

UAACCE Board Meeting
December 12, 2008
Timpanogos Correctional Facility, Utah

Present: Kaye White, Todd Bird, Tom Borg, Connie Vincent, Judy Tukuafu, Sandra Grant, Cyd Grua, Scott Greenwell, Katrina VanCott, Laura Layton, Nate Southerland, Lory Curtis

Present by Phone or WIMBA: Shauna South, Steve Scholfield, Janet O'Riley

Excused: Nikki Lovell, Ted Ungricht, Laird Hartman, Heather Young

While waiting for the WIMBA to be set up Todd gave the board a brief description of the full prison facility and a short discussion on the inmates, their programs, etc.

Judy called the meeting to order at 10:10 a.m. Todd handed out the lunch orders and Nate reminded us to speak loud for the WIMBA persons. Judy had everyone introduce themselves.

Judy read sections of the October minutes – leaving out the conference planning sections. Scott moved to approve the minutes, Tom seconded, the motion passed.

Additions to the agenda: 2009 Conference, Forum reports, Friday closure of offices

Financial Report: Much of the details from the two conferences are still confused from the information received by Janet, she still has a few bills to pay and will send Judy the checks for the second signature and to be mailed from her office. Janet asked the board to review the budgets that she will be emailing to the board and let her know of what corrections need to be made.

Janet indicated that there was one deposit that she cannot account for, Nate said that he would work with Janet to get the budget straightened out. Judy passed around a copy of the November budget for the Board to review. Janet said that she is working the Zion's bank and is receiving copies of missing bank statements. She still needs to get with Burton to make the changes on the CDs. She will come up a day early for the January Board meeting and arrange to meeting with Burton and others to get the needed signatures. Nate and Janet will get together and straighten out the budget so that the Board can receive a year-end report in January.

Connie is still working on the final conference accounting. She will put together a balance statement and will work with Nate and Janet to put together a final report. At this point it look like about a \$1,200 profit from conference, there were 42 full paid registrations vs. 123 full registrations last conference.

Membership to MPAEA is still due and Janet will work to get it taken care of. NCEA dues have not been paid for this year – The big question is what are our benefits from this organization, may need to discuss the future of the National Community Education Association before deciding to pay the dues of approximately \$500.

Audit: A suggestion was made to pay for a professional audit. Nate thinks we need to wait until all the questions have been answered. Ted did take the budget to UVU for an informal audit. This was tabled for two months when the budget is corrected and then discuss.

Nate, Janet, and Connie will get together and to clean up the conference budgets.

Conference Wrap-Up: Tom gave his thanks to everyone who contributed to the success of the conference. It was small but very successful. Thanks to UVU and staff who were very responsive and with their assistance made the conference a success.

Comments: More information needs to get out sooner. Judy conducted a "Zoomarang Survey" and had 42 responses. 70% of which attended the conference. Judy passed around the results. Most of the comments were for earlier information due to decreasing budgets and lower cost if possible.

Nate noted that we have \$17,327 in registration, vendor fees and sponsors. The quilt brought in \$55 and the Silent auction netted \$752 for Scholarships. The expenses are expected to be about \$16,155. A question was asked about the memberships for next year- Nate said that there would be 42.

Lory asked about the membership fee for those who could not attend but attended the MPAEA conference. Tom moved that the MPAEA conference membership be extended until December 2009. Todd seconded. The discussion included how would we track the membership for one year from the MPAEA conference and those from the UAACCE conference. It was agreed that this is a problem. The motion was approved.

Sandi explained that because she registration was handled by UAACCE that she would pay her membership and that Janet should cash her check.

Kaye gave a brief report on the evaluations: there were not many for the overall conference – we need to change the process to make sure we get the evaluations back. It was suggested that next year those who turn in the overall evaluation be given a ticket for a special drawing. The individual evaluations went out by email to the Board and Kaye will send them to the presenters.

Kaye noted that most of the evaluations were very good. Some wanted more time to visit the vendors. The majority of the evaluations were average and above. Others wanted the Board to get out information sooner. The registration process was good, the website helpful. Many complained about the location of the Banquet and Dan Jones' keynote since it was difficult to hear with the basketball game in the background. The participants liked Dan Jones and Doug Neilsen. They wanted more sessions for corrections. We brainstormed ways to change this and solve the problem. Tried to address the problem of what do we do when budget cuts make it difficult for programs to pay for conferences. We need to get people more excited about the conference so that they would be willing to save their own money. One of the problems with the cost of overnight hotels, maybe we should go to a one day conference and pre-conference sessions of interest. The food was very good. The conference should have started earlier on Thursday and ended sooner on Friday.

The Board discussed the question of the 50 minute session, maybe we should spread things out more and cut one session. The adult education forum needed more time. All the forums had good discussion, but because of the proposed changes in adult education they needed more discussion time. Maybe less sessions would help to spread out attendance, can't make people attend any session. More advertisement for the forums, outreach before the conference, suggestions for recruiting participation by advertizing the presentations. Many felt the Brain keynote was too much of an 'info-mercial.' Maybe need a reality part to the conference. Email Tom with any additional comments about the conference.

Maybe a one-day conference for next year, suggestion: Breakfast, lunch but no dinner with pre-conference sessions the day before to a targeted audience. Forums in the evening for those we are interested with a light dinner, we need to organize differently. No overnight stays, important discussion to be carried on later in the agenda.

The Corrections Workshop was very targeted, maybe we need to target audiences. Tom did a great job of coordinating the conference.

December Newsletter: Get the information to Nate before Christmas and the newsletter will go out the first of the year. Scott will prepare an article on what is happening with the State Board of Education and the memo sent by UAACCE to the Board. Tom will give a conference wrap-up with quotes from the evaluations. Each of the new Board members were asked to give a short bio to Nate for the conference, Scott said that he had Bios for them all. We should have both a "New President's" message and a wrap-up message from Judy on the past year. Forums should get an article to Nate. Laura will write a articles. We should also have an article on the awards given.

Resiliency Funds: The grant application was presented to the Board. Add a line "UAACCE has funds to support resiliency activities in Utah" as the first line on the application. Change Love and Logic to "Love and Logic – a parenting program". Include UAACCE new address: PO Box 203, SLC, UT 84110, put in the assurances that the results will be presented at fall conference or a time designated by the Board. Include "May be completed online with hard copy of all signature pages;" "Application must be postmarked or received by email on or before April 1, 2009. Awards will be made by May 15, 2009; grant period begins July 1, 2009 and must be completed by June 30, 2010." In the area of funding requested add, up to \$6,500. Total available \$6,500 will give out no more than three awards, partial awards maybe made in order to support quality requests. Preference will be given to projects with matching funds. "I can't, so you can't make me include "excepting change". In the Assurances Delete "B" and re-letter the rest, in section H add a #7: Complete the project. 25% of funds will be given up front, the next 25% at the end of the first quarter, and again at the end of the first half. The remaining funds will be held until the project is completed.

The grant should be sent out to members and have them forward it to anyone they think might be interested. It will be posted on the website. Ask Marty Kelly to include it in her "Weekly Chatter"

to adult education directors and coordinators. There should be an article about the grant and application in the next newsletter.

Service Learning Funds: Nate reported that the committee, consisting of Nikki Lovell, Janet O'Riley, Sandra Grant and Nate Southerland, agreed that the Service Learning Funds should be put out as a grant application. Once approved it will go out on the website and sent to the same places as the Resiliency Grant. Make sure that there is a definition of Service Learning. Nate gave a brief history of the origin of the funds – Harley Paulson, coordinator for Service-Learning at the state level, had UAACCE help host conferences for Service-Learning and any funds gathered would then be used to support service-learning in Utah.

The grant will be open for applicants to conduct a Service-Learning project or training or instructional materials for Service-Learning. It will be open to Adult and Community Education and to non-credit based-Continuing education. IT could be student projects. The amount available is \$5,000.

Kaye moved that the Board create an RFP for Service-Learning for non-credit continuing education, adult and community education. Connie seconded. Discussion included creating and releasing by the end of January. Motion Passed.

Sandi said that she would create the RFP and send it out to the Board for approval.

Historian: Russ is looking for additional materials and is working hard. He found that Weber State only wanted area information for their archives. The University of Utah referred him to the Historical Society and Brigham Young University. There might be other possibilities. Russ is still checking into the matter. He met with Burton for some information. Nikki has some UCEA materials that might be helpful from her mother.

Introduction of New Board Members:

Lory Curtis – Principal of Southpark Academy at the Utah State Prison, he has been in this position for four years and in Jordan School District for 11 years. He has also worked in both Granite and Salt Lake City School Districts. He has authored a textbook on Auto Mechanics and many others. He said that the three adjectives to describe him are: Enthusiastic, Energetic, and Brilliantly Humble. He is passionate about all of his areas of interest.

Connie Vincent – Head of Utah Valley University's Conferences and Workshops, she has been at UVU for eight years and in education for 20+ years. Connie has a masters in instructional media and school administration and a Ph.D. in Curriculum Instruction. The three adjectives to describe her are: Committed, Organized, and Thoughtfully Brilliant. Connie fills the vacancy left by Leslie Herald's resignation.

Doug New – Currently a faculty member at the Salt Lake Community College Skills Center, has many talents. He was a principal in Alaskan and has a Law degree in employment. He has a dry sense of humor and enjoyable to work with.

Steve Schofield – Adult Education Coordinator for Iron County adult education, he has been in Cedar City for five years. He also oversees the Adult and Family Literacy Program, he feels like he is still a rookie compared to others and has a lot of things going on. Three adjectives to describe Steve are: Happy, Helpful, and Busy. He is happy to help where ever he can. Steve says he is organized and a fan for John Grisham and Seinfeld.

President-Elect: Tom Nominated Laura Layton, Laura said she would be willing to serve. Discussion: Laura is a 20+ year veteran of education; she began in School Social Work working with young parents and then moved to adult and community education. She supervises the Cottonwood campus and the jail. She is a grant writer and is working on her Ph.D. in Educational Leadership and Policy. Most of her years have been in social work. The three adjectives that describe Laura are: Sensitive, Progressive, and Zestful.

Tom moved that Laura become President-Elect by accumulation; Scott Seconded. The Motion passed.

Tom announced that Janet and Sandi have agreed to continue their positions for another year and Nate will remain as Executive Secretary. We now have an opening on the Board for Laura's unfulfilled position. The Board needs to look for an under-represented area. Kaye suggested someone in short-term vocational programs, ABE/ESOL, or workforce development. Doug suggested developmental education. Community-based organizations need to be represented. It was suggested that we contact: Brenda Burrell at the USOE, Katie Jensen in Cache Valley, Deborah Young, Heidi Clark or Mary Hancey in Salt Lake City School District, Christine Forsner with the Utah Afterschool Network, Centro de la Familia's education person (Nate will contact them and work with Sandi on the others on the list).

The Board thanked Scott for drafting the position paper on Board Rules for Adult Education and sending it to the State Board of Education. It was suggested that the paper also be sent to the PTA. It was an excellent letter. Thanks Scott.

Lunch

2009 Conference: Fort Douglas (Officer's Circle) area of the University of Utah for next year. The U of U conference center will help us with the conference. Need breakouts specifically for targeted groups. Good keynotes-general ideas and topics are ok. We need to target the number of people and how many rooms we need to reserve based on that information.

The Commander's Club has the banquet space for 200 and 2 breakout rooms. The Commander's House has 4 breakout rooms. We could use the Theater for the keynotes and the Guest House has 6 conference rooms if more are needed. The dates are November 5-6, 2009. The question is how do to configure the space. UEN has a computer lab at Bennion Hall which is within walking distance.

It was suggested that we do a one day conference with 2-4 preconference sessions on Thursday at other sites in the area. Nate called the U of U to see if other dates were available at the conference

site. The University of Utah had October 22-23, 2009 available. Most budgets will be limited next year and overnight stays will probably not be an option. There might be better attendance at a once day conference because of the travel restrictions. It was also suggested that we skip the conference next year and just plan for 2010. It was agreed that we need to keep the idea of a conference. We just need to make sure that it is a focused conference. Scott moved that we hold a one day conference on October 23, 2009 and that October 22nd be held for pre-conference sessions in other locations. Tom seconded. Discussion: We will need to advertize more, especially for pre-conference. A \$99 conference registration fee for the one day, include breakfast and lunch but not dinner. Motion passed. Nate reserved October 23, 2009 for a one-day UAACCE conference to be held at the University of Utah.

Adult education is have a summer institute in August, so it is likely that there will be little or no support from the USOE for the UAACCE conference in November.

Include more sessions for corrections, make sure there is a "Save the Date" article in the January newsletter.

Conference Space: banquet will hold up to 210, hold all meals and keynotes in this room. The two breakout rooms will each hold 36 person classroom style. The Commander's House will hold 36, 24, 18, and 10 people classroom style. Conference services will be an additional cost, vendors will be set up in the banquet room and all breaks will be held in that area as will the silent auction.

Forums: Adult Education at the last conference there was representation from Iron, Alpine, Wayne, Granite, Tooele, Carbon, Salt Lake Community College, UVU, Wasatch, Summit, Davis and Weber. On Wednesday, November 19th there will be a USOE adult education meeting at the Granite Peaks Learning Center. Issues exceed the time that was allowed.

Celebrations: UTopia is easier to use, reports are helpful and the economy is increasing enrollment in adult education.

Issues of Concern: We don't clearly understand the issues behind proposed changes of GED, etc. A survey was sent out to some people, but it didn't seem clear about changes that would result. Also the survey didn't seem inclusive of all stake holders.

Residency requirements – November 1, 2008 – Overall confusion still exists

- Utah ID, but move to Heber (or another community) – is it good enough?
- Do SEOP address and ID address have to be the same? As long as its Utah address its OK.
- Confusion regarding what's required for young students (under 18)
- Need something with student's name on it
- 2 views on library cards

Scott did a very good letter to the State Board of Education, Scott said that it was easy to put together with all the help he had from others. The information included the GED issue of 16 year-olds and the "Equivalency Diploma" for taking the GED and passing. This will be handy for the January meeting of the Board and for goal setting and planning for the new year.

GED/High School Audit Results

Board meeting update – new news from today

- Today's meeting: The board seemed prepared to pass proof of residency, funding for GEDs and diplomas together, equivalency diploma, dropping the age to 16 for GEDs, and inability to use GED credits for a diploma. It seems the current mind set of the board is to approve all the changes listed above.
- State Board ruled today to table the changes until the next meeting. Suggestion: Get other organizations involved to share a voice including superintendents, principals, school counselors, PTA, military representatives, parents, students, media connections, and letter to the editor. Help other understand that GEDs cover a fraction of the competencies of a diploma and is a "reading test." Future earnings are not similar between GED and diploma.
- Confusion from participants about the reason for proposed changes. If it came from the audit, why not address the funding issues. Supposedly we are only one of two states that give adult high school credit for passing all sections of the GED.
- What are our priorities? If "double dipping" is the main concern, do we want to focus on GED equivalency or 16-18 year old instead? No consensus here.

The board chair's brother was informed about the changes and was not happy with the proposal and was going to get to the board to complain. The Superintendent in Davis school district is against the proposal and will be sending a letter to the board about why. The Superintendent was asked to give the information to Brenda Hales, the superintendent's main concern was giving the GED to 16 year-olds. It was suggested that Scott's letter be sent to the Superintendents and the PTA for their information about the changes being suggested.

No one knows where it is going from here, in Utah 14% of the citizens over 25 years-of-age do not have a high school diploma.

Funding formula changes: Send feedback to USOE. On suggestion – If programs focus on a segment of adult education, they should have a unique formula for that program (e.g., programs that solely do ABE or ESOL). If funding formula changes, it should take place in advance. (Programs need to know goal or target before a funding year).

Action item: UAACCE get information to members about the issues and ways to get involved with the process. Please put the information into the newsletter.

Community Education Forum: Types of training members want:

- Small group instruction

- How to recruit manpower, volunteers and keep them there
- Parent involvement
- Richard Cooper and learning differences
- Ireland syndrome – color overlays for reading
- How to build collaboration and community involvement.

How can UAACCE help? More in-depth and longer session in training.

Continuing Education Forum: Not well organized and concerns around economic considerations, common enrollment and flexibility.

What to do to better serve continuing education in UAACCE ideas: New member orientation, include in committees so involved immediately, session on learning how to present.

Would like to recruit new members – sometimes information doesn't get past the deans and directors.

State funding for higher education/demographics -- Often we're competing for students

What's happening with mergers like UCAT and U and Dixie?

Difficulty with timing of conference – often there are conflicts

What could UAACCE do:

- ✓ Help recruit people, within departments
- ✓ Request for presentations in schools
- ✓ Have a student rate for conferences
- ✓ Consider electronic delivery for different types of training
- ✓ Developing blogs, articles of interest, etc. to make connections with other professionals
- ✓ Involving more association members in projects and communities
- ✓ Number one goal – contacting people building connections to find out how best to serve them

What about UAACCE Journal? Instead what about encouraging members to go through the Mountain Plains Journal.

Issues/concerns

1. Economic competition for prospective members
2. Common concerns among institutions: Banner issues, enrollments, accounting, etc.
3. Why does UCAT have flex that CE doesn't?
4. Representative (?) from Regents or USHE – discuss issues, decisions, etc., with continuing education. Political issues. Fund raising.
5. Questions: what about merger with UCAT and community colleges
6. Questions: what about mergers of universities and community colleges – has an adverse effect on community-based grants

Suggestions for sessions at conference:

- ❖ Session(s) for new attendees/new members
- ❖ How to plan prepare and present at a conference
- ❖ Target higher education's Education Departments n marketing and call for papers: students need a venue often for giving presentations
- ❖ Target folks within Continuing Education department for reruiting
- ❖ Student rate for conference
- ❖ Electronic delivery of professional resources, pod casts, WIMBA, UEN, blogs, and articles, getting information out on recognitions, best practices, etc. Directions for organization. How does Concurrent fit in for example, and other areas of collaboration
- ❖ Involve more association members on projects – signup sheets at conference and conference orientation
- ❖ Grass roots contacts
- ❖ More involvement

Corrections Forum: Large number of enrollees will give a full report in January.

- Networking among corrections programs to encourage support of education programs
- Funding seems short, preventing participation n the conference
- Sponsor workshops to help with training, such as Life Skills
- Why Try program, parenting program, Talking Responsibility are programs athat would be helpful to review
- Are there resources for text books?
- Continue forum sessions for idea sharing

At conference:

23 members attended the Adult education forum

7 members attended the Community education forum

5 members attended the Continuing education forum

6 members attended the Corrections education forum

Recognize members of the Board who have served: Nikki Lovell, John Kent, Sandra Grant, Leslie Herold. Judy was presented her passing the gavel plaque by Tom and with many thanks from the Board. Judy commented that "It's been fun getting to know and working with everyone on a more personal level."

Judy presented Books to the Board members.

The January 9, 2009 meeting with is to be held at Granite school district, place to be announced.

Gift exchange.

Todd moved to adjourn, Laura seconded. Motion passed.

Meeting adjourned at 2 pm