1). The five Vo-Tech centers are located at Billings, Great Falls, Missoula, Helena and Butte. He said his office has two specific objectives for the 1987 biennium. One is to try to gather the data base which will help apply the formula that was developed by the Legislative Finance Committee. The other objective is to reach a common working ground with the Legislative Fiscal Analyst's office.

Mr. Olson explained that the vocational budgets were divided into three components: instruction, support and plant operation and maintenance.

The two components of the instruction budget are personal services and operations. The rate per student FTE for the personal services portion of instructional costs is $1,698, which represents the 1984 rate with pay plan allowance. This figure multiplied by the 1986 enrollment gave a specific amount of money which the centers were asked to spread over the expenditure categories in personal services. The second part of the instruction budget is based on student FTE, which was calculated to be $278 in the last biennium. This figure times the 1986 enrollment generated the amount of money for operations in the instruction area. The centers were asked to take this amount and spread it over the expenditure categories and then inflate it at 4 percent per year.

The plant operation portion of the budget is not driven by formula, Mr. Olson said. The plant operation/maintenance operations budget is handled incrementally. The personal services portion was inflated at the 1985 rate of 4 percent and not compounded, he said.

Turning to the personal services portion of the budget for support, Mr. Olson said the figures arrived at are formula-driven. The staffing standard adopted in the last biennium is detailed in Exhibit 1. Seven positions are considered fixed, and the remaining positions are driven by the numbers of administrative staff per center. Mr. Olson said 9.8 FTE is the figure that was actually used for the formula.

Mr. Olson said there had been a problem with the number of FTE given by the centers. A review of the actual projected enrollments of all the centers revealed that the enrollment projections appeared to be inflated. Projected 1984 enrollment figures exceed the actual figures for that year. A review of fall quarter enrollments for the past three years indicates that this trend will continue. In view of this data, the student enrollment projections for 1986 and 1987 were scaled back to fiscal year 1985. Mr. Olson said the figure for 1985 was used so that the centers will be held harmless rather than have their budgets reduced.

Referring to Exhibit 1, Mr. Olson explained that variable equipment items means items which cost less than $1,000. He discussed a center-by-center breakdown of cost components for the 1987 biennium. The total budget for FY 86 is $8,899,125 and for FY 87 $8,806,057. However, the Executive budget does not contain any capital equipment, because in the planning process the centers were asked to make their choices of equipment in late February or early March. By the time September came, there were many changes in their needs. The amount suggested by the Office of Public Instruction for capital equipment is $100,000 per year for each center.

Mr. Olson next discussed funding sources (Exhibit 1). Funding sources include General Fund, millage, tuition fees, Coal Tax, and federal funds. Mr. Olson said tuition rates were figured at $540 per student.

Mr. Olson said the Office of Public Instruction believes the staffing pattern should be taken from the administrative rules, which is a different staffing pattern from what was agreed upon in the Legislative Session. Referring to Exhibit 1, he pointed out that $672,544 would be available to the centers if OPI's suggested staffing pattern is used.

Mr. Olson said the Budget Office had planned on $1,022,199 of federal money for the Vo-Tech program. In 1984 and 1985, $1,178,657 was appropriated. Because of the Carl Perkins Act and the new parameters set by it, there is now $553,551 per year for the Vo-Tech centers. If that amount is subtracted from the Budget Office's planned federal amounts, you come up $468,648 short per year in federal funds. If the $553,551 is taken from the appropriated amounts in 1984 and 1985, the amount arrived at would be short by $625,706.

A question and answer session followed between Mr. Olson and members of the Subcommittee (43:A:369).

The next presentation was made by Pam Joehler (43:A:457) of the Legislative Fiscal Analyst's Office (EXHIBITS 2 and 3). Ms. Joehler said the total budget reflects an increase of just under 1 percent from the 1985 biennium. The major reason for this is that the funding formula is enrollment driven, and the enrollment estimates for 1987 reflect a decrease. Another factor which affects individual center increases and decreases is the expenditure limitation ("caps") which was implemented by the 1983 Legislature. There are no caps included in the 1987 current level budget. Referring to Exhibit 3, Ms. Joehler explained that the programs for each center are broken down into four categories: instruction, support, plant operation and maintenance, and equipment. She said the LFA's office suggests appropriating funds by program, rather than through personal services, operating expenses and equipment. This technique is consistent with the functional breakdown of how the money was spent, and more meaningful in the future.

Ms. Joehler said the actual enrollment for the Vo-Tech centers is less than what was budgeted by the 1985 Legislature. Referring to Exhibit 2, Ms. Joehler explained the differences in sppropriated level and the LFA projected level. The LFA projected level for 1986 and 1987 was based on enrollment reports from the fall 1985 semester. The LFA projects 200 less students per year than what was used in the Executive budget, which causes considerable variation between the two budgets.

Referring to Exhibit 2, Ms. Joehler pointed out that the Executive budget included the variable equipment component of the formula in the instruction program. For comparison purposes, the equipment expenditures included in the Executive budget recommendation have been removed from this program and placed in an equipment category. The variations between the two budgets in the instruction program are primarily related to enrollment differences.

Ms. Joehler next discussed the funding formula used by the LFA for the support program. Major issues and differences between the LFA and the Executive are as follows:

(1) The Executive applied 4 percent vacancy savings.

(2) The Executive had higher enrollment figures.

(3) The Executive recommends agency request for support staff which exceeds the standards approved by the 1983 Legislature.

(4) The Executive used higher operating expense rate at Helena and Missoula.

(5) The LFA used higher inflation factors.

Regarding the plant operation and maintenance portion of the budget, Ms. Joehler said that although the funding formula approved by the Legislative Finance Committee did develop plant operation and maintenance budgets on an incremental approach, the Education Subcommittee changed that approach and recommended that the personal services portion of the budget be based on the support standards for janitorial people. LFA current level analysis did base personal services needs on staffing guidelines for janitorial services. The budget differences between the Executive and LFA current level in the plant operation program are as follows:

(1) The Executive applied 4 percent vacancy savings.

(2) The Executive has higher base costs caused mainly by leaving in expenditures funded from voted levy funds.

(3) The LFA has 1.76 more FTE.

(4) The LFA used higher inflation factors.

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In the equipment area, Ms. Joehler pointed out that the main differences between the LFA and the Executive are higher enrollment figures used by the Executive. The LFA used a higher rate, and also included more capital equipment. Butte Vo-Tech Center did not request any capital equipment, therefore LFA current level analysis didn't provide any. The amount shown (in Exhibit 2) is based on the variable rate times the enrollment. LFA current level analysis did provide an equal amount for each center for capital equipment. Realtive to the 1985 appropriated level, the 1987 LFA current level represents an increase of about $4,400 at Billings, a $2,900 increase at Great Falls, a $5,000 decrease at Helena, and level funding at Missoula, she said.

Ms. Joehler referred to Exhibit 2 while discussing revenue sources. The differences betweeen the Executive and LFA are that the Executive used a higher FTE estimate and the LFA used a higher tuition rate.

Ms. Joehler said that LFA current level analysis included the federal vocational education funds, approximately $1.2 million annually. The Education Trust Fund interest is split between the Vo-Tech centers and Adult Basic Education.

The LFA estimated the revenue available from that source, funded first the Adult Basic Education Program; then the balance goes to the Vo-Tech centers.

The first witness to appear in behalf of the Vo-Tech centers was Gene Christiaansen (43:B:084)(EXHIBIT 4), Assistant Superintendent for Vocational Education, Office of Public Instruction. He referred to Exhibit 3 in his discussion of the Carl Perkins Vocational Education Act. He said the act is different from the 1976 amendments in that it does not necessarily use the 15 percent set-aside that was actually used in the state. Under the Carl Perkins Act, there is not that kind of availability. There are specific set-asides for specific populations under the Perkins Act. In the past, federal funds were used to maintain on-going programs. Now, such disadvantaged or handicapped monies can only be used for costs which are supplemental or additional to serve the population. These monies may be used for equipment, machinery and tools, provided that 75 percent of the enrollment is economically disadvantaged.

Mr. Christiaansen explained that there is a great deal of prescriptiveness and categorization under the Carl Perkins Act. The other funds fall within Title II Part B of the Act which requires new, innovative expansion or program improvement expenditures. It is within this part of the Act that the centers have a line item allocation of $553,551.

The major differences in regard to federal funds availability under the Carl Perkins Act are as follows:

(1) Fewer funds are line item available, resulting in a shortfall of $625,776 for each year of the 1987 biennium.

(2) Centers, along with other eligible recipients, must apply for funds through a request for proposal procedure that is competitive.

(3) Federal act purposes have changed the purposes of the former federal fund allocations.

Mr. Christiaansen said that one option relative to the federal shortfall in the new law is to replace the anticipated shortfall of $625,776 per year with General Fund monies.

Mr. Christiaansen used a projector and transparencies to further explain what federal monies are available to the state under the Perkins Act, and where these monies may be used. The purposes of the Act are to assist the states to expand, improve, modernize and develop quality vocational education programs to assure that individuals who are inadequately served by the vocational education programs are assured access to quality programs. The Act proposes to assist the most economically depressed areas of the state.

A question and answer session followed between the Subcommittee members, Mr. Christiaansen, Ms. Joehler, and Representative Francis Bardanouve, Chairman, Appropriations Committee (43:B:340).

Representative Moore asked who determines the economically depressed areas of the state. Mr. Christiaansen said there is a definition that is recommended under federal law. Senator Hammond asked if the depressed area is based on the location of the school or the student's home. Mr. Christiaansen said it's based on the location of the school.

Representative Bardanouve said it looks like it's necessary to analyze every enrollee in order to determine which category a school is in. Mr. Christiaansen said that's why OPI has called attention to the permissive category under Part B, which gets away from all the special populations regulations. Representative Bardanouve pointed out that Part A is 57 percent of the money.

Mr. Christiaansen said last week his agency received allocation tables and also a draft copy of the regulations. By February 28, Montana must have a three-year plan written, and yet final regulations won't be available until about June 16. Representative Bardanouve asked how it's possible to write a three-year plan when the final regulations aren't known. Mr. Christiaansen said that question was asked of Washington and they said, "Do the best you can."

Ms. Joehler asked who recommended the $550,000 line item, and how did that dollar amount come about? Mr. Christiaansen said federal law prescribes who is to be involved in the planning process and requires the appointment of a new state council. In December (or thereabouts) there was a meeting of the former planning council and representatives from the former state advisory council to take a look at the anticipated dollars that Montana would receive under the percentage distribution and the 24 permissive categories of expenditure. In addition, during the October Leadership Conference, teachers, counselors, administrators, and advisory council members were asked their opinions of the 24 permissive category areas and what dollar amounts should be allocated, he said. Ms. Joehler asked specifically how the $553,551 amount was reached. Mr. Christiaansen said the amount was reached through a great deal of discussion. The original amount suggested by one of the participants was $460,000. Then the regulation that a "carry in" was allowed was explained, and the $553,551 figure was reached, he said.

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Mr. Christiaansen discussed the differences in staffing patterns between those adopted by the Legislature and those of the Office of Public Instruction (Exhibit 4). The major concerns, he said, are in the area of student services relative to admissions, financial officers, counselors, and placement officers. Mr. Christiaansen next discussed the increasing dependence upon the local district levy and the decreasing effect upon the funding formula.

Mr. Christiaansen discussed the expanded services requested by the Vo-Tech centers. The amounts requested are $353,077 for Billings for the biennium; $141,671 for Butte for the biennium; $143,642 for Helena for the biennium, and $523,849 for Missoula for the biennium. No expanded services are being requested for the Great Falls Vo-Tech Center. The Missoula center is requesting one new program each year, which is to be selected from several now being surveyed. The cost is $300,169 for the biennium.

The individual centers' capital equipment requests were discussed by Mr. Christiaansen. Billings Vo-Tech Center is requesting $139,000 worth of new equipment for the biennium. Great Falls requests a total of $150,200 for equipment for the biennium. Helena requests $401,845 worth of capital equipment for the 1987 biennium. Missoula Vo-Tech requests $318,335 for new equipment for the biennium. (As was pointed out previously, Butte has not requested capital equipment for the 1987 biennium.)

Mr. Christiaansen referred to Exhibit 4 and briefly discussed the funds anticipated for carryover and those to be allotted to the centers under the Carl Perkins Act.

The next witness was Jeff Dietz (44:A:285), Director, Billings Vo-Tech Center (EXHIBIT 5). He discussed the specific concerns of the Billings Center. One is the increasing amount of the voted mill levy, which has grown over 400 percent between fiscal year 1982 and fiscal year 1984. Another concern is the need for an updated staffing pattern. Mr. Dietz stated that his center is also concerned that if a local levy fails or is repeated, a negative impact occurs on overall FTE, which may lower formula funding levels. Finally, he said that a formula based upon averages cannot reflect the unique requirements of individual centers.

Mr. Dietz answered questions from the Subcommittee (44:A:327).

The next witness was Harry Freeborn (44:A:411), Director, Butte Vo-Tech Center. He said that Butte Vo-Tech is in a new facility; they moved in on December 1, and therefore have no real history. He said their facility is modern as far as equipment is concerned. The center's only major concern is the manner in which the student FTE was calculated for the 1987 biennium. The Executive budget utilized the current appropriated FTE of 428. The LFA used a figure of 344 FTE. They were late moving into the new facility, so there is no full quarter history, and in the move they lost some students because of delays. Mr. Freeborn requested that Butte Vo-Tech Center be funded on the basis of 428 FTE. He introduced Jerry Williams, Vice Chairman, Butte School Board; Pat Gerrity, Computer Consultant to the Center; Mert Riley, Head Engineer; Jim Graham, Assistant Director; and Admissions Director, Jeff Daily.

The next witness was Jim Graham (44:A:544), who said the staffing pattern is of particular concern to the Butte Center.

The next witness was Alex Capdeville (44:A:647), Director, Helena Vo-Tech Center. He said the staffing patterns represent an area where Helena also needs some relief. He said the Helena School District has taken a position on the voted millage, which is that they recommend passage of House Bill 18, and they want to be removed from the voted mill process.

Tape 44 Side B

Mr. Capdeville said Helena has requested .8 FTE for the trades area. This if for a truck-diesel program, which will be set up this summer with the Montana Air National Guard. Regarding the budget constraints and the Carl Perkins Act, Mr. Capdeville said there is some opportunity under the new law for the Vo-Tech centers to use the money as flow-through from OPI on an application basis where new and innovative programs are wanted.

The next witness was Loran Frazier (44:B:083), Director, Great Falls Vo-Tech Center. Mr. Frazier said the Vo-Tech centers' purpose is to serve students, and to do this they need adequate budgets. He said the staffing pattern should be re-considered. Mr. Frazier said he is also concerned about the funding sources. The centers need much more than survival budgets, he said.

The next witness was Dennis Lerum (44:B:153), Director, Missoula Vo-Tech Center (EXHIBIT 6). Mr. Lerum specifically addressed two items: impact of the recommended LFA budget and the funding formula. Mr. Lerum said if the the recommended budget is realized, Missoula Vo-Tech's operating expense budget for FY 86 would be reduced by approximately $81,000 from the FY 85 level. This decrease would require a curtailment of expenditures for needed supplies and materials, and require some costs to be shifted to the students. Mr. Lerum said in the area of personal services, without considering any state pay plan increase and without any increase in salaries of those people at the center, the local district would be facing a mill levy requirement of approximately $565,000.

Mr. Lerum answered questions from the Subcommittee (44:B:238).

The next witness was Kathy Kreljar (44:B:343), Butte Vo-Tech Student Council, who said the state as a whole would suffer if the Vo-Techs are not adequately funded EXHIBIT 6).

The next witness was Kathryn Penrod (44:B:358), speaking from her own point of view. She said that flexibility and innovative programs are important to the Vo-Tech centers. Short-term, quick programs are what is needed to serve the needs of business and industry, she said, and business and industry should have some share in the planning of the centers' programming.

A general discussion followed between the Vo-Tech directors and members of the Subcommittee (44:B:390).

Chairman Donaldson said Ms. Penrod's point is excellent, and somehow the Vo-Techs need to adapt to the changes in the occupation force.

Chairman Donaldson asked the members of the Subcommittee if they felt there was need for further discussion of the WICHE and WAMI programs. Representative Moore said he is comfortable with what has been done regarding these programs and sees no need for further discussion. Representative Peck said he isn't sure if there is some special concern regarding the two programs, and he is not totally satisfied with what has been done. Senator Jacobson said the issue of pay-backs is too complicated for the Subcommittee to undertake at this time. Chairman Donaldson said tuitions will probably be increased across-the-board, and that unless there is specific concern amoung members of the Subcommittee, there will be no scheduling of WICHE and WAMI in the immediate future.

The meeting adjourned at 9:45 A.M.

Gene Donaldson, Chairman

DAILY ROLL CALL

EDUCATION SUB COMMITTEE

49th LEGISLATIVE SESSION -- 1985

Date February 7, 1985

NAME	PRESENT	ABSENT	EXCUSED
Rep. Gene Donaldson, Chair	X		
Sen. Judy Jacobson, Vice	X		
Sen. Jack Haffey	X		
Sen. Swede Hammond	X		
Rep. Bill Hand	X		
Rep. Jack Moore	X		
Rep. Ray Peck	X		

CS-30

VISITORS' REGISTER

Education Sub COMMITTEE

BILL NO. ______________ DATE Feb 7, 1985

SPONSOR ______________ Vo-Tech

NAME (please print)	RESIDENCE	SUPPORT	OPPOSE
	Great Falls		
Loran Frazier	Vo-Tech Center		
Alex Capdeville	Helena Vo-Tech		
Eifar Brosten	Helena Vo-Tech		
Dennis Lerum	Missoula Montana		
Richard J. Peterson	BILLINGS VO-TECH		
Jeff Dietz	Billings Vo-Tech		
Jim A. Taylor	Missoula Vo-Tech		
Mert Riley	Butte Vo Tech		
Jim Lisham	Butte Vo Tech		
H J Imbon	Butte Vo-Tech		
Charles W Wetherly	Helena Vo Tech		
Kurt Daily	Butte Vo Tech		
Jerry Williams	Trustee-Butte		
Wesley Krueljai	Representative Butte Student Council	✓	
Gene Christiaansen	OPI	✓	
Dave Donaldson	Mt Assoc. of Cons. Dist.		
K. Penrod			

IF YOU CARE TO WRITE COMMENTS, ASK SECRETARY FOR WITNESS STATEMENT FORM.

PLEASE LEAVE PREPARED STATEMENT WITH SECRETARY.

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EXHIBIT 1
2-7-85

#1

1987 BIENNIUM BUDGET WORKSHEET - VO-TECH CENTERS-INSTRUCTION

CENTER NAME: ______________________________

STUDENT FTE
ENROLLMENT: Actual 1984 ____________ Projected 1985 ____________ 1986 ____________ 1987 ____________

NOTE: Use 1000 Contact hours as the conversion unit to convert contact hours to student F.T.E.

COMPUTE: The Instruction Component Budget Allowed by formula - Current Level Option - for Personal Services.

As Follows:

1. Rate per student F.T.E. for the Personal Services portion of instructional costs is $1,698 [1984 Rate with pay plan allowance].

2. (a) Multiply $1,698 x 1986 Enrollment ________ = ________ the amount allowed by formula for Instruction Personal Services for FY 86. Transfer this amount to the EBS R118 form as the total amount to be disburse for Program (01) Instruction, Personal Services.

   (b) Multiply $1,698 x 1987 Enrollment ________ = ________ and follow the same procedure as in 2(a) above for determining FY 87 allowable budget for instruction, personal services.

1987 BIENNIUM BUDGET WORKSHEET - VO-TECH CENTERS-INSTRUCTION

CENTER NAME: ______________________________

INSTRUCTION COMPONENT CONTINUED:

COMPUTE: The Instruction Component Budget allowed by formula - Current Level Option - for operations.

AS FOLLOWS:

1. Rate per student F.T.E. for instructional costs for operations is $278. [1984 Rate Uninflated].

2. (a) Multiply $278 x 1986 Enrollment __________ = __________ the amount allowed by formula for operations portion of the instruction budget for FY 86. Transfer this amount to the EBS R118 form as the total amount to be disbursed for program (01) Instruction, operations.

   (b) Multiply $278 x 1987 Enrollment __________ = __________ and transfer this amount as described in (a) above for the 1987 operations budget for instruction.

3. Inflate the operations expenditures for FY 86 and 87 per regular instructions.

1987 BIENNIUM BUDGET WORKSHEET - VO-TECH CENTERS-SUPPORT

CENTER NAME: ____________________

Compute the Personal Services Portion of the Support Component in the formula as follows:

1. Using the Support Staff Standards for Vo-Tech Centers which is provided on the attached sheet, list in spaces on line A the numbers of support F.T.E. who are presently in each position listed and allowed by Standards.

		Director	Asst. Director	Business Mgr. Chief Accnt.	Counselor	Librarian or Media Specist.	Admin. Sec'y.	Admin. Support Sec'y.	Other Support Sec'y.	Instruc. Support Sec'y.	Total FT Persona Service
A.	F.T.E.	______	______	______	______	______	______	______	______	______	= ======
B.	x	$ 51,342	$ 51,333	$43,104	$ 32,486	$ 22,216	$17,391	$15,182	$15,182	$15,182	
C.	=	$ ______	$ ______	$ ______	$ ______	$ ______	$ ______	$ ______	$ ______	$ ______	= ======

2. Multiply the number of F.T.E. in each position in Item 1A above by the salary for that position Item 1B and put the total on line C. Now add the totals and place this amount in the right hand column. This amount is the total current level - allowable budget for each year of the biennium for support personal serivces. Transfer this amount to program 44 (support) on the EBS R118 form. This is the total amount allowed by formula for each Fiscal Year 86 and 87 to be disbursed for personal services - support.

3. The above salary figures contains pay plan allowance.

NOTE: (The above calculations should not include Plant Operation and Maintenance).

1987 BIENNIUM BUDGET WORKSHEET - VO-TECH CENTERS-SUPPORT

CENTER NAME: ______________________________

Support Component Continued:

Compute The Operating Expense for Support as follows:

1. From Line 1A on Page 3 of the worksheets place the total number of support FTE on this blank ____________, [Total Support FTE].

2. Multiply the number of support FTE by $ 5,193 which is the operating expense rate allowed by the formula for each Fiscal Year of the 1987 Biennium.

   Example: F.T.E. __________ X $ 5,193 = __________.

3. Transfer the amount calculated to Form EBS R118 program 44 as the amount to be disbursed each year of the 1987 biennium for operation expense in the support program.

4. Inflate as described in regular instructions.

5. Total support budget allowed by formula before inflation of operations is the sum of Personal Services, Item 1C Page 3 ____________ plus Operation Total Item 2 this page __________ = __________.

NOTE: (The above calculation should not include Plant Operation and Maintenance).

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1987 BIENNIUM BUDGET WORKSHEET - VO-TECH CENTERS- VARIABLE EQUIPMENT

CENTER NAME: ______________________________

Compute the Variable Equipment portion of the Capital Equipment budget as follows:

1. List Projected Student F.T.E. Enrollment for Fiscal Years 1986 and 1987 in space provided below.

A. Enrollment FY 86		________	FY 87		________
B.	x	$33.00		x	$33.00
C.	=	$ ________		=	$ ________

2. Multiply the variable equipment rate per F.T.E. of $33.00 x the total student F.T.E. for the Center in Line IA and place the total on Line IC.

3. The amounts calculated on Line C are the variable equipment budgets allowed for the center for FY 86 and 87.

4. The remaining equipment list for the center is zero based and should contain items with a unit value of $1000 or more.

5. Attach the center's equipment list to this form.

SUPPORT STAFF STANDARDS

UTILIZED IN SUPPORT COST COMPONENTS

POSTSECONDARY VOCATIONAL TECHNICAL CENTERS BUDGET FORMULA

1987 BIENNIUM

FUNCTION	STAFF STANDARD
Administration	1 Director 1 Assistant Director
Support	1 Business Manager <u>or</u> Chief Accountant 1 Counselor for every 300 students 1 Librarian or Media Specialist 1 Head Custodian with a staff of 1.00 FTE to each 35,000 gross square feet of facility
Clerical	1 Administrative Secretary 1 Secretary: 3 Administrative Staff 1 Secretary: 5 Support Staff 1 Secretary: 10 Instruction Staff

Personal Services:

Use these standards to estimate support staff requirements for the 1987 biennium exclusive of plant operation and maintenance personnel.

Variance from Formula Worksheet

Staffing patterns differences continue to reflect less than adequate consideration in support activities. Support personnel at the centers should reflect the following as taken from the Postsecond Policies and Procedures, page 101.

Fixed personnel	FTE
Center director	1.0
Admin. Sec	1.0
Assistant director	1.0
Secretary	1.0
Receptionist	1.0
Business Manager	1.0
Inventory clerk	1.0
Data processing prog. op.	1.0
Media Center/Librarian	1.3
Clerical	.5
Recommended fixed FTE	9.8

Variable personnel

Admissions officer	.65/500 FTE	1.3/500-1000 F
Financial Aids officer	1.0	1.3
Counselors	1.3/300 FTE	
Placement officer	.65	1.3
Clerical Support	1.0	1.0
Custodians	1.0/25000 sq ft.	

Minimum recommended

	Billings	Butte	Great Falls	Helena	Missoula
Fixed	9.8	9.8	9.8	9.8	9.8
Variable	[illegible]	4.73	[illegible]	[illegible]	[illegible]

1987 BIENNIUM BUDGET WORKSHEET - VO-TECH CENTERS - TRANSFERS AND FUNDING

CENTER NAME: ____________________

SUMMING AND FUNDING:

1. Place the Totals for each Program Listed for each Fiscal Year on the lines below:

		Requested FY 1986	Requested FY 1987
Program	(01) Instruction	________	________
	(07) Plant Operation and Maintenance	________	________
	(44) Support	________	________
	Total Center Budget (Current Level)	==========	=========

2. Transfer these totals to the "transfer of appropriated fund" line in Program (99), State Fund Transfers.

3. Using the funding sources listed for Program (99), fund each Fiscal Year's Requested Budgets.

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Summary of Cost Components/ Current Level Option

1987 Biennium

Center	FY '86	FY '87
Billings		
Instruction	$ 999,906	$ 999,908
Operation & Maintenance	286,177	286,703
Support	422,406	422,406
Variable Equipment	17,193	17,193
Audit	20,000	
Capital Equipment	-0-	-0-
Total	$1,745,682	$1,726,210
Butte		
Instruction	$ 821,503	$ 821,578
Operation & Maintenance	185,098	185,902
Support	418,322	418,322
Variable Equipment	14,124	14,124
Audit	20,000	
Capital Equipment	-0-	-0-
Total	$1,459,047	$1,439,926
Great Falls		
Instruction	$ 963,438	963,438
Operation & Maintenance	192,117	192,661
Support	421,849	421,849
Variable Equipment	16,566	16,566
Audit	20,000	
Capital Equipment	-0-	-0-
Total	$1,613,970	$1,594,514
Helena		
Instruction	$1,374,173	$1,374,197
Operation & Maintenance	326,451	326,509
Support	461,373	462,014
Variable Equipment	23,628	23,628
Audit	20,000	
Capital Equipment	-0-	-0-
Total	$2,205,625	$2,186,348
Missoula		
Instruction	$1,186,066	$1,186,066
Operation & Maintenance	335,146	337,035
Support	494,810	495,279
Variable Equipment	20,394	20,394
Audit	20,000	
Capital Equipment	-0-	-0-
Total	$2,056,416	$2,038,774
Total Cost	$9,080,740	$8,985,772
Less 2%	(181,615)	(179,715)
Total	$8,899,125	$8,806,057

OBPP
Summary of Cost Components/ Current Level Option
1987 Biennium

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Total	$1,459,047	$1,439,926
Great Falls		
Instruction	$ 963,438	963,438
Operation & Maintenance	192,117	192,661
Support	421,849	421,849
Variable Equipment	16,566	16,566
Audit	20,000	
Capital Equipment	-0-	-0-
Total	$1,613,970	$1,594,514
Helena		
Instruction	$1,374,173	$1,374,197
Operation & Maintenance	326,451	326,509
Support	461,373	462,014
Variable Equipment	23,628	23,628
Audit	20,000	
Capital Equipment	-0-	-0-
Total	$2,205,625	$2,186,348
Missoula		
Instruction	$1,186,066	$1,186,066
Operation & Maintenance	335,146	337,035
Support	494,810	495,279
Variable Equipment	20,394	20,394
Audit	20,000	
Capital Equipment	-0-	-0-
Total	$2,056,416	$2,038,774
Total Cost	$9,080,740	$8,985,772
Less 2%	(181,615)	(179,715)
Total	$8,899,125	$8,806,057

Center	1985 Budgeted	1984 Actual	1983 Fall Qrt.	1984 Fall Qrt.	1985 Fall Qrt.
Billings	521	485	409	401	445
Butte	428	342	313	294	327
Great Falls	502	449	405	422	357
Helena	716	663	721	683	671
Missoula	618	607	569	585	571
TOTAL	2,785	2,546	2,417	2,385	2,371

The budget requests for the five centers were previously presented in the format of one program per center in the Executive budget request. For this biennium the use of the formula in determining each center's budget necessitated the division of each center's single program into four sub-programs which include instruction, plant operation and maintenance, support, and state funds transfers. Because of this changed format the budgeted FY 1985 column on the agency summary page for each center contains no expenditures in the sub-programs except for the instruction program. This program contains the total FY 1985 expenditures for the center.

The state funds transfers program for each center contains its total expenditures and funding. This total shows as a transfer on the agency summary page thereby doubling the total expenditures for the center in the total agency costs figure. Funding for the transfers is contained in the current unrestricted fund in the total funding costs figure thus doubling the funding amount by the same amount that transfers do for expenditures.

Biennium costs for each center can best be compared by disregarding both transfers and current unrestricted fund amounts as shown on the agency summary page.

With minor exceptions the five Vo-Tech centers presently use the CUBA accounting system to account for expenditures. Transfer of appropriated funds made directly to the centers causes double accounting of expenditures. To eliminate this problem the Office of Budget and Program Planning requests that appropriated funds for the five Vo-Tech centers be appropriated to the Office of Public Instruction for distribution to the centers. The Office has in place the distribution to the schools program for this purpose. Transfer of funds in turn would be made from the Office of Public Instruction to the centers' current unrestricted fund for operating expenses.

Capital equipment requests for all Vo-Tech centers are not included in the center budget requests. Capital equipment requests are treated as modified requests.

Modifieds - VO Techs

O.B.P.P.
1987 Biennium

Center	Equipment	Staffing Pattern Diff
Billings	$100,000	$150,581
Butte	$100,000	$125,708
Great Falls	$100,000	$164,784
Helena	$100,000	$160,417
Missoula	$100,000	$71,054
	$500,000	$672,544

Federal Funding:

Appropriated 1984	Appropriated 1985	O.B.P.P. 1986	O.B.P.P. 1987	
$1,178,657	$1,178,657	$1,022,199	$1,022,199	
Carl Perkins Act 553,551	553,551	553,551	553,551	
($625,706)	($625,706)	($468,648)	$(468,648)	shortfall

Info only - Vacancy Savings at 4%

	FY 86	FY 87
Billings	$53,164	$53,164
Butte	47,262	47,262
Great Falls	52,183	52,183
Helena	67,740	67,740
Missoula	64,541	64,541
	284,890	284,890

EXHIBIT 2
2-7-85

POSTSECONDARY VOCATIONAL TECHNICAL CENTERS

	FTE FY '87	---- 1987 Biennium ---- General Fund	Total Funds
Executive Budget	N/A	$9,423,086	$18,066,512
LFA Current Level	N/A	8,461,594	17,385,695
Executive Over (Under) LFA	N/A	$ 961,492	$ 680,817

The executive recommends general fund support of the postsecondary vocational technical centers to be $961,492 higher than the LFA current level analysis. This is caused partially by an overall expenditure level exceeding the LFA current level by $680,817 and shortfalls in federal vo-ed funds anticipated by the executive.

The vocational technical center employees are not state employees and are therefore not included in the FTE comparison.

Both the executive budget and the LFA current level analysis were developed using concepts from the funding formula developed by the Legislative Finance Committee in 1982. There were some differences, however, that resulted in the executive recommendation being $680,817 higher than the LFA current level analysis.

Issue 1: Student Enrollment

The executive budget is based on a student enrollment of 2,785 each year while the LFA current level analysis estimated 2,585 students each year. This enrollment difference caused the executive budget to be approximately $850,000 higher than the LFA current level analysis.

Issue 2: Vacancy Savings

The executive budget recommends 4 percent vacancy savings for all programs at the centers. The LFA current level does not include vacancy savings. This offsets the difference due to the higher enrollments by $570,000.

Issue 3: Support Staff Standards

The executive budget recommends support staff which exceeds the standards established by the 1983 legislature. The LFA current level analysis was developed using the standards adopted by the 1983 legislature. The executive budget estimates the total support staff requirements (including plant employees) will be 96.67 FTE while the LFA analysis estimates staff needs at 84.08 FTE. The executive budget's recommended total support and plant operating costs, net of the impact caused by higher enrollment, exceed the LFA current level analysis by $743,000.

Issue 4: Equipment

The executive recommends a total of $183,810 for small equipment items in the 1987 biennium and none for major equipment. The LFA current level analysis includes a total of $438,050 for equipment: $180,950 for small items and $257,100 for capital equipment. The difference of $257,100 in major equipment results from the executive recommendation that major equipment be presented as a modified request.

Issue 5: Inflation

The executive recommends no inflation in fiscal 1987 while the LFA current level analysis uses moderate inflation. This caused the LFA current level rates for instruction and variable equipment to be higher than those used in the executive budget. The total fiscal impact in the Instruction Program and for equipment attributable to inflation is $88,000.

POSTSECONDARY VOCATIONAL TECHNICAL CENTERS

Expenditures by Center	Actual Fiscal 1984	Appropriated Fiscal 1985	---Current Level--- Fiscal 1986	Fiscal 1987	% Change 1985-87 Biennium
Billings	$1,543,458	$1,646,271	$1,818,134	$1,823,352	14.1
Butte	1,235,200	1,307,688	1,223,870	1,217,925	(4.0)
Great Falls	1,414,589	1,537,352	1,519,958	1,518,325	2.9
Helena	2,096,771	2,136,199	2,112,131	2,122,732	.04
Missoula	2,132,251	2,178,691	2,010,897	2,018,371	(6.5)
Total Expenditures	$8,422,269	$8,806,201	$8,684,990	$8,700,705	.9
Fund Sources					
General Fund	$4,500,571	$4,556,694	$4,307,830	$4,153,764	(6.6)
Tuition Fees	1,303,110	1,503,900	1,447,600	1,499,300	5.0
County Millage	823,751	842,220	855,233	868,314	3.5
Coal Tax	616,180	724,730	895,000	1,000,000	41.3
Federal Vo-Ed Funds	1,178,657	1,178,657	1,179,327	1,179,327	.1
Total Funds	$8,422,269	$8,806,201	$8,684,990	$8,700,705	.9

- -

Montana's Postsecondary Vocational Technical Centers located in Billings, Butte, Great Falls, Helena, and Missoula, collectively serve over 2,500 students annually. The vo-tech centers' budgets are estimated with a funding formula developed by the Legislative Finance Committee and implemented with few modifications in the 1983 session. The budget developed in the current level analysis provides a .9 percent increase in the 1987 biennium over the 1985 biennium. The total budget decreases from fiscal 1985 to 1986 because the projected enrollment for fiscal 1986 is 7 percent below the fiscal 1985 funded level.

Another factor affecting individual center increases or decreases is the expenditure limitations implemented by the 1983 legislature. These limitations, known as "caps", provided that no center could receive in fiscal 1984 more than a 8.25 percent increase nor less than a 3.25 percent increase from the 1983 appropriated level. In fiscal 1985, the minimum increase from fiscal 1984 was 3 percent and the maximum increase was 8 percent. No caps are included in the 1987 current level budget.

Expenditures at Billings and Great Falls were below formula generated levels in fiscal 1984 and 1985. Because no caps were used in the current level budget, each of these centers receive larger increases than the other centers in the system as they move to system averages.

Missoula's expenditures were above formula generated levels in fiscal 1984 and 1985. Therefore the uncapped expenditure level in the 1987 biennium results in a decrease.

Butte and Helena each received minimum increases in fiscal 1984 and the actual formula driven increase in fiscal 1985. Butte did not experience the budgeted enrollment which was added in the 1983 session for summer school and its new facility. This, combined with no caps, results in a total expenditure decrease. Helena is budgeted at approximately the same level as its 1985 biennium level.

PROGRAM EXPENDITURES

The funding formula develops expenditure levels for the Instruction Program, Support Program, Plant Operation and Maintenance Program, and Equipment. Table 1 lists the program expenditures for each unit developed in the current level analysis. These programs, except equipment, comprise the recommended program structure for postsecondary institutions according to the National Association of College and University Business Officers. When the centers began using the state accounting system in fiscal 1981, the NACUBO standards were adopted. However, the appropriations have been established according to type of expenditure (personal services, operations and equipment) rather than function. We recommend the appropriations be set in the NACUBO programs in order to make the intent of the use of the appropriation more evident to the centers and to legislators.

Table 1
Program Expenditures by Center
1987 Biennium

Fiscal 1986	Billings	Butte	Great Falls	Helena	Missoula	System
Instruction	$1,072,772	$ 685,936	$ 887,330	$1,296,100	$1,212,352	$5,154,490
Support	416,259	362,606	399,021	443,781	449,968	2,071,635
Plant Oper & Maint	279,461	163,632	187,127	318,800	296,555	1,245,575
Equipment	49,642	11,696	46,480	53,450	52,022	213,290
Total Expenditures	$1,818,134	$1,223,870	$1,519,958	$2,112,131	$2,010,897	$8,684,990
Fiscal 1987						
Instruction	$1,081,380	$ 691,440	$ 894,450	$1,306,500	$1,222,080	$5,195,850
Support	399,553	345,352	382,162	427,346	433,644	1,988,057
Plant Oper & Maint	290,126	168,749	192,768	332,561	307,834	1,292,038
Equipment	52,293	12,384	48,945	56,325	54,813	224,760
Total Expenditures	$1,823,352	$1,217,925	$1,518,325	$2,122,732	$2,018,371	$8,700,705

Enrollment

A large portion of the vo-tech centers' budgets are dependent upon the student full-time equivalent enrollment (FTEs) expected in the biennium. A student FTE is defined as 1000 hours of student/teacher classroom contact per year. All of the Instruction Program, a portion of the equipment budget, and indirectly the Support Program, are impacted by FTE increases or decreases.

Table 2 lists the actual, appropriated, and projected FTE for fiscal years 1984, 1985, and the 1987 biennium, respectively. Enrollment projections for the 1987 biennium were based on a three-year average (1983, 1984, and 1985 estimated). Consideration was given to those centers whose enrollment was indicating an increase in fiscal 1985.

Table 2
Student Full-Time Equivalent Enrollment

Center	Actual 1984	Appropriated 1985	- - - - LFA Projected 1985	1986	1987 - - -
Billings	485	521	538	538	538
Butte	342	428	347	344	344
Great Falls	449	502	416	445	445
Helena	663	716	631	650	650
Missoula	607	618	608	608	608
System	2,546	2,785	2,540	2,585	2,585

Although not shown on Table 2, the fiscal 1984 actual enrollment was 3.9 percent less than the level used to establish the appropriation. In the 1985 biennium, FTE will be approximately 6 percent less than the number used to set the appropriation.

The Office of Public Instruction estimates a system-wide enrollment of 2,805 each year in the 1987 biennium or 8.5 percent higher than the LFA 1987 biennium projected enrollment.

Instruction

The Instruction Program accounts for approximately 60 percent of total expenditures funded from legislatively appropriated funds at the centers. Costs relating to Instruction Programs only are recorded in this program. The major factors used in the development of this program's budget are FTE enrollment and a flat rate per FTE. The projected FTE are presented on Table 2. The instruction rates per FTE that are used to estimate each center's Instruction Program budget in the 1987 biennium are $1,994 per FTE in fiscal 1986 and $2,010 in fiscal 1987. This rate does not include pay increases in fiscal years 1986-1987.

Support

Activities in the Support Program include: instruction support, academic supervision, financial and institutional administration, and student services. The budget factors used to estimate the Support Program budget include support staffing standards, an average compensation for each type of support position, and an average operating cost per support staff full-time equivalent employee.

Legislative audit costs of $20,000 in fiscal 1986 are included in each unit's support program budget.

Table 3 lists the staff standards approved by the 48th Legislature and used in the current level 1987 biennium analysis.

Table 3
Support Staff Standards Approved by the 48th Legislature

Function	Staff Standard
Administration	1 Director
	1 Assistant Director
Support	1 Business Manager <u>or</u> Chief Accountant
	1 Counselor for every 300 Students
	1 Librarian or Media Specialist
	1 Head Custodian with a staff of 1.00 FTE to each 35,000 gross square feet of facility
Clerical	1 Administrative Secretary
	1 Secretary: 3 Administrative staff
	1 Secretary: 5 Support staff
	1 Secretary: 10 Instruction Staff

Table 4 shows the development of estimated staffing needs for each center and the average compensation for each position type. Pay plan increases for the 1987 biennium are not included in the average compensation.

Table 4
Support Staff Requirements and Average Compensation
1987 Biennium

	Billings	Butte	Great Falls	Helena	Missoula	Average Compensation Per Support Staff FTE 1986 & 1987
Support Standard Variables						
Projected Student FTE - FY 86 & 87	538	344	445	650	608	
Instruction Staff FTE (See Note)	32.90	21.64	31.00	39.07	43.10	
Staffing Needs						
Administration						
Director	1.00	1.00	1.00	1.00	1.00	$51,341
Assistant Director	1.00	1.00	1.00	1.00	1.00	51,334
Support						
Business Mgr. or Accountant	1.00	1.00	1.00	1.00	1.00	43,415
Counselor (1:300 students)	1.79	1.15	1.48	2.17	2.03	32,487
Librarian/Media Specialist	1.00	1.00	1.00	1.00	1.00	22,216
Clerical						
Administrative Secretary	1.00	1.00	1.00	1.00	1.00	17,391
Clerical Support						
Admin 1:3	.67	.67	.67	.67	.67	15,182
Support 1:5	1.65	1.36	1.57	1.68	1.83	15,182
Instruction 1:10	3.29	2.16	3.10	3.91	4.31	15,182
Total Support Staff	12.40	10.34	11.82	13.43	13.84	

Note: Instruction staff FTE from fiscal 1985 Budgets summarized by OPI.

The Support Program's operating expenses are estimated from a flat rate per staff and the number of support staff. The rates in current level are $5,422.50 per FTE in fiscal 1986 and $5,688.20 in fiscal 1987. Table 5 lists the support staff and the operating expense portion of the Support Program.

Table 5
Support Program Operating Expense[1]

	Number of Support Staff	--Total Operating Expense-- 1986	1987
Billings	12.40	$67,224	$70,518
Butte	10.34	56,049	58,795
Great Falls	11.82	64,099	67,240
Helena	13.43	72,767	76,332
Missoula	13.84	75,032	78,709

[1]Does not include audit costs.

Plant Operation and Maintenance

The 48th Legislature modified the Legislative Finance Committee's procedure for budgeting the Plant Program. Rather than estimating the entire budget from base year expenditures, the formula was changed to estimate personal services from standard staffing requirements and average compensation. Operating expenses are estimated individually for each center based on fiscal 1984 actual expenditures with any voted levy expenditures removed. The Butte center was given a $33,165 base adjustment approved by the 48th Legislature for new space as its new facility is operational in the current fiscal year.

Table 6 illustrates the factors used in developing the personal services component of the Plant Operation and Maintenance Program. Pay plan is not included.

Table 6
Plant Operating and Maintenance Personal Services
1987 Biennium

Center	Square Footage of Physical Plant	Number of Staff[1]	Average Annual Compensation Rate	Annual Compensation
Billings	120,500	4.50	$20,261	$ 91,175
Butte	92,700	3.75	20,261	75,979
Great Falls	118,000	4.50	20,261	91,175
Helena	113,000	4.25	20,261	86,109
Missoula	145,000	5.25	20,261	106,370

[1]The staffing standard approved by the 48th Legislature was one head custodian with a staff of 1.0 FTE for each 35,000 gross square feet.

Equipment

The equipment budget is estimated in two areas: (1) Items with a unit cost under $1,000 are estimated from a flat rate per student and the estimated enrollment; and (2) Capital equipment, those items with a unit cost exceeding $1,000, is estimated on the basis of need.

The current level analysis used a flat rate of $34 in fiscal 1986 and $36 in fiscal 1987 to estimate the variable equipment portion of the equipment budget. All the centers (except Butte) submitted capital equipment requests totaling over $100,000 in the 1978 biennium. The Butte center equipped its new facility with construction funds available at the time of construction. The current level analysis provided $31,350 in fiscal 1986 and $32,925 in fiscal 1987 to the Billings, Great Falls, Helena, and Missoula centers for capital equipment needs. This was based on the evidence that each of the centers have large equipment needs and provides an equal opportunity for the needs to be met. Relative to the fiscal 1985 appropriated level, this capital equipment expenditure level would represent a $4,413 increase at Billings and a $2,900 increase at Great Falls, a $5,000 decrease at Helena, and level funding at Missoula.

REVENUE

The Postsecondary Vocational Technical Centers are funded from five sources:

1. Tuition
2. County Millage
3. Federal Vo-Ed Funds
4. Interest from the Education Trust fund, and
5. General Fund

Section 20-7-326, MCA, also authorizes each school district containing a vo-tech center to place before the electorate an additional, voted levy for the purpose of paying personal services, operating, or equipment costs beyond the appropriation established by the legislature. As these funds are not appropriated by the legislature, they are not considered in the development of the budget. Table 7 lists the estimated revenue by source for each unit in the 1987 biennium.

Table 7
Estimated Revenue by Center
1987 Biennium

Fiscal 1986	Billings	Butte	Great Falls	Helena	Missoula	System
Tuition	$ 301,280	$ 192,640	$ 249,200	$ 364,000	$ 340,480	$1,447,600
County Millage	326,126	76,579	138,882	104,490	209,156	855,233
Federal Vo-Ed	188,692	279,500	244,121	251,197	215,817	1,179,327
Education Trust Interest	164,680	130,670	149,465	222,855	227,330	895,000
General Fund	837,356	544,481	738,290	1,169,589	1,018,114	4,307,830
Total Revenue	$1,818,134	$1,223,870	$1,519,958	$2,112,131	$2,010,897	$8,684,990
Fiscal 1987						
Tuition	$ 312,040	$ 199,520	$ 258,100	$ 377,000	$ 352,640	$1,499,300
County Millage	331,117	77,733	141,123	106,046	212,295	868,314
Federal Vo-Ed	188,692	279,500	244,121	251,197	215,817	1,179,327
Education Trust Interest	184,000	146,000	167,000	249,000	254,000	1,000,000
General Fund	807,503	515,172	707,981	1,139,489	983,619	4,153,764
Total Revenue	$1,823,352	$1,217,925	$1,518,325	$2,122,732	$2,018,371	$8,700,705

Tuition

The annual tuition rate in fiscal 1985 is $540 per student. The current level analysis increases the fiscal 1985 annual rate 3.7 percent in fiscal 1986 to $560 and 3.5 percent in fiscal 1987 to $580. Total tuition revenue is estimated by multiplying the annual rate by the projected student FTE in the 1987 biennium. The biennial tuition revenue increase is estimated to be 3.2 percent, primarily because of the proposed tuition rate increases.

County Millage

Section 20-7-324, MCA, authorizes the county commissioners in each county in which a vo-tech center is located to levy one and one-half mills for the support and maintenance of the center located within that county. The superintendent of public instruction has been given the authority by the legislature to transfer millage revenue overcollections to those centers undercollecting. Language in the general appropriations act has also required a general fund reversion equal the amount of millage overcollections on a system level to prevent the additional revenue from providing budget increases.

The millage revenue estimated for the 1987 biennium considers the vehicle fee reimbursement and corporate tax redistribution, both of which are distributed to the counties from the state and are considered part of the county millage revenue. The estimated millage revenue is $895,233 in fiscal 1986 and $868,314 in fiscal 1987.

Federal Vo-Ed Funds

The federal bill establishing federal vocational education programs was reauthorized by Congress in 1984. The total state allocation increases from $2,692,387 in fiscal 1985 to $2,712,922 in fiscal years 1986 and 1987; the estimated federal funds available for allocation to the centers increases from $1,178,657 in fiscal 1985 to $1,179,327 in fiscal years 1986 and 1987. The Office of Public Instruction maintains the use of these funds is more restrictive than in prior years and estimates the amount of federal funds available for postsecondary vo-tech center allocation to be $867,000 annually, or 26 percent less than the LFA level.

Education Trust Interest

House Bill 105 passed by the 48th Legislature authorized the use of the interest from the coal tax-funded education trust fund, which was formerly reinvested into the trust, for operating costs incurred by the postsecondary vo-tech centers and adult basic education programs. The 48th Legislature chose to fund the Adult Basic Education Distribution Program at current level and allocated the remaining education trust interest funds to the vo-tech centers. Continuation of this allocation would provide the centers an estimated $895,000 in fiscal 1986 and $1,000,000 in fiscal 1987. This is an approximate 41 percent increase in revenue from this source over the current biennium.

General Fund

After all other available revenue sources are estimated, the general fund portion is calculated. For the 1987 biennium, the general fund is estimated to decrease 6.6 percent, caused largely by the education trust interest increase and other non-general fund revenues increasing faster than overall expenditures. The small increase in total cost primarily results from a 4.8 percent drop in funded enrollment and the fact that the budgets do not include pay increases. Any pay increase would be funded from the general fund.

MONTANA ADVISORY COUNCIL FOR VOCATIONAL EDUCATION

	FTE FY '87	---- 1987 Biennium ---- General Fund	Total Funds
Executive Budget	2.0	-0-	$209,355
LFA Current Level	2.0	-0-	206,023
Executive Over (Under) LFA	0.0	-0-	$ 3,332

The executive budget exceeds the current level in total funds (federal) by $3,332 in the 1987 biennium. The executive budget is higher than the current level in operating expenses (primarily in travel) by $3,400 in fiscal 1986 and $4,161 in fiscal 1987. The executive budget applied 4 percent vacancy savings to personal services which partially offsets the difference in operating expenses.

EXHIBIT 3
2-7-85

POSTSECONDARY VOCATIONAL TECHNICAL CENTERS
ANALYSIS OF EXECUTIVE AND LFA CURRENT LEVEL DIFFERENCES
-- SYSTEM SUMMARY --

	1986			1987		
	Executive	LFA Current Level	Executive Over (Under) LFA	Executive	LFA Current Level	Executive Over (Under) LFA
Student FTE	2785	2585	200	2785	2585	200
Expenditures by Center						
Billings	$1,745,682	$1,818,134	$ (72,452)	$1,726,210	$1,823,352	$ (97,142)
Butte	1,459,047	1,223,870	235,177	1,439,926	1,217,925	222,001
Great Falls	1,613,970	1,519,958	94,012	1,594,514	1,518,325	76,189
Helena	2,205,625	2,112,131	93,494	2,186,348	2,122,732	63,616
Missoula	2,056,416	2,010,897	45,519	2,038,774	2,018,371	20,403
Total Expenditures	$9,080,740	$8,684,990	$ 395,750	$8,985,772	$8,700,705	$ 285,067
Expenditures by Program						
Instruction	$5,345,086	$5,154,490	$ 190,596	$5,345,187	$5,195,850	$ 149,337
Support	2,318,760	2,071,635	247,125	2,219,870	1,988,057	231,813
Plant O & M	1,324,989	1,245,575	79,414	1,328,810	1,292,038	36,772
Equipment	91,905	213,290	(121,385)	91,905	224,760	(132,855)
Total Expenditures	$9,080,740	$8,684,990	$ 395,750	$8,985,772	$8,700,705	$ 285,067
Funding by Source						
Tuition	$1,514,700	$1,447,600	$ 67,100	$1,514,700	$1,499,300	$ 15,400
County Millage	857,800	855,233	2,567	873,668	868,314	5,354
Federal Vo-Ed	1,022,199	1,179,327	(157,128)	1,022,199	1,179,327	(157,128)
Education Trust Interest	870,472	895,000	(24,528)	967,688	1,000,000	(32,312)
General Fund	4,815,569	4,307,830	507,739	4,607,517	4,153,764	453,753
Total Funding	$9,080,740	$8,684,990	$ 395,750	$8,985,772	$8,700,705	$ 285,067

POSTSECONDARY VOCATIONAL TECHNICAL CENTERS
ANALYSIS OF EXECUTIVE AND LFA CURRENT LEVEL DIFFERENCES
-- SYSTEM DETAIL --

	Fall	FY 1984 Actual	1986 Executive	1986 LFA Current Level	1986 Executive Over (Under) LFA)	1987 Executive	1987 LFA Current Level	1987 Executive Over (Under) LFA	Current quarter
Student FTE by Center									
Billings	445	485	521	538	(17)	521	538	(17)	498
Butte	327	342	428	344	84	428	344	84	406
Great Falls	351	449	502	445	57	502	445	57	335
Helena	671	663	716	650	66	716	650	66	660
Missoula	511	607	618	608	10	618	608	10	552
System Total		2,546	2,785	2,585	200	2,785	2,585	200	

The executive recommendation used the fiscal year 1985 student enrollment projection which was used to establish the fiscal year 1985 appropriation. The LFA current level analysis used the higher estimate of a three-year average (FY83-85) or the estimated fiscal 1985 enrollment.

* *

Instruction by Center	1986 Executive	1986 LFA Current Level	1986 Executive Over (Under) LFA)	1987 Executive	1987 LFA Current Level	1987 Executive Over (Under) LFA
Billings	$ 999,906	$1,072,772	$(72,866)	$ 999,908	$1,081,380	$(81,472)
Butte	821,503	685,936	135,567	821,578	691,440	130,138
Great Falls	963,438	887,330	76,108	963,438	894,450	68,988
Helena	1,374,173	1,296,100	78,073	1,374,197	1,306,500	67,697
Missoula	1,186,066	1,212,352	(26,286)	1,186,066	1,222,080	(36,014)
System Total	$5,345,086	$5,154,490	$190,596	$5,345,187	$5,195,850	$149,337

NOTE: The executive included the variable equipment component of the formula in the Instruction Program. For comparison purposes, the equipment expenditures included in the executive recommendation have been removed from this program and placed in the equipment category on page 5 of these worksheets.

Issues:

	1986	1987
1. Executive applied 4 percent vacancy savings	$(189,158)	$(189,158)
2. Executive had higher enrollment	397,400	397,400
3. LFA used higher rate ($1,994 and $2,010 vs. $1,987)	(18,095)	(59,455)

	1986			1987		
	Executive	LFA Current Level	Executive Over (Under) LFA	Executive	LFA Current Level	Executive Over (Under) LFA
Support by Center						
Billings	$ 442,406	$ 416,259	$ 26,147	$ 422,406	$ 399,553	$ 22,853
Butte	438,322	362,606	75,716	418,322	345,352	72,970
Great Falls	436,849	399,021	37,828	416,849	382,162	34,687
Helena	481,373	443,781	37,592	462,014	427,346	34,668
Missoula	514,810	449,968	64,842	495,279	433,644	61,635
System Total	$2,313,760	$2,071,635	$242,125	$2,214,870	$1,988,057	$226,813

NOTE: The executive included $5,000 each year for equipment at Great Falls. For comparison purposes, these expenditures recommended by the executive have been removed from this program and placed in the equipment category on page 5 of these worksheets.

Issues:

	1986	1987
1. Executive applied 4% vacancy savings	$(75,045)	(75,045)
2. Executive had higher enrollment (impact # counselors)		
a. Personal Services	23,390	23,290
b. Operating Expense	3,888	3,888
3. Executive recommends agency request for support staff which exceeds the standards approved by the 1983 legislature		
a. Personal services (net of Issue #2)	216,255	216,255
b. Operating expenses	73,615	73,615
4. Executive used higher operating expense rate at Helena and Missoula	1,255	2,378
5. LFA used higher inflation	(1,347)	(17,775)

	1986			1987		
	Executive	LFA Current Level	Executive Over (Under) LFA	Executive	LFA Current Level	Executive Over (Under) LFA
Plant Operations & Maintenance by Center						
Billings	$ 286,177	$ 279,461	$ 6,716	$ 286,703	$ 290,126	$ (3,423)
Butte	175,098	163,632	11,466	175,902	168,749	7,153
Great Falls	192,117	187,127	4,990	192,661	192,768	(107)
Helena	323,201	318,800	4,401	325,559	332,561	(7,002)
Missoula	329,146	296,555	32,591	331,035	307,834	23,201
System Total	$1,305,739	$1,245,575	$60,164	$1,311,860	$1,292,038	$19,822

NOTE: The executive provided for equipment in three of the five centers in this program. For comparison purposes these expenditures recommended by the executive have been removed from this program and placed in the equipment category on page 5 of these worksheets.

Issues:

	1986	1987
1. Executive applied 4% vacancy savings	$(20,687)	$(20,687)
2. Executive has higher base costs caused primarily from leaving in expenditures funded from voted levy funds		
a. Personal Services	102,028	102,028
b. Operating Expenses	75,524	75,524
3. LFA has more 1.76 more FTE	(35,660)	(35,660)
4. LFA has higher inflation	(61,041)	(101,383)

	1986 Executive	1986 LFA Current Level	1986 Executive Over (Under) LFA	1987 Executive	1987 LFA Current Level	1987 Executive Over (Under) LFA
Equipment by Center						
Billings	$ 17,193	$ 49,642	$(32,449)	$17,193	$ 52,293	$ (35,100)
Butte	24,124	11,696	12,428	24,124	12,384	11,740
Great Falls	21,566	46,480	(24,914)	21,566	48,945	(27,379)
Helena	26,878	53,450	(26,572)	24,578	56,325	(31,747)
Missoula	26,394	52,022	(25,628)	26,394	54,813	(28,419)
System Total	$116,155	$213,290	$(97,135)	$113,855	$224,760	$(110,905)

Issues:

	1986 Executive Over (Under) LFA	1987 Executive Over (Under) LFA
1. Executive used higher enrollment	$ 6,600	$ 6,600
2. LFA used higher rate ($34 and $36 vs. $33)	(2,585)	(7,755)
3. LFA included more capital equipment	(101,150)	(109,750)

* *

	1986 Executive	1986 LFA Current Level	1986 Executive Over (Under) LFA	1987 Executive	1987 LFA Current Level	1987 Executive Over (Under) LFA
Tuition by Center						
Billings	$ 286,200	$ 301,280	$(15,080)	$ 286,200	$ 312,040	$(25,840)
Butte	232,200	192,640	39,560	232,200	199,520	32,680
Great Falls	283,500	249,200	34,300	283,500	258,100	25,400
Helena	378,000	364,000	14,000	378,000	377,000	1,000
Missoula	334,800	340,480	(5,680)	334,800	352,640	(17,840)
System Total	$1,514,700	$1,447,600	$ 67,100	$1,514,700	$1,499,300	$ 15,400

Issues:

	1986 Executive Over (Under) LFA	1987 Executive Over (Under) LFA
1. Executive used higher FTE estimate:		
a. Executive estimate	$108,000	$ 108,000
b. Agency estimate incorrectly used by executive in tuition revenue estimate	10,800	10,800
2. LFA used higher rate ($560 and $580 vs. $540)	(51,700)	(103,400)

	1986			1987		
	Executive	LFA Current Level	Executive Over (Under) LFA	Executive	LFA Current Level	Executive Over (Under) LFA
County Millage by Center						
Billings	$315,496	$326,126	$(10,630)	$321,332	$331,117	$ (9,785)
Butte	76,702	76,579	123	78,121	77,733	388
Great Falls	150,007	138,882	11,125	152,782	141,123	11,659
Helena	88,878	104,490	(15,612)	90,522	106,046	(15,524)
Missoula	226,717	209,156	17,561	230,911	212,295	18,616
System Total	$857,800	$855,233	$ 2,567	$873,668	$868,314	$ 5,354

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Support Staff Comparison
Executive vs. LFA Current Level
1987 Biennium

	Director	Assistant Director	Bus Mgr/ Chief Acct	Counselor	Librarian	Admin. Sec'y	Admin. Support Sec'y	Other Support Sec'y	Instruc. Support Sec'y	Total Support Staff	Total Personal Services
BILLINGS											
Executive	1.00	1.00	1.00	1.76	1.30	1.00	1.00	2.97	3.29	14.32	$359,446
LFA Current Level	1.00	1.00	1.00	1.79	1.00	1.00	.67	1.65	3.29	12.40	329,036
Exec. over(under) LFA	-0-	-0-	-0-	(.03)	.30	-0-	.33	1.32	-0-	1.92	$ 30,410
BUTTE											
Executive	1.00	1.00	1.00	1.43	1.30	1.00	1.00	4.50	2.16	14.39	$354,798
LFA Current Level	1.00	1.00	1.00	1.15	1.00	1.00	.67	1.36	2.16	10.34	286,557
Exec. over(under) LFA	-0-	-0-	-0-	.28	.30	-0-	.33	3.14	-0-	4.05	$ 68,241
GREAT FALLS											
Executive	1.00	1.00	1.00	1.75	1.30	1.00	1.00	2.90	3.10	14.05	$355,175
LFA Current Level	1.00	1.00	1.00	1.48	1.00	1.00	.67	1.57	3.10	11.82	314,922
Exec. over(under) LFA	-0-	-0-	-0-	.27	.30	-0-	.33	1.33	-0-	2.23	$ 40,253
HELENA											
Executive	1.00	1.00	1.00	2.33	1.30	1.00	1.00	3.23	3.90	15.76	$391,172
LFA Current Level	1.00	1.00	1.00	2.17	1.00	1.00	.67	1.68	3.91	13.43	351,014
Exec. over(under) LFA	-0-	-0-	-0-	.16	.30	-0-	.33	1.55	(.01)	2.33	$ 40,158
MISSOULA											
Executive	1.00	1.00	1.00	2.07	1.30	1.00	1.00	4.98	4.31	17.66	$415,518
LFA Current Level	1.00	1.00	1.00	2.03	1.00	1.00	.67	1.83	4.31	13.84	354,935
Exec. over(under) LFA	-0-	-0-	-0-	.04	.30	-0-	.33	3.15	-0-	3.82	$ 60,583
SYSTEM TOTAL											
Executive	5.00	5.00	5.00	9.34	6.50	5.00	5.00	18.58	16.76	76.18	$1,876,109
LFA Current level	5.00	5.00	5.00	8.62	5.00	5.00	3.35	8.09	16.77	61.83	1,636,464
Exec. over(under) LFA	-0-	-0-	-0-	.72	1.50	-0-	1.65	10.49	(.01)	14.35	$ 239,645

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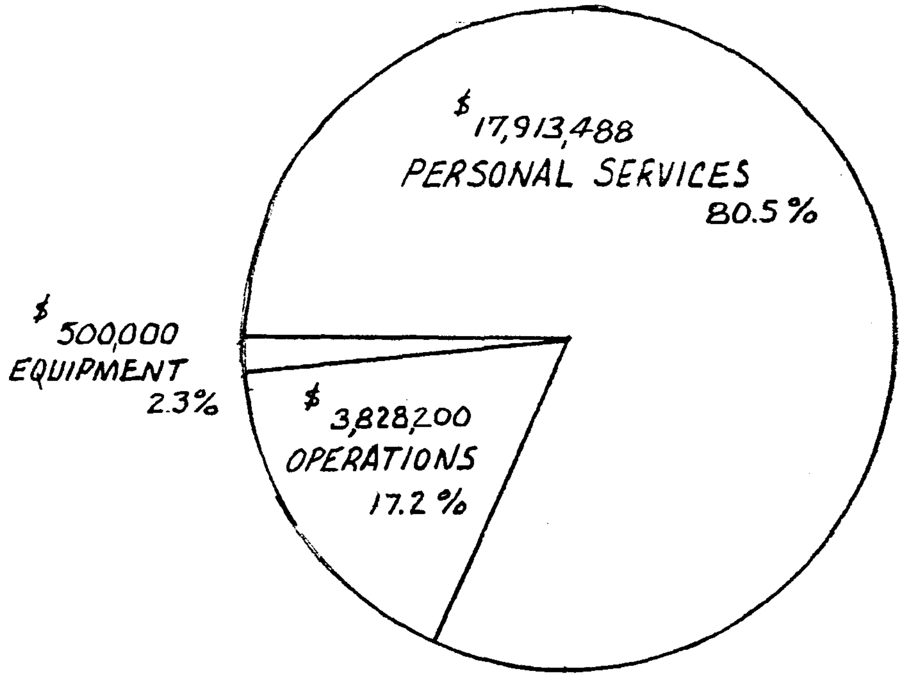
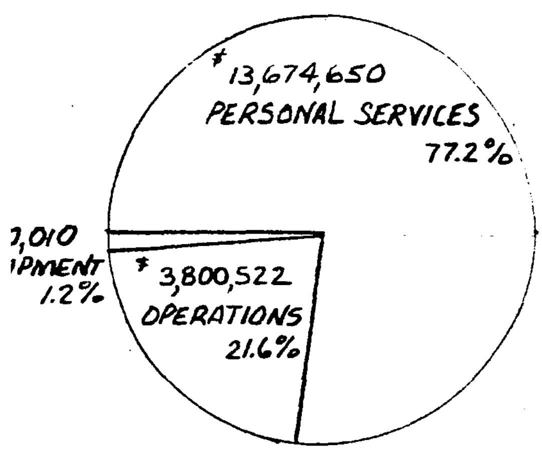
#3

EXHIBIT 4
2-7-85

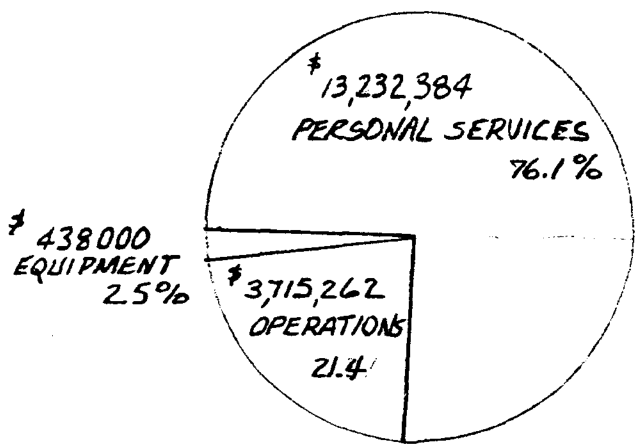
VOCATIONAL TECHNICAL CENTERS



CENTER BUDGET REQUEST $ 22,241,688
MODIFICATIONS $ 1,462,408



EXECUTIVE BUDGET
$ 17,705,182



LEGISLATIVE FISCAL ANALIST
$ 17,385,695

1987 BIENNIUM

Issues of the Vocational-Technical Centers
Before the
Education Subcommittee

I. Issues in current level funding

   A. Shortfall of categorical federal funds related to the Carl D. Perkins Education Act of 1984

   B. Staffing patterns

   C. Increasing dependence upon the local district levy and decreasing effect on the funding formula

II. Issues in modifications

   A. Long Range Building Program

   B. Expanded services

   C. New programs

      1. Program titles

         a. Personal services

         b. Operations

         c. Equipment

III. Major equipment

A. Shortfall of federal funds

The 1976 Amendments to the 1963 Vocational Education Act were stated such that ongoing programs for vocational education could be funded from federal sources. A postsecondary category, under Subpart 2 of the 1976 Amendments indeed <u>required</u> a minimum of 15 percent of the state allocation to be set aside for vocational education at the adult level.

The recent history relative to this "availability" of federal funds witnessed an annual appropriation of over one million.

	Fiscal Year					
	1980	1981	1982	1983	1984	1985
Total State Allocation	2,618,679	3,125,671	2,541,034	2,363,678	2,692,387	2,712,922
VoTech Center Appropriation	1,094,750	1,072,280	1,200,000	1,000,046	1,178,657	1,178,657
Percent of Fed. Funds	41.8	34.3	37.2	42.3	43.7	43.4

Although the Legislature did appropriate the total amount to be used to maintain programs, Centers actually received funds on the basis of a federally mandated formula.

	Fiscal Year			
Center	1982	1983*	1984	1985
Billings	210,000	150,987	163,000	188,270
Butte	176,040	118,806	263,075	278,296
Great Falls	195,720	142,457	236,910	244,149
Helena	298,800	218,284	273,672	251,104
Missoula	319,440	213,148	242,000	216,208

*Funds from other federal categories were used to equal $1,000,046.

In October of 1984, the new Carl D. Perkins Vocational Education Act was passed with implementation, for fiscal purposes, to begin July 1, 1985 (FY 1986). Unlike the 1976 Amendments, the Perkins Vocational Education Act does not allow for the expenditure of federal funds for ongoing programs excepting those of a specific population nature.

The programs wherein ongoing activities may be funded are:

Categories	Funds Set Aside	(See Appendix)
Handicapped	285,950	
Disadvantaged	560,416	
Adult Training	287,135	
*Single Parent/Homemaker	207,621	
*Sex Bias/Stereotyping	87,748	
*Corrections	23,928	

With the exception of program areas noted with (*), activities must be matched with state or local funds. A myriad of additional regulations accompany the expenditure of funds including:

1. Disadvantaged and handicapped federal money shall be expended only for those costs which are supplemental or additional to serve the populations. Such expenditures include additional staff, equipment, materials and/or services to ensure the handicapped or disadvantaged enrollees a reasonable expectation to succeed.

2. Equipment, modern machinery and tools may be purchased in schools wherein 75 percent of the enrollment is economically disadvantaged.
3. Funds can be expended to disadvantaged adults in offering extended hours for training or retraining.

The prescriptiveness and categorization of available services within the above categories are difficult at best to respond to for the Centers.

The "other" available funds fall within Title II Part B of the Act which requires new, innovative, expansion or program improvement expenditures.

It is within this Part of the Act that the Centers have a line item allocation of $553,551. The catch is that the funds cannot be used for maintaining ongoing programs; in example, salaries and fringes. Programs must be new, expanded, modernized or improved in order to allow fund use.

The major differences are these:

1. Fewer funds are line item available--a shortfall $1,179,327 - 553,551 = -$625,776 each fiscal year.
2. Centers, along with other eligible recipients must <u>apply</u> for funds through a request for proposal procedure that is competitive.
3. Federal Act purposes have changed the purposes of the former federal fund allocations.

An option relative to the federal shortfall in the new law is to replace the anticipated shortfall of $625,776 per year with general for other funds.

B. Staffing patterns

Page 693 (Appendix) of the Legislative Fiscal Analyst document depicts a staffing pattern that was presented in early draft form to the Interim Study Committee for Post-secondary Vocational Education during the discussions of 1982-83. The tentativeness of the early proposal was not to be addressed in the legislative session thereby sanctioning the draft as a final proposal.

In essence, the discussion and formation of staffing patterns was a multi-level effort involving Centers, district superintendents and district board input and it was assumed that the draft was a "starting point," from which . . . "changes to the staffing levels could be considered during the 48th Legislature" (p. 41, Final Report--Postsecondary Vocational Technical Center Funding and Statute Review, Dec. 1983).

The comparison of staffing patterns as adopted in the Post-secondary Policies and Procedures Handbook and those used to drive a portion of the vo-tech formula is illustrated on the Staffing Pattern Comparison Table.

The staffing partern adopted in the Postsecondary Policies and Procedures Handbook addresses the needs and services of and offered to students at the Centers. The fiscal impact, using the Legislative Fiscal Analyst calculated average compensation would be $758,757 per year. The Staffing Pattern Fiscal Impact Table illustrates the early draft staff pattern FTE allocation

STAFFING PATTERNS COMPARISON

48th Legislature Draft Levels Adopted	Difference	Policies and Procedures Handbook
1.0 Director		1.0 Director
1.0 Assistant Director		1.0 Assistant Director
1.0 Business Manager or Chief Accountant		1.0 Business/Financial Manager
	x	1.0 Accountant/Bookkeeper/Inventory Clerk
	x	1.0 Data Processing Programmer/Operator
1.0 Administrative Secretary		1.0 Administrative Secretary
	x	1.0 Receptionist
1.0 Secretary for every 3 Adm. Staff	x	1.0 Secretary
1.0 Secretary for every 10 Intructional Staff		
1.0 Librarian/Media Specialist		1.3 Media Center/Librarian
		.5 Clerical
		9.8 Fixed Personnel at all Centers
1.0 Counselor/300 Students	x	Admissions Officer (see Variable Staff)
	x	Financial Aids Offcr.
	x	Counselor @1.3:300 FTE
	x	Placement Officer
	x	Clerical
1.0 Head Custodian	x	Custodians 1.00 for every 25,000 sq. ft.
1.0 Custodians for every 35,000 sq. ft.		

Variable Staff (Policies and Procedures Handbook)

	Center Size (FTE) 1-500	500-1000
Admissions Officer	.65	1.30
Financial Aids Offcr.	1.00	1.30
Counselor @1.3:300 FTE		
Placement Officer	.65	1.30
Clerical	1.00	1.00

Results:	Billings	Butte	G.F.	Hlna.	Msla.
Student FTE	538	344	445	650	608
Floor Space	120,500	92,700	118,000	113,000	145,000
FY85 Inst. St.	32.9	21.6	31.0	39.1	43.1
Custodians	4.50	3.75	4.50	4.25	5.25
Support Staff	12.40	10.34	11.82	13.43	13.84
Total	16.90	14.09	16.32	17.68	19.09

Results:	Billings	Butte	G.F.	Hlna.	Msla.
Student FTE	538	344	445	650	608
Floor Space	120,500	92,700	118,000	113,000	145,000
FY84 Inst.St.	34.9	24.4	31.7	39.8	43.2
Custodians	4.82	3.71	4.72	4.52	5.80
Support Staff	16.73	14.60	15.02	17.52	17.34
Total	21.55	18.31	19.74	22.04	23.14

as compared to the Postsecondary Policies and Procedures Handbook staffing pattern FTE allocation with the fiscal impact noted by Center.

STAFFING PATTERN FISCAL IMPACT

	OPI	LFA	DIFF	FY86	FY87
Billings	21.55	16.90	4.65	$ 169,453	$ 169,453
Butte	18.31	14.09	4.22	135,066	135,066
Great Falls	19.74	16.32	3.42	119,840	119,840
Helena	22.04	17.68	4.36	170,868	170,868
Missoula	23.14	19.09	4.05	163,530	163,530
				$ 758,757	$ 758,757

STAFFING 1984 to 1987

Center Billings	1984	1985	Chg.	1986	Chg.	1987	Chg.	Reason for Change
Administration	3.0	2.0	-1.0	2.0		2.0		Moved Accountant FTE to Business Office
Business Office	0.0	2.5	+2.5	2.5		2.5		Moved 2.0 accountants Moved .5 secretary
Student Services	4.0	4.75	+0.75	6.55	+1.8	6.55		Added summer school staff .75-Cont.Ed. & Plcmt 1.8
Physical Plant	4.25	3.625	-0.625	3.625		3.625		Reduced .625 FTE
Support and Supervision	3.0	2.5	-0.5	2.5		2.5		Moved .5 to Bus. Office
Media Center	1.0	1.50	+0.5	2.0	+0.5	2.0		Added Lib. 1.0 FTE and .5 Lib aide
Subtotal	15.25	16.875	+1.625	19.175	+2.3	19.175		
Departmental Summary								
01. Ag.	1.0	1.0		1.0		1.0		
06.-08. Marketing & Dist.	1.3	1.3		1.3		2.6	+1.3	Add 1.3 FTE instructor
07. Business & Office	6.9	7.4	+0.5	9.2	+1.8	9.2		Added instructional staff
15. Technical								
17. Health	4.6	5.2	+0.6	5.4	+0.2	5.4		
20. Foods/Home Ec.	2.3	2.0	-0.3	2.0		2.0		
32. Related	0.0	1.0	+1.0	2.3	+1.3	2.3		Added instructional staff
46. Trades								
47. Trades	12.2	12.2		12.2	12.3		+0.6	Summer school additions
48. Industrial	6.6	4.3	-2.3	4.6	+0.3	4.9	+0.3	Added instructional staff Summer school
49. Subtotals	34.90	34.40	-0.5	38.00		40.20	+2.2	
Totals	50.15	51.75	+1.125	57.175		59.375		

STAFFING 1984 to 1987

Center Butte	1984	1985	Chg.	1986	Chg.	1987	Chg.	Reason for Change
Administration	2 66	2 88		2 88		2 88		
Business Office	0	. 94		. 94		. 94		
Student Services	4 41	4 85		4 85		4 85		
Physical Plant	2 94	3 32	. 67	3 95		3 95		.67 two cleaners
Support and Supervision	3 34	4 19	1. 0	5 19		5 19		1.0 computer coordinator
Media Center	0	. 32		. 32		. 32		
Subtotal	13 35	16 50	1 67	18 17		18 17		
Departmental Summary								
01. Ag.	0	0		0		0		
06.-08. Marketing & Dist.	0	0		0		0		
07. Business & Office	5 81	6 03	. 94	7 00		7 00		.94 teachers aid
15. Technical	4 248	3 67		3 67		3 67		
17. Health	5 0	4 2		4 2		4 2		
20. Foods/Home Ec.	0	0		0		0		
32. Related	0	0		0		0		
46. Trades	0	0		0		0		
47. Trades	3 6	3 03		3 02		3 02		
48. Industrial	5 772	4 68		4 66		4 66		
49. Subtotals	24 43	21 61	. 94	22 55		22 55		
Totals	37 78	38 11	2 61	40 72		40 72		

STAFFING 1984 to 1987

Great Falls	1984		1985		Chg.		1986		Chg.	1987		Chg.	Reason for Change
Administration	3	0	3	0			3	0		3	0		
Business Office	0	0	1	0	+1	0	1	0		1	0		Budgeting authority transferred from support
Student Services	3	5	3	5			3	5		3	5		
Physical Plant	4	0	4	0			4	0		4	0		
Support and Supervision	4	0	3	0	-1	0	3	0		3	0		Budgeting authority moved to business office
Media Center	2	5	2	5			2	5		2	5		
Subtotal	17	0	17	0	0		17	0		17	0		
Departmental Summary													
01. Ag.	0	0	0	0			0	0		0	0		
06.-08. Marketing & Dist.	1	5	2	0	+.	5	2	0		2	0		Authority moved from trades
07. Business & Office	11	0	11	0			11	0		11	0		
15. Technical	0	0	0	0			0	0		0	0		
17. Health	11	25	11	5	+.	25	11	5		11	5		Authority moved from related
20. Foods/Home Ec.	0	0		5	+	5		5			5		Authority moved from trades
32. Related	4	9	4	5	-	4	4	5		4	5		Authority to health
46. Trades													
47. Trades	4	0	3	0	-1	0	3	0		3	0		Authority moved to marketing and food
48. Industrial													
Subtotals	32	65	32	50	-	.15	32	50		32	50		
Totals	49.65		49.50		-.15		49.50			49.50			

STAFFING 1984 to 1987

Center Helena	1984	1985	Chg.	1986	Chg.	1987	Chg.	Reason for Change
Administration	3 00	3 0		3 0		3 0		
Business Office	1 48	1 48		1 48		1 48		
Student Services	4 37	4 37	+ 33	4 70		4 70		Summer counseling service A portion of annual salar
Physical Plant	4 00	4 00		4 00		4 00		
Support and Supervision	6 62	6 62		6 62		6 62		
Media Center								
Subtotal	19 47	19 47	+ 33	19 80		19 80		
Departmental Summary								
01. Ag.	3 00	3 00		3 00		3 00		
06.-08. Marketing & Dist.								
07. Business & Office	9 35	9 35	+ 84	10 19		10 19		Increased enrollment in class demand.
15. Technical								
17. Health	3 27	3 27	+1 31	4 58		4 58		Maintain clinical ratio and to allow for multi year entry to the program.
20. Foods/Home Ec.								
32. Related								
46. Trades (Building Trades)	2 00	2 00		2 00		2 00		
47. Trades	16 43	16 43	+ 80	17 23		17 23		Combine electronics program and truck diesel to provide summer military training prog.
48. Industrial	4 22	4 22		4 22		4 22		
Subtotals	38 27	38 27	+2 95	41 22		41 22		
Totals	57.74	57.74	3.28	61.02		61.02		

STAFFING 1984 to 1987

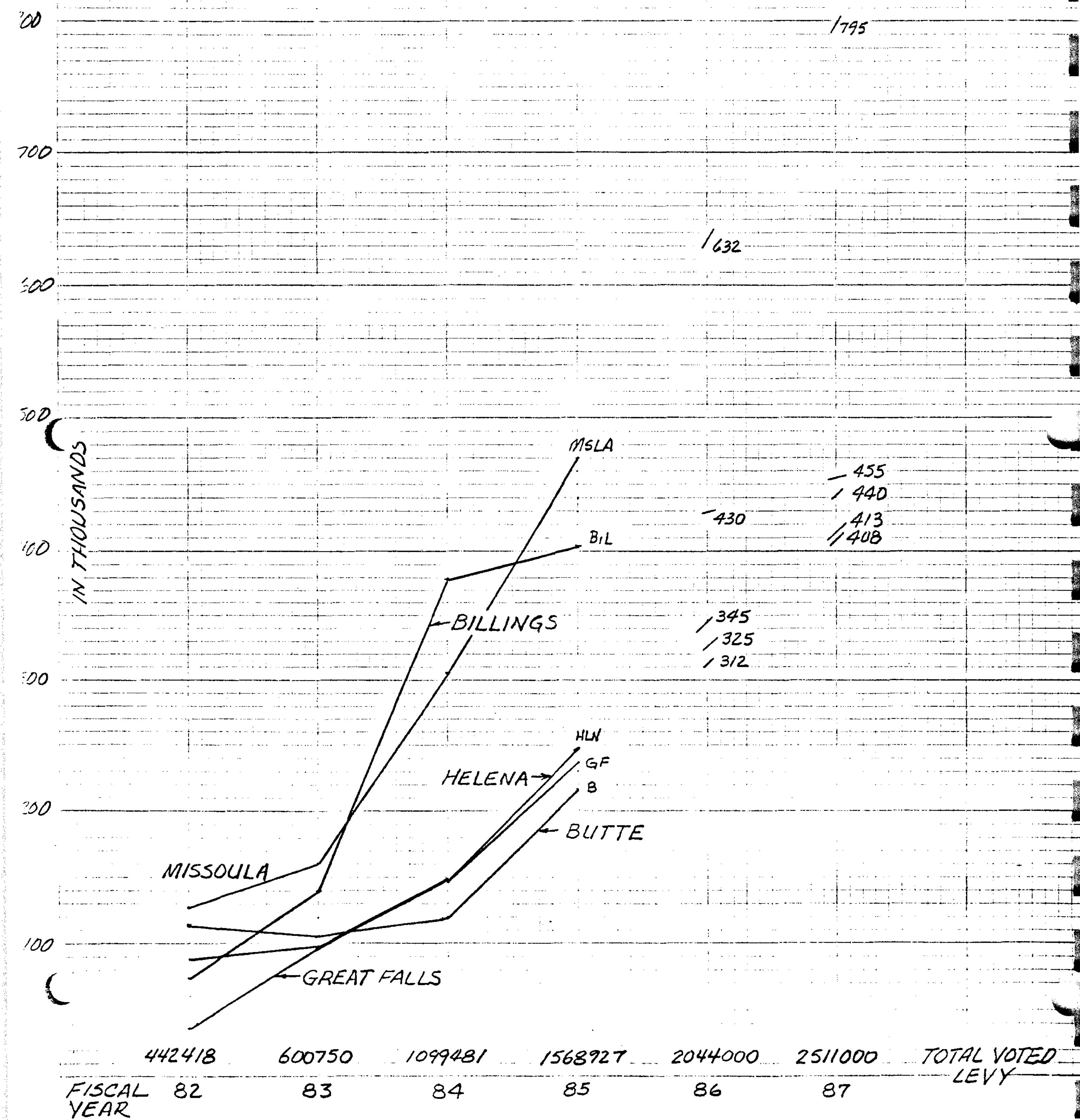
Center Missoula

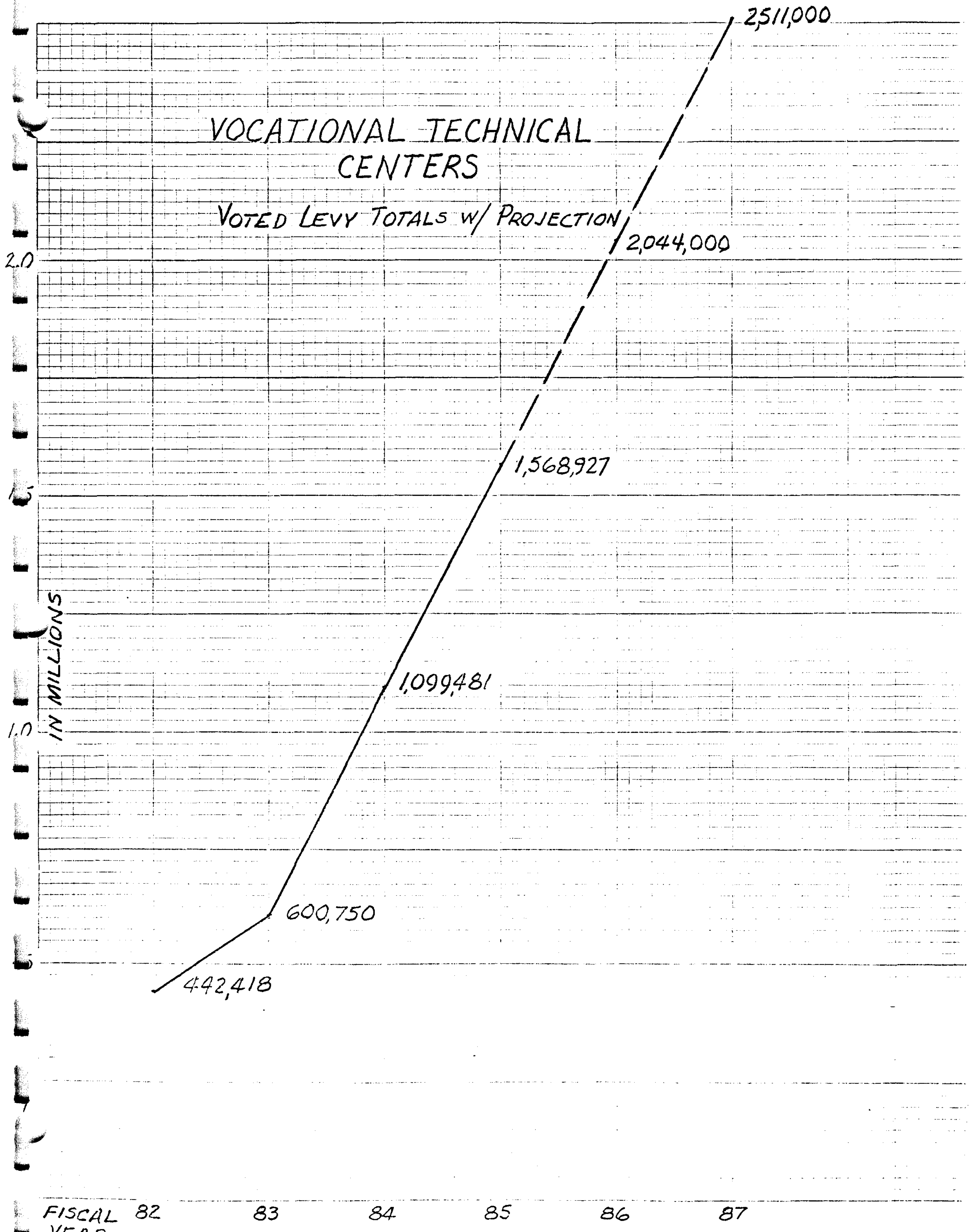
Center Missoula	1984	1985	Chg.	1986	Chg.	1987	Chg.	Reason for Change
Administration	1.50	1.50		1.50		1.50		
Business Office	4.00	4.00		4.00		4.00		
Student Services	6.20	6.20		8.50	+2.30	8.50		Requested additional 1.3 counselor & 1.0 Clerical FT
Physical Plant	6.00	6.00		6.00		6.00		
Support and Supervision	6.50	6.50		7.00	+.50	7.00		Requested additional 1.50 clerical FTE
Media Center	2.08	2.20	+.12	2.50		2.20		Increased Librarian's contract by 20 days
Subtotal	26.28	26.4	+.12	29.20	+2.80	29.20		
Departmental Summary								
01. Ag.	4.00	2.00		2.00		3.00	+1	Did not intake 1st yr. stud. 00/FY85.Will reinstate two yr. prog. in FY 87.
06.-08. Marketing & Dist.	1.00	1.00		1.00		1.00		
07. Business & Office	11.67	13.10		13.00	-.10	13.00		Increased student intake by implementing word proc.
15. Technical	3.00	4.00		4.00		4.00		Increased student intake in both 1st and 2nd years.
17. Health	9.96	10.80		10.80		10.80		
20. Foods/Home Ec.	2.56	2.30		3.30	+1.00	3.30		Requested 1.00 FTE to supervise kitchen activities.
32. Related	3.99	3.90		3.90		3.90		
46. Undetermined New Programs				2.00	+2.00	4.00	+ 2	Requested one new program 00/each yr. of the biennium
47. Trades	3.80	3.80		4.40	+.60	4.40		Requested .60 instructional FTE to begin summer program
48. Industrial	1.00	1.00		1.00		1.00		
49. Industrial	2.20	1.20		1.20		1.20		
Subtotals	43.18	43.10		46.60	+3.50	49.60	+3.00	
Totals	69.46	69.50		75.80	+6.30	78.80	+3.00	

VOCATIONAL TECHNICAL CENTERS

VOTED LEVY 1982-1985

PROJECTED 1986-1987




VOCATIONAL TECHNICAL CENTERS
VOTED LEVY TOTALS W/ PROJECTION
2,511,000
2,044,000
1,568,927
1,099,481
600,750
442,418
2.0
1.5
1.0
.5
IN MILLIONS
FISCAL YEAR
82
83
84
85
86
87

II. Issues in Modifications

A. Long Range Building Program

Requests for facility maintenance have been made in prior biennums. These requests have been made both in the operational budgeting process and the Long Range Building Program. Regardless, request have not been acted upon favorably and represent both a continuing need, and when left unaddressed, contribute to increased operational expense. It is felt if facility maintenance request are set aside, both the cost of attending to these maintenance needs and operations will increase unnecessarily.

The following priority listing submitted to the Department of Administration is replicated from the Capital Construction Program 1985-1987.

BUILDING PROGRAM REQUESTS
BY AGENCY AND PROJECT

1985 - 1987 BIENNIUM

		FUNDS			
Priority	AGENCY/PROJECT	Capital Projects Fund	Earmarked Revenue	Federal & Private Revenue	Total
PUBLIC INSTRUCTION, OFFICE OF					
HELENA VO-TECH					
1.	WEATHERIZATION, ROBERTS STREET FACILITY Provide insulation in the roof to minimize energy consumption by the use of an insulating roofing.	206,480	-0-	-0-	206,480
2.	WEATHERIZATION, POPLAR STREET FACILITY Replace roofing and add insulation to reduce energy costs.	243,600	-0-	-0-	243,600
3.	NEW HANGER DOORS, POPLAR STREET FACILITY Installation of hanger doors are needed for accessibility to the aircraft section during winter months.	55,960	-0-	-0-	55,960
4.	NEW CLASSROOMS, POPLAR STREET FACILITY Add new classrooms to replace existing mobile units.	921,225	-0-	-0-	921,225
5.	PAINT FACILITY, POPLAR STREET UNIT Construct a 48 x 48 structure to provide a certified facility to prepare and paint equipment.	184,180	-0-	-0-	184,180

MONTANA POSTSECONDARY VOCATIONAL TECHNICAL CENTERS
EXPANDED SERVICES REQUEST
1986-87 BIENNIUM

II. Issues on Modifications

B. Expanded Services

Center	FTE FY 86	FTE FY 87	Personal Services FY 86	Personal Services FY 87	Operating Expenses FY 86	Operating Expenses FY 87	Equipment Fy 86	Equipment FY 87	Total Biennium
Missoula									
Admissions Clerical	1.00		16,918	17,933	17,620	16,765			69,236
Counselor	1.30		40,285	42,702					82,987
Inst. Support Clerical	.50		8,459	8,967	1,500				18,926
Forestry Instructor		1.00		32,695					32,695
Commercial Food Aide	1.00		17,909	18,984					36,893
Heavy Equipment Instructor	.60		17,530	18,582	28,500	28,500			93,112
Plant Operation & Maintenance					105,000	85,000			190,000
Totals	4.40	1.00	101,101	139,863	152,620	130,265			523,849
							GRAND TOTAL		1,162,239

TABLE II C

MONTANA POSTSECONDARY VOCATIONAL TECHNICAL CENTERS
NEW PROGRAM REQUEST
1986-87 BIENNIUM

	FTE		Personal Services		Operating Expenses		Equipment		Total	
	FY 86	FY 87	FY 86	FY 87	FY 86	FY 87	FY 86	FY 87	Biennium '87	
Billings										No new programs requested.
Butte										No request for new programs.
Great Falls										No request for new programs.
Helena										No request for new programs.
Missoula One new program each year to be selected from several now being surveyed.	2.0	2.0	61,689	130,780	13,000	14,700	40,000	40,000	300,169	

Missoula requests the addition of one new instructional program each year of the biennium. Programs will be selected from among the following: Accounting Technician; Court and Conference Reporting; Small Business Administration; Paralegal Assistant; Facilities Maintenance Technician; Industrial Maintenance Technician; Physical Therapy Technician; Bio-Medical Technician. Preliminary information indicates there is interest in the proposed programs from employers and prospective students. Detailed needs assessments are now underway. It is planned these will be available during the legislative session. Implementation of two new programs would require the addition of 2.00 instructor F.T.E. beginning in fiscal year 1986 and 2.00 additional in fiscal year 1987. Required operating expenses have been estimated at $13,000 for fiscal year 1986 and $14,700 for fiscal year 1987. Equipment needs are estimated at $2,000 per anticipated student F.T.E. in each program, requiring $40,000 each year of the biennium.
Anticipated enrollment increase as a result of the addition of two new programs is 20 F.T.E. in fiscal year 1986 and 15 in fiscal year 1987.

Billings

EQUIPMENT REQUEST

1986 - 1987 BIENNIUM

PROGRAM	ITEM	COST	86	87
Administration	Automated Data Processing Equipment	$ 6,000.00	3	3
Media Center	Library Equipment	3,000.00	3	
Secretarial	Replacement typewriters and computers	15,000.00		15
Clerical	Computers, business machines and replacement equipment	15,000.00	7.5	7.5
Dinner Cook	Replacement equipment	3,500.00	2	1.5
Manager/Kitchen	Replacement equipment	3,500.00	2	1.5
Air Conditioning	Model Trainers	20,000.00	10	10
Auto Body	Unit Body Machine	25,000.00	25	
Auto Mechanics	Wheel Alignment System	11,000.00		11
Drafting	Computer Assisted Drafting System	32,000.00	30	2
Diesel	Training Models	5,000.00		5
		$139,000	82.5	5[illegible]

C.R. File

Great Falls Vo-Tech Center
Equipment Needs for 1985 - 86

Priority	Item	Quantity	Resp. Center	Year of Purch.	Amount	Rationale
1	Typewriters	19	70607	FY86	$31,500	Replacement Pams# 147114, 147115, 1 117, 118, 119, 12 121, 122, 123, 12 125, 126, 127, 12 129, 130, 131, 13 - 15 years old -
2	Micro Computers	15	80799	FY86	$50,000	New - The greatest demand from students and the business community is for micro computer classes.
3	Terminals for IBM 5525	3	70608	FY86	$12,000	New - This would bring the existing mac up to capacity and provide three student work stations.
4	Lawn Mower	1	601	FY87	$ 5,000	Replacement - Old one showing signs of wear PAMS# 600014-8 years
5	Microwave Oven	1	200403	FY86	$ 1,700	New - The cook's school needs to demonstrate how food can be reheated by this method.
6	16mm Projector Dukane Filmstrip Sony Video VP1200 Sony Video VP1600	1 1 1 1	2200	FY87	$ 5,000	Replacement - PAMS# 221103-15 years old " - " 221318-13 years old " - " 225304-10 years old " - " 225303-12 years old
7	Portapowers for Pull System	2	470603	FY87	$ 3,000	New - The new unitized car bodies requi pull systems and portapowers
8	Welders	3	470699	FY87	$ 4,000	Replacement - PAMS# 172321, 172301, 1723
9	Pipe Bender	1	470699	FY87	$ 3,000	New - Many welding projects require hollow stock to be bent and formed
10	Underground Sprinkler System	1	601	FY87	$35,000	New - This would be the first phase of a automatic irrigation system which will be labor saving.

Replacement	$45,500
New	104,700
Total	$150,200

HELENA VO-TECH CENTER
CAPITAL EQUIPMENT NEEDS

1/23/85

DEPARTMENT	YR. PURCHASED	ITEM	NUMBER	INV. PAMS #	FY 86	FY 87	TOTAL
Agri-Diesel Mechanics	1972	Pressure Washer	1	2414	2,500		2,500
	1968 & 1978	Valve Facers	2	152417, 577	2,500	2,500	5,000
	1968	Diesel Pump Test Stand	1	824	20,000		20,000
	New	Overhead Hoist	1	-	4,000		4,000
	1968 & 1973	Valve Seat Grinder	2	580, 152424		5,000	5,000
					29,000	7,500	36,500
Aircraft	1947	Generator Run-up Stand	1	649	10,000		10,000
	New	T53 Engines, Donable	3	-	2,000	4,000	6,000
	New	Acquisition of Newer Aircraft	1	-	10,000		10,000
	1968	Heavy Duty Drill Press	1	102		2,500	2,500
	1967	Valve Refacer	1	650	3,000		3,000
					25,000	6,500	31,500
Auto Mechanics	1972	Tune-up Scope	1	2357	15,000		15,000
	1971	Floor Jacks	2	2351	1,600		1,600
	1970	Valve Seat Grinder	1	189		1,000	1,000
	New	Transmission Washer	1	-		5,000	5,000
					16,600	6,000	22,600
Building Trades	1960	Pickup 4WD, Used	1	Lic. 5-303	3,000		3,000
	1961	Bus, 30 Pass., Used	1	381	4,000		4,000
	1968	Table Saw, Tilting Arbor	1	709		1,000	1,000
	1968	Belt Sander	1	1961		600	600
	1967	Air Filtration System	1	-	5,000		5,000
					12,000	1,600	13,600
Data Processing	Update	Systems 36 Computer Mainframe	1	-	15,000	15,000	30,000
	Additional	Terminals	2	-	4,000	4,000	8,000
					19,000	19,000	38,000

DEPARTMENT	YR. PURCHASED	ITEM	NUMBER	INV. PAMS #	FY 86	FY 87	TOTAL
Electronics	1970	FM Transmitter	1	-	19,000		19,000
	1970	Pneumatic Control Station	1	01546/1708	850		850
	1965	Pneumatic Control P-P Trans.	1	01540/1589	750		750
	1968	Pneumatic Control FLDW P-P	1	01528/1908	800		800
	1970	Programable Controller	1	01541/1921	2,850		2,850
	1960	Multiple Print Temp. Record.	1	Excess Prop.	2,450		2,450
	New	Model HP7475A Plotter	1	-		1,895	1,895
	New	Cushman Model CE-50A-1/TG Field Service Monitor	1	-		14,750	14,750
	New	PC Computer W/256K Memory 2 disk drives	1	-		2,500	2,500
	New	Micro Processor Controller	1	-		5,600	5,600
					26,700	24,745	51,445
Machine Shop	New	Computerized Lathe	1	-	65,000		65,000
	New	Computerized Milling Machine	1	-	35,000		35,000
	1968	Gear Head Lathes	2	3356, 3323	16,000	16,000	32,000
					116,000	16,000	132,000
Truck-Diesel Mechanics	New	Engine Dynamometer	1	-	25,000		25,000
	New	Air Cond. Mock-up Trainer	1	-		5,000	5,000
	New	Hydraulic-Pneumatics Trainer	1	-		10,000	10,000
	New	Electrical Systems Trainer	1	-		5,000	5,000
					25,000	20,000	45,000
Welding	1974	M.I.G. Welders	6	-	6,000	6,000	12,000
	1967	A/C D/C Welders	10	956,965,958, 966,959,971, 964	5,000	5,000	10,000
	1967	Drill Press	1	2218	1,500		1,500
	1947	Metal Cutting Band Saw	1	-	3,500		3,500
					16,000	11,000	27,000
Custodial	1967	Wet-Dry Floor Vacuum Cleaner	2	504	950	950	1,900
	1972	Castex Magnum 1400 Shampoo Machine	1	3268	2,300		2,300
					3,250	950	4,200
				TOTALS	288,550	113,2[illegible]	401,845

MISSOULA VOCATIONAL TECHNICAL CENTER
PRIMARY OPERATIONS
1986-87 BIENNIUM BUDGET
ITEMIZED EQUIPMENT REQUEST

PAMS #	YEAR PURCHASED	BUDGET CENTER	ITEM	FY86	FY87
		Business Office	Safe	$ 1,000	$ ---
		Admissions	Fireproof File Cabinet (4)	2,600	2,600
		Financial Aid	Fireproof File Cabinet (2)	1,300	1,300
			Terminal	2,000	---
649	1975	Plant O&M	Lawn Mower	6,000	---
668	1976		Replace 76 Dodge	---	10,000
639	1973		Vacuum Cleaner	---	1,500
		Instructional Support	Typewriter	850	---
			Terminal	1,500	---
			Lateral File Cabinet	---	500
299	1977)				
300	1977)		Replace Typewriters (net) (3)	---	1,800
301	1977)				
		Inst. Multi-Media	Dukane Projectors (3)	900	450
			Microfiche Reader	---	325
			Catalog Shelving	425	---
			Security Systems (2)	5,000	5,000
345	1973	Forestry	Replace 1973 Carryall (net)	13,000	---
			Binocular Microscope	---	1,000
		B.D.P.	Microcomputer Stations (12)	24,000	24,000
82	1980)				
83	1980)		Replace Microcomputers (4)	4,000	4,000
84	1981)				
85	1978)				
			New Typewriter	900	---
		Office Occupations	Printers for Apple IIe (2)	900	900
			Word Processing Stations (12)	18,000	---
		Mid Management	Fashion Merchandising Display System	3,350	---
		Electronics	Computer Disc Drive	1,700	---
			Networking Equipment for Zenith Computer Systems (12)	16,800	---
			60 MHZ Oscilloscopes (5)	5,000	---
		Commercial Food	Tilt Fry Skillet	---	5,000
14	1976		Replace Steam Line	25,000	---

PAMS #	YEAR PURCHASED	BUDGET CENTER	ITEM	FY86	FY87
		Commercial Food (cont.)			
31	1972)				
44	1972)		Replace Mixers (3)	$ 2,700	$ 5,400
68	1972)				
			Pot Rack	500	---
			Overhead Broiler	1,500	---
28	1975		Replace Walk-in Cooler	---	5,000
			Microcomputer	2,500	---
			Waiter Side Stand	3,500	---
			Waiter Cart	350	---
63	1974		Replace Micro Wave Oven	---	600
			Sandwich Cooler	3,500	---
			Cooling Racks (3)	350	700
			Stainless Shelving	---	950
		General & Related	Microcomputers (4)	1,900	1,900
		Heavy Equip. Maint.	Front End Loader--Used	6,000	---
			Pin Hone and Mandrel	4,900	---
			SQHD Differential Set	1,000	---
			Crawler Tractor--Used	---	20,000
			Transmission & Final Drive	---	9,000
			250 H.P. Dynomometer	---	15,000
			Complete Truck Frame including Suspension & Brake System--used	---	1,500
			Pivoting Gantry Crane	3,000	---
		Small Engine Mechanic	Briggs & Stratton Diesel Engine	1,300	---
			Onan Diesel Engine	---	850
			High Pressure Washer	1,200	---
			Snowmobile	---	2,800
		Combination Welding	Pipe Beveler	1,800	---
			Electric Eye Tracer Torch	8,125	---
			Overhead Hoist	---	780
			Plasma Arc Power Source	---	5,500
500	1979-1967 model	Heavy Equipment Op.	Replace Twin Engine Scraper	100,000	---
503	1978		Replace TD15 Crawler Tractor	50,000	---
502	1978		Replace Front End Loader	---	50,000

PAMS #	YEAR PURCHASED	BUDGET CENTER	ITEM	FY86	FY87
		Heavy Equip. Op. (cont.)			
498	1978		Replace Grader	$ ---	$ 65,000
501	1979		Replace Back Hoe/Loader	---	35,000
		New Programming	Estimate $2,000 per student for Equipment	40,000	40,000
		TOTAL EQUIPMENT REQUEST		$368,350	$318,355

Legislative audit costs of $20,000 in fiscal 1986 are included in each unit's support program budget.

Table 3 lists the staff standards approved by the 48th Legislature and used in the current level 1987 biennium analysis.

Table 3
Support Staff Standards Approved by the 48th Legislature

Function	Staff Standard
Administration	1 Director
	1 Assistant Director
Support	1 Business Manager or Chief Accountant
	1 Counselor for every 300 Students
	1 Librarian or Media Specialist
	1 Head Custodian with a staff of 1.00 FTE to each 35,000 gross square feet of facility
Clerical	1 Administrative Secretary
	1 Secretary: 3 Administrative staff
	1 Secretary: 5 Support staff
	1 Secretary: 10 Instruction Staff

Table 4 shows the development of estimated staffing needs for each center and the average compensation for each position type. Pay plan increases for the 1987 biennium are not included in the average compensation.

FUNDING CATEGORIES
MONTANA ALLOCATIONS UNDER PERKINS VEA 1984

Title II		Match Y-N	Carryover 184,249	Allotment	Total
57%	Part A Basic Grant			2,572,897	
10%	Handicapped	Y	46,671	239,279	285,950
22%	Disadvantaged	Y	34,001	526,415	560,416
12%	Adult Training	Y		287,135	287,135
8.5%	Single Parent/ Homemaker	N	4,234	203,387	207,621
3.5%	Sex Bias/ Stereotyping	N		83,748	83,748
1%	Corrections	N		23,928	23,928
Subtotals			84,906	1,363,892	/1,448,798 /
43%	Part B Program Improvement				
	Curriculum Development	Y	6,793	23,207	30,000
	Personnel Development	Y	949	76,154	77,103
	Guidance (Hold harmless + carryover)	Y	37,644	76,067	113,711
	Apprenticeship	Y		60,000	60,000
	Technical Assistance (State)	Y		15,000	15,000
	Expansion, new prog's. & equipment	Y		78,016	78,016
	Revitalization of bus. and industry	Y		26,803	26,803
	Area VoTech Centers	Y		553,551	553,551

Title II	Match Y-N	Carryover	Allotment	Total
Part B (continued)				
Communications/ Telecomm.	Y		55,104	55,104
Math and Science Fundamentals	Y		60,000	60,000
Student Organizations	Y		5,000	5,000
Subtotals		45,386	1,028,902	/1,074,288 /
State Administration 7% of carryover	Y	9,120		
7% of 1986 Allotment Title II	Y		180,103	
Sex Equity Coordination	N		60,000	
6% Guidance (only under Title III)	Y			
Add--Admin. Costs allowable		130,292		
Title III Allocation			119,490	
Title III Special Programs		Carryover 20,000	/139,490 /	
Part B Consumer/ Homemaker FY 85--25 percent hold back Allowable admin. costs 1/3 depressed Leadership			25,418	
Total anticipated budget FY 1986				
Total Administration			229,641	

C. Increasing dependence upon the local district levy and decreasing effect on the funding formula

Local levies have increased at a rapid rate (see Voted Levy History and Projection). Assuming a 5 percent total change in personal services for FY 86 and FY 87, and no increase in the state pay plan, voted levy requirements are projected at approximately $2,044,000 and $2,511,000 For FY 86 and FY 87 respectively. With increasing dependence on voted levies, there can be no assurances projected enrollments can be attained until needed voted levy amounts are acted on by district administration, boards and voters.

In addition, as the voted levy becomes a larger portion of the overall Center budgets, the base student driven FTE support from state appropriations takes on less significance.

MONTANA POSTSECONDARY VOCATIONAL TECHNICAL CENTERS
EXPANDED SERVICES REQUEST
1986-87 BIENNIUM

II. Issues on Modifications

B. Expanded Services

Center	FTE FY 36	FTE FY 87	Personal Services FY 86	Personal Services FY 87	Operating Expenses FY 86	Operating Expenses FY 87	Equipment FY 86	Equipment Fy 87	Total Biennium
Billings									
Related Inst. and Aide	1.3	1.3	29,954	32,350	500	100			62,904
Student Services	1.8	1.8	42,813	46,238	500	100			89,651
Media/Librarian	.5	.5	8,666	9,359	14,000	6,000	3,000		41,025
Marketing/Distributive Ed.	-	1.3	-	44,574	-	-	-	-	44,574
General Secretary	1.3	1.3	34,484	37,241	400	150	-	-	72,275
Nursing Assistant	.2	.2	5,420	5,854	-	-	-	-	11,274
Air Conditioning		.3		10,797					10,797
Auto Body Repair		.3		11,021					11,021
Drafting		.3		9,556					9,556
Totals	5.1	7.3	121,337	206,990	15,400	6,350	3,000		353,077
Butte									
Computer Coordinator	1.00	1.00	25,615	27,271	1,800	2,200	0	0	56,886
2 Cleaners	.67	.67	28,242	29,089	0	0	0	0	57,331
Teachers Aid	.94	.94	13,199	14,255	0	0	0	0	27,454
Totals	2.61	2.61	67,056	70,615	1,800	2,200	0	0	141,671
Great Falls									
No expanded service.									
Helena									
Secretarial	.84	.84	20,449	21,267	-	-	-	-	41,716
Nursing	1.31	1.31	26,788	27,860	-	-	-	-	54,648
Truck Diesel	.30	.30	6,135	6,380	-	-	-	-	12,515
Elect. Prod. Serv.	.50	.50	10,225	10,633	-	-	-	-	20,858
Student Services	.33	.33	6,816	7,089	-	-	-	-	13,905
Totals	4.12	4.12	70,413	73,229					143,642

Vocational Technical Centers

Funding Schedule Sources

Fiscal Year 1986

Center	Student FTE	General Fund	Millage	Tuition Fees	Coal Tax	Federal Funds	Total
Billings	521	$ 830,394	$315,496	$ 286,200	$150,940	$ 162,652	$1,745,682
Butte	428	816,166	76,702	232,200	92,618	241,361	1,459,047
Great Falls	502	791,689	150,007	283,500	177,056	211,718	1,613,970
Helena	716	1,283,372	88,878	378,000	237,115	218,260	2,205,625
Missoula	618	1,093,948	226,717	334,800	212,743	188,208	2,056,416
TOTAL	2,785	$4,815,569	$857,800	$1,514,700	$870,472	$1,022,199	$9,080,740

Fiscal Year 1987

Center	Student FTE	General Fund	Millage	Tuition Fees	Coal Tax	Federal Funds	Total
Billings	521	$ 784,575	$321,332	$ 286,200	$171,451	$ 162,652	$1,726,210
Butte	428	783,037	78,121	232,200	105,207	241,361	1,439,926
Great Falls	502	745,392	152,782	283,500	201,122	211,718	1,594,514
Helena	716	1,251,319	90,522	378,000	248,247	218,260	2,186,348
Missoula	618	1,043,194	230,911	334,800	241,661	188,208	2,038,774
TOTAL	2,785	$4,607,517	$873,668	$1,514,700	$967,688	$1,022,199	$8,985,772
1987 Biennium	5,433	$9,423,086	$1,731,468	$3,029,400	$1,838,160	$2,044,398	$18,066,512

Vocational Technical Centers

Funding Schedule
Fiscal Year 1986

adj. down 20%

Center	Student FTE	General Fund	Millage	Tuition Fees	Coal Tax	Federal Funds	Total
Billings	521	$ 800,340	$115,496	$ 281,340	$162,652	$ 162,652	$1,710,768
Butte	428	788,065	76,702	231,120	92,618	241,361	1,429,866
Great Falls	502	771,830	150,007	271,080	177,056	211,718	1,581,691
Helena	716	1,230,619	88,878	386,640	237,115	218,260	2,161,512
Missoula	618	1,053,900	226,717	333,720	212,743	188,208	2,015,288
Total	2,785	$4,644,754	$857,800	$1,503,900	$870,472	$1,022,199	$8,899,125

Fiscal Year 1987

Center	Student FTE	General Fund	Millage	Tuition Fees	Coal Tax	Federal Funds	Total
Billings	521	$ 754,911	$ 321,332	$ 281,340	$171,451	$ 162,652	$1,691,686
Butte	428	755,318	78,121	231,120	105,207	241,361	1,411,127
Great Falls	502	725,922	152,782	271,080	201,122	211,718	1,562,624
Helena	716	1,198,952	90,522	386,640	248,247	218,260	2,142,621
Missoula	618	1,003,499	230,911	333,720	241,661	188,208	1,997,999
Total	2,785	$4,438,602	$ 873,668	$1,503,900	$967,688	$1,022,199	$8,806,057
1987 Biennium	5,433	$9,083,356	$1,731,468	$3,007,800	$1,838,160	$2,044,398	$17,705,182

The above totals represent funding for the Vo-Tech centers in the executive budget after the 2% reduction.

XY

EXHIBIT 5
2-7-85

Billings Vocational Technical Center

Phone (406) 652-1720 3803 Central Avenue Billings, Montana 59102

Representative Gene Donaldson
Chairmen, Education Subcommittee
Montana House of Representatives
Capitol Station
Helena, Montana 59620

February 6, 1985

Dear Representative Donaldson:

As the Education Subcommittee prepares to review the level of financial support for Montana's vocational technical centers, I offer the following comments for consideration.

Local voted millage:
Local school districts in which each of Montana's five centers are located cannot continue to sustain an increasing voted mill levy. In Billings, this revenue source has grown over 400 percent between FY 82 and FY 84.

Staffing Pattern:
An updated staffing pattern needs to be recognized and funded if centers are to provide basic services and maintain minimum eligibility requirements for accreditation. For example, eighty percent of the students attending the Billings Center receive some form of financial aid. Without a knowledgable and competent financial aid officer, such level of service would be unavailable.

Stable Funding Base:
The volatile nature of local voted mill levies dramatically impacts delivery of programming and services to students. If a levy fails or is repeated, a negative impact occurs on overall FTE's which may lower formula funding levels further.

Funding Formula Averages:
A formula based upon averages cannot reflect the unique requirements of individual centers. Further, inkind services provided to centers by their local districts is not reflected in formula averages. Individual negotiated contract settlements also complicates formula averages.

Attached please find selected information compiled for the Billings Center which may be helpful to you and the committee in your work.

Sincerely,

Jeff Dietz

J. Jeffrey Dietz
Director

xc Education Subcommittee

Billings Vocational Technical Center

Revenue Comparison

Funding Source	FY82	FY83	FY84	FY85
Gen. Fund	574,734	717,075	717,939	766,231
Millage	202,470	292,424	302,993	309,765
Tuition	173,836	264,353	250,470	281,340
Coal Tax	-0-	-0-	117,930	125,935
Federal	210,000	150,987	163,000	163,000
State Approp.	1,161,040	1,424,839	1,552,332	1,646,271
Local Voted Mill	74,786	140,312	378,500	404,312
Total	1,235,826	1,565,151	1,930,832	2,050,583

FY86

	BVTC	OBPP	LFA
Gen. Fund	899,818	830,394	837,356
Millage	363,770	315,496	326,126
Tuition	330,390	286,200	301,280
Coal Tax	176,308	150,940	164,680
Federal	163,000	162,652	188,692
State Approp.	1,933,286	1,745,682	1,818,134
*Local Mill	474,801	662,405	589,953
Total	2,408,087	2,408,087	2,408,087

FY87

	BVTC	OBPP	LFA
Gen. Fund	983,026	784,575	807,503
Millage	397,409	321,332	331,117
Tuition	360,942	286,200	312,040
Coal Tax	207,685	171,451	184,000
Federal	163,000	162,652	188,692
State Approp.	2,112,062	1,726,210	1,823,352
*Local Mill	518,706	904,558	807,416
Total	2,630,768	2,630,768	2,630,768

*Projected local voted millage required.

NEGOTIATED SETTLEMENTS

BILLINGS PUBLIC SCHOOLS

BILLINGS VOCATIONAL TECHNICAL CENTER

Clerical, 1984-85	6 Per Cent
Custodial, 1984-85	3 Per Cent
Teachers, 1983-85 (Negotiations in Progress)	8 Per Cent
Administrators, 1984-85	6 Per Cent

JJD/cjs
January, 1985

BVTC/YELLOWSTONE COUNTY MILLAGE

	ESTIMATED	COLLECTED
FY85	309,765	168,236*
FY84	302,993	308,606
FY83	292,424	325,509
FY82	278,022	301,540
FY81	129,276	145,223

*Collected through December 31, 1984

FY86 OBPP:	315,496
FY86 LFA:	326,126
FY87 OBPP:	321,332
FY87 LFA:	331,117

CTR Estimate for FY 85 Collection: 315,173

CTR Estimate for FY 86 Collection: 322,530

CTR Estimate for FY 87 Collection: 329,722

1/31/84

BILLINGS VOCATIONAL TECHNICAL CENTER

STAFFING PATTERN

	LFA (1)	OBPP (2)	BVTC (3)	BVTC Recomm. (4)
ADMINISTRATION				
Director	1.0	1.0	1.0	1.0
Associate Director for Instruction	1.0	1.0	1.0	1.0
Associate Director for Student Services	-0-	-0-	-0-	1.0
Business Manager	1.0	1.0	1.0	1.0
	3.0	3.0	3.0	4.0
STUDENT SERVICES				
Admissions Office/ Registrar	-0-	1.3	1.30	1.3
Financial Aid Officer	-0-	1.25	1.00	1.3
Placement/Continuing Education Coordinator	-0-	-0-	1.00	1.3
Counselor	1.79	1.25	1.25	2.3
Librarian	1.0	1.0	1.5	1.3
Bookstore Manager/ Bookkeeper	-0-	-0-	.50	1.0
	2.79	4.80	6.55	8.5
CLERICAL				
Administrative Secretary	1.0	1.0	1.0	1.0
Instruction Secretary	4.94	1.0	1.50	2.5
Admissions Secretary	.67	1.0	1.0	1.0
Financial Aid Secretary	-0-	1.0	.7	1.0
Placement Secretary	-0-	-0-	.3	1.0
Press Operator/ Library Aide	-0-	.5	.5	1.0
Accountant	-0-	1.0	1.0	1.5
	6.61	5.5	6.00	9.0
CUSTODIAL				
Head Custodian	1.0	1.0	1.0	1.0
Custodians	3.5	2.63	2.625	3.63
	4.5	3.63	3.625	4.63

	LFA (1)	OBPP (2)	BVTC (3)	BVTC Recom. (4)
INSTRUCTORS				
Instructional Staff	32.9	32.9	36.0	36.0
INSTRUCTIONAL AIDE				
Toolroom Technician	-0-	1.02	1.0	1.0
Instructional Aide	-0-	-0-	1.0	2.0
	-0-	1.02	2.0	3.0
TOTALS	49.8	50.85	57.175	65.13

(1) LFA Proposed 1987 biennium
(2) OBPP Recommended 1987 biennium
(3) BVTC proposed FY 1986 budgeted
(4) BVTC Recommended Staffing Pattern

1984-85 FINANCIAL AID AT
THE BILLINGS VOCATIONAL TECHNICAL CENTER
(through January 15, 1985)

AID PROGRAM	NUMBER OF RECIPIENTS	DOLLARS DISBURSED
PELL Grant	191	$121,979
SEOG Grant	24	6,100
SSIG Grant	18	2,700
CWS Work	13	3,586
MGSL Loan	201	373,683
Totals For All Programs	447 students	$508,048

NOTE: The total number of students who have applied for financial aid for the 1984-85 school year is 542.

1983-84 (entire school year)

AID PROGRAM	NUMBER OF RECIPIENTS	DOLLARS DISBURSED
PELL Grant	191	$119,587
SEOG Grant	23	7,950
SSIG Grant	18	3,783
CWS Work	12	8,386
MGSL Loan	193	363,085
Totals For All Programs	437 students	$502,791

NOTE: The total number of students who applied for financial aid for the 1983-84 school year was 551.

1983-84 PLACEMENT DATA FOR

THE BILLINGS VOCATIONAL TECHNICAL CENTER

Program	Placement Percentage	Average Hourly Salary	Salary Range	Out-of-State Placement
AUTO BODY REPAIR	57.1	5.84	3.65-9.00	1-N. Dakota
AUTO MECHANICS	47.1	5.41	3.75-8.22	1-Oklahoma
BUSINESS AND OFFICE	48.3	4.44	3.45-6.00	0
DIESEL MECHANICS	69.2	7.11	3.75-13.00	3-Wisconsin N. Dakota Texas
AG MECHANICS	91.7	5.50	5.00-6.50	0
DRAFTING	63.2	6.13	4.50-7.00	0
FOOD SERVICE	65.5	4.58	4.00-5.00	1-Colorado
MID-MANAGEMENT	42.1	5.63	5.00-7.50	0
LPN	85.7	5.91	4.02-6.50	1-Virginia
A/C AND REFRIGERATION	51.4	5.72	5.00-6.70	3-S. Dakota N. Dakota Wyoming
WELDING	73.0	5.51	3.50-7.00	2-New Mexico Arkansas
TOTALS	60.1	5.53	3.45-13.00	12

BILLINGS VOCATIONAL TECHNICAL CENTER

FY 86/87 BUDGET COMPARISON

	B V T C[1]	O B P P[2]	L F A[3]
FY 86	$ 1,933,286.00	$ 1,745,682.00	$ 1,818,134.00
FY 87	$ 2,112,062.00	$ 1,726,210.00	$ 1,823,352.00
BIENNIUM TOTALS--	$ 4,045,348.00	$ 3,471,892.00	$ 3,641,486.00

FOOTNOTES--

1...BILLINGS VO-TECH CENTER BIENNIUM BUDGET REQUEST
2...OFFICE OF BUDGET AND PROGRAM PLANNING BIENNIUM BUDGET
3...OFFICE OF THE LEGISLATIVE FISCAL ANALYST BIENNIUM BUDGET

BILLINGS VOCATIONAL TECHNICAL CENTER

FY 85 APPROVED OPERATING BUDGET

PERSONAL SERVICES	$ 1,557,992.00
OPERATIONS	412,591.00
EQUIPMENT	80,000.00
TOTAL	$ 2,050,583.00

BILLINGS VOCATIONAL TECHNICAL CENTER

FY 86/87 REVENUE COMPARISON

FISCAL YEAR 1986

	B V T C	O B P P	L F A
GENERAL FUND	$ 899,818.00	$ 830,394.00	$ 837,356.00
FEDERAL FUNDS	163,000.00	162,652.00	188,692.00
COUNTY MILLAGE	363,770.00	315,496.00	326,126.00
TUITION	330,390.00	286,200.00	301,280.00
COAL TAX	176,308.00	150,940.00	164,680.00
VOTED MILLAGE	474,801.00	0.00	0.00
TOTALS	$ 2,408,087.00	$ 1,745,682.00	$ 1,818,134.00

FISCAL YEAR 1987

	B V T C	O B P P	L F A
GENERAL FUND	$ 983,026.00	$ 784,575.00	$ 807,503.00
FEDERAL FUNDS	163,000.00	162,652.00	188,692.00
COUNTY MILLAGE	397,409.00	321,332.00	331,117.00
TUITION	360,942.00	286,200.00	312,040.00
COAL TAX	207,685.00	171,451.00	184,000.00
VOTED MILLAGE	518,706.00	0.00	0.00
TOTALS	$ 2,630,768.00	$ 1,726,210.00	$ 1,823,352.00

EXHIBIT 6
2-7-85

February 6, 1985

To: Joint Subcommittee on Education of the Appropriations and Finance and Claims Committees

From: Dennis Lerum, Director
Missoula Vocational Technical Center
909 South Avenue West
Missoula, Montana 59801

Re: Hearing Testimony

There are two areas to be addressed with this testimony: impact of the recommended LFA budget and; observations made relative to the funding formula. Observations made address activities that impact the funding formula. Specifically, they relate to the computation of average student FTE costs, school district contributions (both inkind and cash) for center operations and center staffing. The document provided discussing these observations will be the extent of the testimony in this regard.

The second area addresses impact of the recommended LFA budget and is partially illustrated on the comparison sheet attached. This comparison assumes the projected number of students are to be served and same level of services provided. If the recommended budget were to be realized, Missoula Vocational Technical Center operating expense budget for FY 86 would be reduced by approximately $81,000 from the FY 85 level. This reduction represents a 16.5% decrease for FY 86 and when compared to the FY 87 recommendation represents an 11.5% decrease. This decrease would require a curtailment of expenditures for needed supplies and materials, and require some costs be shifted to the students. In addition, contracts for services such as printing, equipment leases, etc. would need to be reduced and/or eliminated.

The recommended personnel services budget would require the school district to consider a voted mill levy of approximately $565,000. This amount does not consider any state pay plan increase and/or salary increase for center personnel. At this time there has not been a commitment made by either the district administration or board regarding a voted levy amount for the center. Once and if this commitment is made, a proposition is presented to the voters, as you are aware.

Requested capital equipment amounts reflect the need at the center to update and add additional equipment. Any consideration given addition of capital equipment funds would be appreciated.

MISSOULA VOCATIONAL TECHNICAL CENTER
LEGISLATIVE FISCAL ANALYST'S
Current Level Budget Request Comparisons
1986-87 Biennium

	MVTC FY85 Budget	MVTC FY86 Request	LFA's FY86 Recommendation	MVTC FY87 Request	LFA's FY87 Recommendation
Expenditures					
Personal Services	2,091,356	2,091,356	1,526,522	2,091,356	1,526,522
Operating Expenses	493,896	536,026	412,353	571,927	437,037
Equipment	56,986	328,350	52,022	278,355	54,813
Total	2,642,238	2,955,732	1,990,897	2,941,638	2,018,371
Revenues					
State General Fund	1,255,022	2,032,063	998,114	2,017,969	983,619
Permissive Millage	222,599	222,599	209,156	222,599	212,295
Tuition	333,720	333,720	340,480	333,720	352,640
Federal Funds	190,416	190,416	215,817	190,416	215,817
Coal Tax	176,934	176,934	227,330	176,934	254,000
Voted Millage	463,547	0	964,835[1]	0	923,267[1]
Total	2,642,238	2,955,732	2,955,732	2,941,638	2,941,638

[1]Personal Services differential only

FY86 $564,834 plus $21,000 for each percent increase in staff salaries and benefits.

Missoula Vocational Technical Center
for HIREeducation

• Post Secondary Vocational Technical Education
• Adult Continuing Education
• Community Service

Phone (406) 721-1330 909 South Avenue West Missoula, Montana 59801

February 6, 1985

TO: Joint Subcommittee on Education of the Appropriations--Finance and Claims Committee

FROM: Dennis Lerum, Director

RE: Hearing Testimony

Please consider this testimony a follow-up on postsecondary vocational technical center funding discussions. There is agreement with the basic concepts/tenets of the funding approach (formula). There are, however, some procedural concerns. These concerns are: the computation of average student FTE cost, district contributions, and the center staffing pattern. To avoid confusion, each will be discussed under separate headings.

Computation of average student FTE cost

There are two specific concerns relating to average student FTE cost. The first is only those funds expended from the legislative appropriation were used along with reported annual FTE counts to calculate average student FTE cost. Expended local voted levy and/or other funds used in addition to the legislative appropriation to generate the FTE counts were not used. Because these expenditures were not included in FTE cost calculations, and because these amounts varied between the centers in their relationship to the legislative appropriation, neither a true average nor a meaningful base of reference for average cost was found. This can be evidenced by a center's increasing an annual FTE count using other (voted levy) funds. When using this increased annual FTE count with the fixed legislative appropriation amount to calculate average student FTE cost, average cost would be biased low. This would negatively affect funding of centers that had not done the same thing and in the same relationship to the legislative appropriation.

The next concern is the use of prior average student FTE cost and inflating it for the purposes of determining future appropriation levels. This approach does not address the prior concern, nor does it address changes that may have occurred in average student FTE cost. If all centers had exactly met enrollment projections, there would be no change in projected/funded average costs. If, however, centers have either increased or decreased in enrollment, average cost has changed. Without recalculating average costs, the integrity of funding on the basis of performance (student FTE) has been compromised. Specifically, Missoula Vocational Technical Center appears to have met its enrollment projection, while others may have not. Missoula has historically been a "high cost" center. Management efforts, as evidenced by meeting the enrollment projection, have followed the legislative intent: controlling costs and coming closer to the "average." If average student FTE costs are not recomputed and used along with new enrollment figures, the prior funding effort has no meaning and/or impact relative to expected performance. In addition, the historical "high cost" center does not benefit from changes in cost resulting in decreases in enrollment at other centers. Initially, other centers benefitted from the "high cost" center.

Attempting to address computation of average student FTE cost concerns meaningfully certainly poses some difficulty. The legislature's desire not to consider voted levy amounts and/or other funds is appreciated. However, it would appear true average FTE costs should be calculated and then somehow adjusted to compensate for voted levy contribution. There are possibly other methods that could be used to address stated concerns.

District contributions

Another concern when considering costs and/or developing a meaningful funding formula is district "in-kind" contributions toward center operations. These contributions come in a variety of forms, formats, services, etc. The kind and level of contribution varies from center to center. Without ascertaining costs of these contributions, true center operational costs can never be determined. If it is the intent of the legislature to have meaningful and comparable cost figures for and between the centers, all costs should be identified accurately.

Only one suggestion comes to mind regarding ascertainment of costs for district contributions. Possibly each district should develop and submit a meaningful central services costs allocation plan. This plan would obviously have to be consistent in format and method of development if meaningful costs figures are desired.

Center staffing

A preliminary Office of Public Instruction staffing pattern has served as the basis for determining funding formula staffing levels. The preliminary staffing pattern has since been revised and put in final recommendation form (copy enclosed). The preliminary staffing pattern does not address center operational needs. The final recommendation is more consistent with needs, however, it also does not address staffing needs of a "stand alone" institution. A summary (enclosed) which compares Missoula Vocational Technical Center current staffing with the patterns recommended by the Office of Public Instruction and Legislative Fiscal Analyst is provided for reference. This comparison contrasts the needs of a near "stand alone" institution to those receiving greater district services (contributions). It is felt important these needs be recognized and considered in the funding formula. If a district chooses not to staff as per the agreed-upon staffing pattern, the appropriation could be adjusted (downward).

It is realized stated concerns may be those of one center only, and attempts to address them may prove to be difficult. It is felt there is need, however, to enumerate each, as the management effort at the Missoula center has attempted to be responsive to legislative intent. If concerns are not addressed, it appears this management approach is of little benefit. If there is to be an attempt at addressing stated concerns, we at Missoula Vocational Technical Center stand ready to cooperate and/or participate in such an effort. Any consideration shown these concerns will be appreciated.

kjs

attachments

STAFFING PATTERNS

In order to assure the effective and efficient conduct of quality vocational-technical education programs at the postsecondary vocational-technical centers, the following staffing patterns are minimum recommended positions.

	FTE
Fixed Personnel	
Center Director	1.0
Administrative Secretary	1.0
Assistant Director	1.0
Secretary	1.0
Receptionist	1.0
Business/Financial Manager	1.0
Manager	
Accountant/Bookkeeper/ Inventory Clerk	1.0
Data Processing Programmer/Operator	1.0
Media Center/Librarian	1.3
Clerical	.5
Subtotal	9.8

	Center Size	
Variable Personnel	1-500 FTE	500-1000 FTE
Student Services		
Admissions Officer	.65	1.3
Financial Aids Officer	1.0	1.3
Counselors: based upon a ratio of 1.3 to 300 FTE*		
Placement Officer	.65	1.3
Clerical	1.0	1.0
Plant		
Custodians: based upon a ratio of 1.0 to 25,000 square feet		
Instructional: based upon a ratio of 1 to 12 FTE		

Other Staff
Food service, bookstore, parts department clerks and others as necessary in concert with district policies.

*FTE students are calculated on the basis of hours of instruction divided by 333.3 hours per quarter or 1,000 hours per year (four quarters).

MISSOULA VOCATIONAL TECHNICAL CENTER

Actual vs. Recommended Staffing Pattern

October 1, 1984

Based on fiscal 1984 enrollment of 606.6 F.T.E.
One F.T.E. = 1,000 student contact hours

Position	MVTC Actual	OPI Recommended	LFA Recommended
Fixed Personnel			
Director	1.00	1.00	1.00
Administrative Secretary	.50	1.00	1.00
Assistant Director	1.00	1.00	1.00
Secretary	.50	1.00	.67
Business Manager	1.00	1.00	1.00
Accountant/Bookkeeper/Inventory Clerk	1.00	1.00	-0-
Receptionist[1]	1.00	1.00	-0-
Data Processing Programmer/Operator[2]	1.00	1.00	-0-
Media Center/Librarian	1.20	1.30	1.00
Clerical (Media Center)	1.00	.50	-0-
Total Fixed Support Staff	9.20	9.80	5.67
Variable Personnel			
Student Services			
Admissions Officer	1.30	1.30	-0-
Financial Aid Officer	1.30	1.30	-0-
Counselors	1.30	2.60	1.85
Placement Officer	1.30	1.30	-0-
Clerical	1.00	1.00	see below
Plant			
Custodians[3]	6.00	5.60	5.00
Support Staff Secretaries	see above	see above	2.00
Instructional Secretaries[3]	4.00	-0-	4.20
Total Variable Support Staff	16.20	13.01	13.05
Total Support Staff	25.40	22.90	18.72
Instructional Staff	43.10	50.00	41.78
TOTAL STAFF	68.50	72.90	60.50

[1]Missoula Vocational Technical Center Receptionist serves as Cashier, PBX Operator and Accounts Receivable Clerk.

[2]This position at Missoula Vocational Technical Center is responsible for Payroll and Accounts Payable.

[3]Missoula Vocational Technical Center is housed in four buildings containing a total of approximately 140,000 sq. ft. of floor space. The two campuses of the Center are separated by a distance of three miles. Each of the buildings requires a minimum of one instructional secretary as well as adequate custodial coverage. The split campus and individual buildings simply cannot be operated as efficiently as a single campus institution housed in one buildi

EXHIBIT 7
2-7-85

My name is Kathy Kruljac. I am the Legislator for the Student Council of the Vocational Technical Center in the Butte-Anaconda Area.

I am here with other members of the Student Council representing the student body of that Center. We are here to give our support to this Bill. We feel that if the Vocational Technical Centers do not receive adequate funding not only the students and faculty will suffer but the respective communities as well. Without the education and special training received by the students at the centers many of the positions available in both the business and trades fields, will not be adequately filled.

Montana Association Of Conservation Districts

7 Edwards
Helena, Montana 596(
Ph. 406-443-5711

February 7, 1985

Silent Testimony
Vo-Tech Centers
2-7-85

The Honorable Gene Donaldson
Chairman, Education Subcommittee
Capitol Station
Helena, Montana 59620

Dear Representative Donaldson:

At the Montana Association of Conservation Districts annual meeting we recognized the importance of preparing Montana's youth for meaningful employment and we feel that Vocational Technical Centers provide that training. The Association also feels the Vo-Tech may be in jeopardy because of lack of adequate funding.

The Association supports the work and education that Vocational Technical Centers provide throughout the state of Montana and we feel they should be funded <u>at least</u> at their present level to insure the continued quality of vocational education for students in Montana.

Thank you for your consideration.

Sincerely,

David E Donaldson

David E. Donaldson
Executive Vice President

DED:dv