

IAACE Board Meeting

Vincennes University Logistics Training & Education Center

December 9, 2016

10:00 a.m. – 12:00 (EST)

Mission: To advocate for adult education in Indiana.

Vision: We cultivate leaders who advance adult education for stronger communities in Indiana.

I. Call to Order—Jeff Clutter

- a. In attendance: Jeff Clutter, Tara Kenjockety, Jennifer Wigginton, Ted Pearson, Brandi Cardwell, Jan Hehman, Mandi Logsdon, Sara Gutting, Jerry Haffner, Pat Griffin, Michelle Davis, Natalie Reuter, Rob Moore, Deb Sherwood
- b. On call: Marilyn Pitzulo

II. Approval of November Minutes – Deb Sherwood

- a. Deb: review minutes
- b. Corrections: Under PD, add note to refer to New Business for details about COABE Virtual Conference; add note that Sara and Jeff were instrumental for arranging the COABE Virtual Conference as a PD opportunity for members. Correct typo on OCTAE mention under Advocacy Committee.
- c. Rob moved to accept minutes as corrected. Michelle seconded, all approved.

III. Treasurer Report—Jennifer Wigginton

- a. No deposits.
- b. Disbursements: COABE virtual conference fee, Brandi's pay, Constant Contact fee, and mileage reimbursements.
- c. Filed for an extension for 1099
- d. Checks received today: New Members- Jerry Haffner, and Harold House; Conference sponsorship fee received from Dan Helms, McGraw-Hill.
- e. Michelle motioned to approve, Tara seconded, all approved.

IV. State AE Update—DWD

- a. Jerry reported town halls conducted throughout the state for new grant competition for new program year July 2017-June 2018.
- b. Mandi asked how rural areas without industries are to compete for allocations if funding based per county on numbers of adults without HSE credentials and job openings based on certain education levels.

- c. Natalie asked if a site works with offenders, would it be more beneficial to apply under corrections wing or the 'normal'.
 - i. Town Hall slides will be available once meetings are done
 - ii. Due date and allocation spreadsheet will be available with the grant in January
 - iii. Two different grants: AEFLA (Adult Education and Family Literacy Act) and IELCE (Integrated English Language and Civics Education) (formally known as EL Civics)
 - iv. Allocation by county based on two metrics: number of adults without HSE, and job demand requirement for beyond high school but less than Associates Degree.
 - v. Funding formal not determined yet. Possibly look into regional job demands.
 - vi. Program in multiple counties, allocations can be separated or combine but need to state the amount of funding assigned to each county.
 - vii. List of potential providers will be available.
 - viii. Up to 20% of grant dedicated to corrections. Grant needs to include details of funding use, partnerships, etc.
 - ix. Sara suggested for the link to the DWD Town Hall Meetings and Powerpoint information to be available on our website.

V. SWIC Report –Rob Moore

- a. Board met 11/17 in a joint meeting with IN Career Council. SWIC is supporting local school corps and/or consortia for a state work ethic certification for high school students with \$600,000 available.
- b. Work and Learn Task Force reported that DWD received grant from Apprenticeship USA to support more work and learn in the workplace. Applicants can apply for \$700,000 to expand the work and learn experiences.
- c. WIOA Information Task Force reported that Adult Ed and VR do not have state performance target except for measurable skill gain as state goal at 49%. More performance targets will be added.
- d. July 1st is the deadline for eligible IN Training provider list. To stay on there, providers will need to update to meet criteria. WorkIN trainings are under the IN Training umbrella.
- e. Career Counseling Task Force: Road Map for Student Success will be released soon to the local school systems.
- f. Commissioner Steve Braun reported that 1 million jobs need to be replaced in the next 10 years. IN lacks the trained/educated workforce to take those jobs.

- g. Report from IN Economic Development Corporation Chief of Staff: Shared list of states that are in favorable/unfavorable to do business. IN is in top five of favorable.
- h. Commission of Higher Education: Teresa Lubbers- “You Can Go Back Campaign” to encourage adults to return and complete college degrees. This will be helpful for AE to partner with community colleges to help our adult ed students.
- i. Rob will serve on the SWIC board for another two-year term.

VI. Committees

- a. Advocacy—Michelle Davis
 - i. Adult Ed Day: Not sure if this will be a good time of the year to host event.
 - ii. While this is on hold, we could send something out to our base with bullet points of highlights and other interesting information “If you are going to talk, ...”
- b. Communications—Tara Kenjockety
 - i. Suggest to include information about the conference, Town Hall meetings, and the upcoming grant in the next newsletter.
 - ii. Pat and Sara announces receiving the Interlocal grant for corrections, include in newsletter.
- c. Professional Development—Sara Gutting
 - i. Following up with COABE to see who is taking advantage of webinars and virtual conference
 - ii. Note to DWD to communicate the COABE Virtual Conference as a qualifying PD option. This opportunity expires by the end of April.
 - iii. Need to tap into COABE regional \$10,000 grants
 - 1. Would invite other states to our conference
 - 2. COABE sends out email saying there is a regional conference (would invite other states in our region)
 - 3. Jeff says to make sure that we have to specific name – make sure it states it’s a ‘regional conference’ or part of our state conference.
 - 4. Sara will get more details to look into this for the 2018 Conference.

- d. Membership—Mandi Logsdon
 - i. Library of lesson plans: Give instructors a reason to visit our website
 - ii. Mandi asked her staff to visit the website and give us some feedback
 - iii. Brandi sends out reminders to renew memberships
 - iv. Add more titles to match roles of WorkOne staff, postsecondary, retired, etc on membership form. Offer a different rate for retirees?
 - v. Send newsletters to target non-members at Work One, Community Colleges, all teachers, AECs, WIB Boards and others
 - 1. Include member benefits
 - 2. Inform and educate about the association
 - 3. Conference information
 - vi. Open enrollment idea
 - 1. Intense advertising to promote memberships, reach new members
 - 2. Maybe offer discount?
 - vii. Jan wants more resources for teachers, something tangible
 - 1. Lesson plans, something short & sweet, direct
 - 2. Table 4 and 5 breakdowns
 - 3. Sara asked Jan to get together re: teacher resources, as an opportunity for alignment of membership and PD
 - a. 7 step lesson plan
 - b. Opening activities
 - c. Strategies
 - d. Work readiness
 - 4. Natalie has ELL tools/resources that her program has completed
 - a. Makes sure lessons are aligned with what's recommended
 - 5. Jeff suggested a drive to collect lesson plans
 - a. Enter a lesson plan and win a \$100 gift card
 - b. Have a sharing session/ facilitate a round table discussion at the conference
 - c. Announce at IAACE conference
 - i. for more information on this visit our website
 - 6. Natalie commented that the state of KY pays teacher to contribute/develop curriculum, lesson plans, etc.
 - 7. Tara can share one page lesson plans

8. Jeff suggest to have annual membership report to track members by role i.e. teachers, administrators, WorkOne, etc. at the conference.
- e. Mentoring—Deb Sherwood/Natalie Rueter
 - i. Deb shared draft for mentoring program created by Roxanne during the pilot program.
 - ii. Deb and Natalie to build upon this.
- f. Alumni—Linda Warner/Timmie Westfall- no report given.
- g. Conference Committee—Rob Moore
 - I. Committee is finalizing the logo decision
 - II. Fees set, \$179 for members, non members-\$279, \$129 for presenters and DWD staff. Wednesday only fee is \$50 for Literacy.
 - III. DWD discount-explanation: DWD staff received a \$50 discount since the state could not pay for the conference that they were presenting. WorkOne staff were working, being paid that day as a work day.
 - a. DWD will have their own discount code, not placed on the registration.
 - IV. Keynote speakers: short list of 5
 - V. Call for presenters are out.
 - VI. After logo is decided, registration will be ready to distribute.
 - VII. McGraw Hill, and TCU are Platinum Sponsors.
 - VIII. Rate for small non-profits for local artisans.

VII. Other Business

- a. Old Business
 - i. Hard Copy Newsletter
 - ii. Book Read Updates
 1. Not getting much feedback
 2. Possible to have a session at the conference to discuss last conferences books
 - a. Sara would be willing to present at the 2017 conference on “Reclaiming our Youth at Risk”
 - b. Do presentation on the book that we’re handing out?
- b. New Business
 - i. 2018 Conference Location
 1. Pat has proposals from some conference around Indianapolis area
 - a. Omni Severn-would not consider April 2018
 - b. Indianapolis Marriott North: too far in advance.

- c. Valla Vista in Greenwood
 - i. \$30,000 (approximate) for 3 days
 - ii. No hotel associated with this venue.
 - d. Crown Plaza at Union Station and Keystone areas are some of the possibilities.
 - e. Sheraton at the Airport: nothing to draw people into this area.
2. Rob: French Lick wants us to renew 3-year contract
- i. Needs to notify French Lick quickly.
 - ii. Rob shared details of contract, with dates for the next three years, room rates, casino vouchers, continue with reduced rates for meeting rooms, projector charges, suites rate, etc.
 - iii. Sara suggest to be prepared to justify renewing another 3 year contract with French Lick-at the annual meeting, formally written hard copies.
 - 1. Cost of other locations in Indianapolis
 - 2. Ease of working with French Lick
 - 3. Based on the survey
 - iv. Motion to accept French Lick location for 2018-2020 made by Jennifer, seconded by Jan, all approved.
 - v. Note: IAACE Board based decision. Marilyn Pitzulo was completely silent in the conversation and had no comments. No vote or influence was made by Marilyn nor DWD on this decision.

ii. Conference notes:

- 1. Jenn suggested to use “3-2-1” cards to show what attendee gained from sessions and what attendee will implement, in lieu of evaluations.
- 2. Have a presentation on a useful website
 - a. Presenter could teach attendees how to use the website
 - b. Ask for teachers to bring laptops/tablets
- 3. Possibly consider JAG/OOS Youth Student to speak at the conference.
 - a. Group to bring suggestions of possible candidates

- iii. COABE National Conference Application Approval
 - 1. Proposing to host the COABE National Conference in 2021 in Indianapolis
 - a. Benefits: COABE support, replaces IAACE annual conference, spring conference
 - b. Mini-grants are available from COABE
 - c. Jeff mentioned taking some of the COABE funds we get and offset some of the registration cost for members.
 - d. Could offer a discount to our members for volunteering/presenting
 - 2. Motion to submit application to COABE to host 2021 COABE Conference in Indiana made by Jennifer; Mandi seconded; all approved.
- iv. Board vacancy: Chris Westfall has resigned due to new position.
 - 1. Rob moved to accept Chris Westfall's resignation, Pat seconded, all approved.
 - 2. Number of votes for last year's election: Laura Smart (36), Sheila Butler (23), William Frazier (13), Susan Fudge (12). Jeff shared their bios, read by Rob.
 - 3. Motion made to offer Laura Smart to fill vacant board seat. If Laura declines, then make offer Sheila. Decision based on number of votes and involvement with association. Motion made by Jennifer, seconded by Michelle and all approved. (Rob courteously abstained from voting due to Sheila is a teacher from his program)
- c. Announcements
 - i. Next meeting will be on January 20, 2017 at 10 am, with Conference committee following afterwards.

VIII. Adjourn Board

- a. Jennifer moved to adjourn meeting. Mandi seconded. All approved.