

IAACE Board Meeting

Vincennes University Logistics Training & Education Center

January 20, 2017

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, Rob, Laura, Jerry Haffner, Ted Pearson, Sara Gutting, Jennifer Wigginton, Natalie Reuter, Michelle Davis, Deb Sherwood, Brandi Cardwell, (on phone) Mandi Logsdon, Tara Kenjockety, Jan Hehman
- b. Jeff welcomed Laura Smart, new board member who took Chris Westfall's positions.

II. Approval of June Minutes – Deb Sherwood

- a. Deb reviewed minutes. Michelle motioned to accept. Ted seconded. Approved.

III. Treasurer Report—Jennifer Wigginton

- a. Received 2 membership fees, sponsorship fee from McGraw Hill, one table sponsor, Indy Reads 2016 conference registration fee, contract labor \$1,038. Expense fees. Paid accountant \$658.75.
- b. Need a system for Sara to deposit checks. She's willing to deposit at the TCU near her. In discussion with the accountant.
- c. Michelle motioned to approve treasurers report. Seconded by Sara. Approved

IV. State AE Update—DWD

- a. Grant application to be released soon. Once grant is released applicants will have 4 to 8 weeks to prepare and submit.
- b. Announced new partnership with Anthem BlueCross Blue Shield to cover testing for their HIP Plus members. In conversation w/ Anthem re: logistics. A webinar will be set up for test examiners on how to register and take care of the fees.
- c. Changes in PD will take place in the February call. State wants more flexibility in leading PD and wants to deliver initiatives more regionally

and locally. RFP was released and rescinded so they could take greater control in leading PD in the state.

- i. Jeff asked if it would be state staff leading the PD. Hiring a PD person to oversee? Will Jerry be leading PD?
- ii. Jerry commented that he and other staff members will be leading PD.
- iii. Michelle asked if waivers could be sent in. Jerry asked to make sure they've done all 10 hours prior to send in.
- iv. Natalie asked if they could send in waivers for staff members who could not attend PD because of schedule conflicts/going to school. Jerry asked to have them send it to him.
- v. Jeff asked why AE teachers need to have 10 hours of PD and no teaching certification but k-12 who have to be certified do not need to have that many hours.
- vi. Michelle has all part-time teachers and requires them to do 10 hours of PD. Should she be paying them? Some programs give a stipend for attending conferences, etc. Suggestion for Michelle to check C9 policy re: stipend rate. Jerry mentioned he has seen all 3 throughout the state (nothing, stipend, hourly).
- vii. Natalie commented that programs have been talking about providing teacher PD but would like instructional assistant PD.
- viii. Jerry asked to send ideas and concerns to him, including unique situations that pertain to programs.

V. SWIC Report –Rob Moore

- a. Next meeting is in February. No update.

VI. Committees

- a. Advocacy—Michelle Davis
 - i. Volunteered to go to Washington D.C. in March National Association for Workforce Board Conference. She has gone to 2 townhalls in Region 5 with Representatives and Senators. Advocated for adult ed.
 1. Sara encouraged her to set up meetings now w/ Todd Young, etc
- b. Communications—Tara Kenjockety
 - i.
- c. Professional Development—Sara Gutting
 - i. Sara Gutting has done nothing re: PD for the month of January.

- ii. Sara asked about applying for the regional grants. Can we apply for COABE regional grant for the 2018 conference? Means we would have to invite other states from our region to the conference. OR would we want to have a smaller regional conference. Jeff suggested waiting to see what DWD's plans are for PD until we decide to apply for COABE grant.
- d. Membership—Mandi Logsdon
 - i. Pat has put together a membership letter for review. Has list of DWD WorkOne staff. Letter would be emailed and will contain conference information.
 - ii. Ted is gathering memberships for corrections.
 - iii. COABE membership – Jeff asked Sara if she has any updates. COABE has some openings on their executive committees.
- e. Mentoring—Deb Sherwood/Natalie Rueter
 - i. Would like to align our mentoring program w/ DWD grant. (in the discussions with DWD – seen as an important part of PD)
 - ii. Could ILA partnership align with our mentoring program and offer a literacy component.
 - iii. Subject matter experts – list of people we could call re: questions on certain topics
- f. Alumni—Linda Warner/Timmie Westfall
- g. Conference Committee—Rob Moore
 - a) Might extend the Call for Presenters – will decide at conference committee meeting
 - b) March 29 is the deadline for hotel registration
 - c) Keynote presenters: Josh Davies and Denise Bisonette
 - d) Sara suggested having board members make calls to potential sponsors
 - a. Kuder – Jeff will call
 - b. 180 Skills – Natalie will call
 - c. IXL – Natalie will call
 - d. Cummins in Columbus – Nickie has some contacts, could she approach them to ask for support?
 - e. WIN – Sara will ask Pat to approach them
 - f. Michelle suggested we all contact a potential vendor

VII. Other Business

- a. Old Business
- b. New Business
 - i. COABE Large Group Membership Renewal due February 18th
 - 1. \$1200 – gives all IAACE members a membership to COABE
 - 2. Other option is the COABE journal – 3 issues a year

- a. For another \$400 per year all members would have online access to the COABE journal (3 issues per year – research articles, best practices, etc)
- 3. Sara motioned to renew the large group membership with the addition to the \$400 e-journal subscription. Rob seconded. Approved.
- c. Book reads: Free membership drawing
 - i. Jeff would like for a person from each book read to send him a name of a person to receive free membership.
- d. Announcements
 - i. Next meeting will be held on February 17, 2017

VIII. Adjourn Board

- a. Jennifer moved to adjourn meeting. Michelle seconded. Approved.