

UAACCE BOARD MEETING

April 10, 2009

Granite Learning Center

MINUTES

Present: Nate Southerland, Sandra Grant, Laura Layton, Shauna South, Judy Tukuafu

Excused: Kaye White, Tom Borg, Janet O'Riley, Cyd Grua, Todd Bird, Lory Curtis, Gayle Mahler, Heather Young

Assignments	When	What
Nate	April 30	Contact each of the grantees with information asking for additional information on their grant applications
Sandi	May 1	Get "Day on the Hill" committee together to begin planning the training
Nate	April 28	Contact the Board for a vote on Conference Theme
All	April 20	Pick a Strand committee to be on for conference
Laura	May 8	Update on conference details

Judy called the meeting to order at 9:35 am – March minutes will be reviewed at the May Board meeting.

Archive Update: Judy said that she made a copy of the items to be archive. The bill will come in April or May from Russ. The UAACCE history will be updated as the need arises and that we should appoint someone each year to do the update. Russ noted that a Resource Directory has not been developed since 2000. Shauna noted that the adult education directory is on the USOE adult education website. Most of the continuing education information can also be found on websites. The only part that is unknown is the Community Education section.

Update on UAN (Utah Afterschool Network) meeting. Laura said that a meeting was held on March 30, 2009. UAN note their appreciation for support in the past, they are

applying for a new grant from Mott to set-up a state-wide professional development system. The meeting included all stakeholders including the governor's office. We need some specific sessions for Afterschool Programs at conference. It has been suggested that UAACCE become a contract trainer for the UAN grant. They have been working on a quality tool for program evaluation, that included input from 21st Century Community Learning Centers, the Governor's office, UAN, the Afterschool Association, and many other organizations that deal with before/after school programs both non-profit and for profit organizations. This is giving them very good data for the grant application.

As of now they don't have a general conference but maybe we could include a strong strand at the UAACCE Conference. The UAN Board comes from a large variety of organizations including Even Start, Boys and Girls Clubs, etc.

Laura noted that Granite is funding an early retirement window.

UEN has had their 19% cut, back filled with stimulus money, they are keeping everyone for now but next year is still a big question. They are hoping that by shuffling jobs, cutting some of the projects, and attrition they will not have to cut jobs for next year. They are looking for ways to put back in the projects they have had to cut for this year.

The USOE is hoping that attrition and early retirement will make cuts unnecessary. However, they are looking at the possibility of a RIF. They will be using performance evaluations and longevity and Directors will have the final say of what happens in their programs.

Corrections were cut 25% by the legislature and all the higher education money for corrections was moved to corrections. The corrections office is now in charge of coordinating the higher education classes at the prisons. So between budget cuts and rule changes a number of faculty maybe changed. They are moving quickly to make hard decisions.

Resiliency and Service-Learning Grants: We had 3 Resiliency Grant and 4 Service Learning Grant applications.

Resiliency: One from United Way of Northern Utah to help fund a new computer for their Grants Center. They requested \$900 from the grant. The reasoning for the new computer was that recent history of the Center had demonstrated its value to the community through assisting community members in obtaining grant funds.

The questions we had: How many visitors have you served in the past year? How many additional people do you anticipate serving with the new computer? How will you measure and report this? How will you be assessing their experience at the Center and their development of additional resiliency skills? How do you anticipate accommodating additional growth at the Center?

Resiliency: One from United Way of Northern Utah as a Community Impact proposal for training. They requested \$5,500 mostly for professional trainers, we reduced this amount to \$2,700. We liked the project concept and the three-year duration. We felt that it would be critical to enlist the support of local businesses and community organizations and have them share in the cost of the project, as well as supporting it with their personnel time will help to increase their commitment to ensuring that their members attend the trainings provided. Some of the questions we had were: Who will be trained? How many individuals? How many of the sessions will they attend? How will you recruit them? How will you assess whether they have learned the skills covered in the training? How many others are they then responsible for training? How will you follow up with them?

Resiliency: One from the Utah State Prison: Proposal for training. They requested \$2,500 for a professional trainer and snacks. The amount suggested was \$2,900 for professional trainer and materials. The reasoning: This is an excellent project and really highlights the disparity between the corrections culture and the culture of resiliency. We felt that UAACCE should not be paying for snacks (\$200), but that we would like to provide an extra \$600 for the program to contract with the trainers to provide an extra session specifically for training a small group of trainers who would then continue to offer resiliency training to both the educational staff and the prison staff once this grant has ended. In addition, we recommended that they really focus on getting the prison staff administrators to attend, as this content will be important for them to understand and practice. Things that we would like to know: "How would you implement a train-the-trainer model with an extra session? Who would your trainers be, and how will they then train others? How can you get the prison staff and administration to participate in this project?"

Service Learning: One from the Utah State Prison: Amount requested \$4,264.80 for TABE preparation workbooks (20 sets). The amount suggested \$1,280 for TABE preparation workbooks (6 sets). The reasoning was that with our limited funds, we felt that one set of workbooks per lead tutor/housing block is as much as we could fund. The questions we had for them: Although the "service" aspect of this

proposal is clearly outlines (inmate volunteers providing service to other inmates as tutors), we struggled to identify the “learning” aspect of the project – that is, how the inmate volunteers would learn from their tutoring experiences. We felt that they could learn valuable leadership and social skills from this experience, but that this needs to be an intentional part of the project design. What skills/knowledge/awareness will the inmate volunteers develop, and how will these be taught and assessed (reflection, journaling, discussion, ect.)?

Service Learning: One from United Way of Northern Utah: Amount requested \$2,5000 for tools & storage container. The amount suggested \$920. Reasoning: we believe that establishing a partnership with a local hardware vendor will enhance this project and allow them to secure the necessary tools and storage container at a discounted price. The questions we had about this proposal: The learning aspect of service learning is a critical component. What academic skills/knowledge/awareness will participants be developing, and how will this learning be assessed? How will the service activities outlines in the proposal tie to the students’ academic activities? How do you plan to increase participation over time?

Service Learning: One from Grounds for Coffee in Ogden. Amount requested \$2,330 for pots and soil. Amount suggested \$2,330. Reasoning: This project promises to be an excellent service-learning activity with long-term duration and impact. The questions we had: The “learning” aspect of service-learning is a critical component, and one that you addressed well. What academic skills/knowledge/awareness will participants be developing, and how will this learning be assessed in addition to the journals and presentations? When the students are taught about soil types, growth cycles, and so on, how will their understanding of these concepts be measured?

Service Learning: One from Dixie College Community Education. Amount requested \$2,500 for plans and supplies. Amount suggested \$500. Reasoning: This project contained only one section that could be considered service-learning – the use of students and faculty to design a “green” building in place of a building being destroyed. The balance of the money was to purchase energy an efficient water heater and toilet. These two items with our limited funds were not in the area of a service-learning project. We had no questions about the service-learning portion of the project .

After a brief discussion of the grant applications, it was decided that Nate would contact each of the grantees and given them the information. The amount we propose to fund

them, have them answer the questions we had about their project, and to see if they will accept the changes we have suggested. Nate will bring their replies to the next meeting with the committee recommendations based on their answers to the questions. Award letters are to go out to the grantees by May 15, 2009.

After reviewing the applications, for those what will be funded, we might want to rethink how the money will be dispersed in light of the needs for each of the projects. There will be a portion of the money kept until the final report has been turned in to the Board.

Conference: We still need to sign the conference contract; Nate and Laura will take care of that. It was suggested at the last meeting that we might want to hold separate conferences targeted to each of the different areas, they could be called Summits. This way information would be separated for group mailing purposes but be combined into one program at conference. We need the buy-in from continuing education, the continuing education deans need to help with conference planning. Each strand should have a committee in charge of developing the program for the strand. Each Board member should volunteer to be on one of the strand committees. We could then fill-in the breakouts with vendor or other general interest speakers.

UEN would do a pre-conference on the Pioneer Library given by Ross Rogers or a conference session. Tom and Gayle would head the Continuing education committee, Todd and Lory to head the corrections committee, Nate to head the UEN offerings. We need someone to head the community education, adult education, ESOL, and afterschool committees. It was suggested that community education and afterschool be combined into one committee, and possibly the adult education and ESOL into one committee.

There was a short discussion on the available meeting space at the conference center. IT was decided that there would be enough space. All pre-conference sessions would be held in the area but not at the conference center, either the day or evening before the conference. It was also suggested that we have site visits to local programs (i.e., Horizonte, Granite Peaks, etc.) on the evening before conference from 6-9 PM.

The final session (group) should be a high energy session with lots of fun stuff. And that a "Day on the Hill" session should be held at conference. Depending on when the actual training will take place. This could be a post-training session or a pre-training

session. The committee will discuss this and come back with information. Sandi will get the committee together.

Themes for the conference were discussed. Many ideas were looked at: Courage; Synergy Summit; Bravery; Learning Links; Linking Education to Learning; Connecting the Links; Renewal; Educational Empowerment Summit; Linking Knowledge Together From Here to There; Educational Empowerment Summit; and many more. Nate will take the top ideas and send them out to the Board to vote on for the next meeting.

Conference Schedule timeline:

7:30 am Registration

8:30 am Keynote – Possibly Marketing – Future Trends – Where is education going? (45 minutes)

9:30 am Break

9:45 am Breakout Session 1

10:35 am Break

10:45 am Breakout Session 2

11:35 am Break

11:45 am Business Lunch

1:00 pm Break

1:15 pm Breakout Sessions 3

2:05 pm Break

2:15 pm Breakout Session 4

3:05 pm Break

3:15 pm Breakout Session 5

4:05 pm Break

4:15 pm Closing Keynote – Power in You type of speech – motivational, upbeat (20 minutes)

5:00 pm Adjourn

Scholarships for conference: Offer \$50 scholarships for ½ cost of conference fee of \$99 – no more than three scholarships per program site.

Nate and Laura will go over today and sign the contracts with U of U conference center.

Food costs—Nate and Laura will check on catering and AV. The Conference center allows us to choose anyone, but they also have a list of vendors that we can use. We might possibly do an informal reception on Thursday evening. The Conference center will provide screens and power. We will need to supply projectors and laptops.

Conference costs will depend on food and speaker fees. We will provide lunch and continental breakfast and two breaks with drinks. Laura will update the board at the next meeting.

The June meeting will be held at Weber State University.

The May 8th meeting will be held Utah Valley University, Connie will send directions and information about the room

We will need to approve the March minutes at the May meeting. Thanks to Laura who provided a homemade lunch.

Judy moved to adjourn the meeting, Laura seconded. Motion passed

Meeting adjourned at 1:15 pm

Next Meeting: May 8, 2009, Utah Valley University, 9:30 am place to be announced.