

IAACE Board Meeting
Oakland City University Plainfield Center
August 10, 2018
10:00 A.M. - 12:00 P.M.

Mission: To advocate for adult education in Indiana.

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

1) Call to Order-Michelle Davis

- a) Present: Sheila Butler, Michelle Davis, Jerry Haffner, Christy McIntire, Ted Pearson, Natalie Reuter, Laura Smart, Cynthia Warner-Lowe, and Jennifer Wigginton
- b) Call In: Caroline Foster, Sara Gutting, Mandi Logsdon, and Marilyn Pitzulo

2) Approval of Minutes-Natalie Reuter/Laura Smart

- a) Motion to approve minutes as presented by Cynthia Warner-Lowe, seconded by Rob Moore. All approve.

3) Treasurer Report-Rob Moore, Interim Treasurer

- a) Balances
 - i) TCU Checking: \$28,684.66.20
 - ii) TCU Savings: \$5,019.17
 - iii) Fifth Third: \$ 1,000
 - iv) Paypal: \$0
- b) Motion to approve treasurer's report made by Sheila Butler, seconded by Christy McIntire. All approve.

4) State AE Update-Jerry Haffner and Marilyn Pitzulo

- a) Statewide PDF & Director meetings will be held in 3 locations in August: Elkhart on 8/17, Indianapolis on 8/24, and Bedford on 9/31.
- b) DWD will soon issue a statewide distance education RFP. Only existing grantees are eligible to apply.
- c) DWD is focusing on NRS Table 4. This performance measures captures most outcomes.
- d) Indiana was third in the county for the number of HSEs earned.
- e) DWD's report for the Federal Department of Education is due on 10/1/2018.
- f) Rob Moore has requested standardized marketing from DWD that can be used by adult education programs. DWD is working with the marketing department to establish a marketing info-graphic. DWD anticipate this marketing tool being available in mid-August.
- g) DWD has hired a new IET manager.

- h) Marilyn Pitzulo will present the WorkINDiana program to the Governor's Workforce Council in mid-August.
- i) DWD submitted return on investments for Adult Education and WorkINDiana to the Governor's Legislative Affairs Department.
- j) DWD has and will continue to coordinated legislative visits. Both legislators and employers will visit local adult education programs. They have held two visits –in Jennings County and in Richmond. In September, DWD will visit Region 2 and 8. DWD will continue to host these meetings.
 - i) Legislators need to know how adult education contributes to the workforce. Programs need to show how programs are partnering with employers.
- k) An FAQ on the Employer Reimbursement grant will be issued soon.

5) Governor Cabinet Update-Michelle Davis

- a) Rob Moore previously represented adult edcation was on the SWIC which has been dissolved. The Governor Cabinet replaces the SWIC and does not have an ABE representative. Commissioner Payne is ABE's representative. Michelle Davis has reached out to Commissioner Payne to meet on a monthly basis. He has agreed starting in August. Marilyn Pitzulo and Michelle Davis will coordinate information going forward.
- b) Commissioner Payne has also agreed to attend the annual IAACE conference.

6) COABE Update-Sara Gutting

- a) Capital Hill Day is on September 27. Michelle Davis will represent Indiana.
- b) COABE membership benefits include:
 - i) Free webinars-There is a virtual conference on October 25-26. Both COABE and IAACE will send out the information to members. DWD will also share the information at the PDF/Director meeting. Additionally individuals can purchase insurance from COABE.
 - ii) Adult Education Resources include free lesson plans, apps, videos, etc. Individuals are encouraged to share their resources.
 - iii) Free E-Journal
 - iv) Talent Bank
 - v) Educate and Elevate www.coabe.org/educate-and-elevate/
 - vi) Minds that Move Us
 - vii) Regional Quarterly Get Togethers
 - (1) See attached document to August minutes for further details.
 - viii) Strongest associations in our COABE region are Indiana, Michigan, and Ohio. Michigan's representative wanted to know if the IAACE and Ohio's Adult Education state association would like to coordinate on a quarterly

basis to share best practices and ideas. The IAACE would like to learn from other associations how they communicate with their members, how they advocate for adult education, learn other best practices, and share how conference are planned and co-presenting. Additionally, teacher/program partners could be created across states. It would likely be a Go To Meeting. Michelle Davis made a motion to agree to move forward pursuing a COABE regional partnership as long as COABE is willing to organize this collaboration. Sara Gutting will reach out to COABE.

7) Committees

a) Advocacy-Rob Moore

- i) Updating a list of all state grantees and sub-grantees.
- ii) Marilyn Pitzulo's info-graph will be shared to ensure programs are presenting a consistent message to legislators. This list should be shared with all superintendents hosting adult education program. We would like all superintendents to advocate adult education to legislators. This will ensure others are expressing the importance of adult education with legislators.
- iii) DWD's statewide WorkINdiana celebration is another event being organized to advocate for adult education.
- iv) Marilyn Pitzulo shared that it is important that parties especially legislators understand that adult education plays an important role in many organizations such as Ivy Tech or DOC.

b) Communications-Jennifer Wigginton/Caroline Foster

- i) First newsletter and blog have been released. These will occur on a monthly basis. They request that others share information.
- ii) Newsletter and blog available on the iaace.com website under the advocacy tab.
- iii) It is also their goal to grow their social media presence through tagging the IAACE in local adult education post.
- iv) All board members need to submit self surveys to Jennifer.

c) Membership-Laura Smart

- i) Current membership TBD, one new membership this month.

d) Conference Committee-Ted Pearson/Jennifer Wigginton

- i) Goal to have members more involved by providing various themes for the conference. Seven themes submitted: 1) Superheroes, 2) Be the Star, 3) Get to Work, 4) Life in 3D let your dreams design your destiny, 5)

Dream Big & Work Hard, 6) Connect 4-Knowledge, Skills, and Attitude, and 7) We are an essential piece of a bigger puzzle

(1) Board choose finalist: Get to Work, Superheroes, and Dream Big & Work Hard

e) Employer Engagement-Christy McIntire

- i) Wayne Township created a video for HVAC training available on YouTube. In the future they plan to create a video for employer partnerships.
- ii) In the future, the committee may provide curriculum and other tools to assist others in moving forward in establishing partnership.
- iii) Vision for committee: Helping programs make relationship with employers by providing a step by step guide and share what has and hasn't worked. To ensure programs start the WEI programming at the beginning rather than the end of the program year.

f) Audit-Michelle Davis

- i) No updates

8) Other Business

a) Old Business

- i) Treasurer-Rob Moore has been acting interim treasurer. Sheila Butler has agreed to take over Treasurer position. Cythnia Warner-Lowe motions that the board accept a nomination for Sheila Butler to be the treasurer for a two year appointment as treasurer. Motion seconded by Laura Smart. All agree.
- ii) Indiana Literacy Association MOU is ready for IAACE President's signature.

b) New Business

- i) Grand Canyon University requested to become an IAACE member. Additionally, they will offer a 10% discount in tuition for all members. They will also likely be a sponsor for the conference in the future. Laura Smart provides a motion to approve that the IAACE will sign a participatory agreement with Grand Canyon University, seconded by Rob Moore. All agree.
- ii) Next meeting is Friday, September 21, 2018 at 10:00 Eastern time.

9) Adjourn Board

- a) Motion to adjourn made by Cynthia Warner-Lowe, seconded by Ted Pearson. All approve.