

UAACCE Board Meeting Minutes

February 13, 1009

Salt Lake Community College Skills Center

Present: Judy Tukuafu, Nate Southerland, Todd Byrd, Lory Curtis, Kaye White, Gayle Mahler, Connie Vincent, Tom Borg, Sandra Grant

WIMBA: Janet O'Riley, Steve Schofield, Heather Young

Excused: Cyd Grua, Laura Layton

Absent: Doug New

<b>Assignments</b>	<b>When</b>	<b>Who</b>
Legislative Letter	February 26, 2009	Lory, Tom, Judy
MPAEA Bid Basket Items to Kaye	February 28, 2009	All
Newsletter Articles to Nate	February 20, 2009	President's -- Tom NAAL – Sandi GED/Ad. Ed – Marty Refugee State Comm. – Marty Cont. Ed – Gayle/Tom Save the Date – Laura Corrections – Lory Membership – Janet New Election – All? New Board – New members House Bill 15 – Kaye?
MPAEA Check	March, 2009	Nate, Kaye
Review the Budget	March 13, 2009	All
“Day on the Hill” Training	TBA	Connie – contact Ted Sandi—contact Nikki Kaye – contact Troy
Continuing Ed email List		Continuing Ed. Committee
Goals for UAACCE this year	March 13, 2009	ALL
Vacant Board Positions	Immediately	Nominations by all
Community Award/Presentation	March 13, 2009	Janet

Tom called the meeting to order at 9:50 am.

Gayle Mahler was introduced as the liaison for continuing education. Gayle works with graduate programs at Utah State University and is the assistant director. Her goal is to get higher education involved in UAACCE. Tom thanked her for joining the meeting today.

Tom asked the Board to introduce themselves to Gayle.

Tom requested that the Board review the minutes from January.

Corrections to the January minutes: add Kaye White to the excused list, remove "State" and replace with "the" in the section on Day on the Hill. Correct the spelling of Gayle's name from Gail.

Judy moved to approve the minutes as changed. Nate seconded. The motion passed.

Additions to the agenda: none

Financial Report: Janet reported that MPAEA still have not deposited the conference check and asked that Kaye and Nate report this to their Board at the March conference in Las Vegas.

Janet reported that there is \$22,564.38 in checking and savings. Burton has sent the paperwork to his bank for the changing of signatures. Janet only received the release cards. Janet will be checking on the information for the signature cards and will let us know when the signing will be complete for the CDs. There is a \$17,568.96 in CDs. Currently Janet still has limited access to all funds. Hopefully she will be getting all the information from the bank soon. Signature cards are in process. Janet will send information to Tom and he will make sure the cards are signed and returned to the bank.

Connie noted that the income from the fall conference is \$1,394.60 with about \$750 outstanding invoices. Connie will have UVU cut a check to UAACCE for the funds. Janet will wait for the final report and check from UVU to finish completing the Fall Conference budget information.

A 1099 Form from one of the conference vendors was sent to Connie for the sponsorship at Fall Conference. Nate will keep the 1099 Form information, it is miscellaneous income, for the IRS report. The Filing procedure for 2008 taxes, Sandi mentioned that they are easy to complete. The tax forms from IRS for UAACCE will go to Nate. Sandi will assist him, if necessary, in filling out the information.

A final budget of the year is needed. Janet asked everyone to review the budget and let her know if anything is out of place or incorrect.

Nate has copies of all three budget reports and will make sure we all see them for review since he didn't have them printed out. Tom wanted a hard copy to review so Janet will email a copy to Kaye's assistance and she will make copies for the Board.

Janet mentioned that Burton told her that the Service-Learning and Resiliency funds were not in any particular account. They are just hanging around and can be pulled from any of the three fund areas, checking, savings, or CDs. Nate moved that we used the money in the savings account to fund the grant requests as needed. Todd seconded. The motion passed.

Audit: Tom will meet with Scott. Judy mentioned that Scott wasn't interested in being chairman of the audit committee and that maybe Burton or Russ could head the committee. Russ will be invited. Todd accepted the nomination to be on the committee.

Grant Applications: Nate mentioned that Ann O'Brien from the University of Utah asked if the funds could be used for attendance at national trainings. This is not what the funds are for, however, if they can show that this will help make a lasting change in the community, the grant will be considered. It was suggested that when the grant is awarded that the grantee include language indicating that UAACCE is a partner/co-sponsor of whatever events are held with the funds.

Newsletter: Articles are due by the first of the week and Nate will include information about the grants. Judy suggested that we let the YMCA know about the grants: [ymca@ymcasaltlake.org](mailto:ymca@ymcasaltlake.org) – Sandi will email them the information. Judy suggested that the Board send information to anyone they think might be interested in applying for the grants. Sandi mentioned that we currently have one application for each grant from United Way of Northern Utah.

Liaison: Tom thanked Gayle for her willingness to participate as a liaison for continuing education. Question: How does UAACCE play a role with grassroots information? Tom mentioned that he had talked with Marty about an adult education representative and she declined to have one because of budget concerns, but asked UAACCE to help send information to the State Legislature about adult education. Gayle asked if liaisons could vote and was told yes they are voting members of the Board.

Sandi said that she had contacted the Utah Afterschool Network for a liaison and Christine Forsner, director, said that she would bring it up at the next Board meeting and let her know. The possibility of having Ted represent Concurrent enrollment – but there was concern because he is currently the National Concurrent Enrollment Association president. Connie suggested that maybe Spencer from Ted's office might be able to service. She will check with Ted.

There was a question about Concurrent Enrollment liaisons since this is not part of continuing education and involves high school students. One thought was that because Ted and his organization has been involved with "Day on the Hill" training for concurrent enrollment that he/his organization, might be a big help in organizing our own "Day on the Hill" training and speaking with the office staff of national congressional legislators. Do we also need to look at other areas of continuing education i.e., short-term career training,

Skills Center, UCAT, etc. It was mentioned that we have had a liaison from the ATCs before.

Maybe we need to answer the questions: What is our focus for the year? Where is our best bang for the buck? Do we need more from the ESOL arena? Refugee training/educational needs – How are we helping immigrants with transferring licensure, etc. Maybe we need to look at areas we haven't had on the Board before.

If adult education is not funded or is funded at a 30% cut what happens with UAACCE's conferences? March might be a better time for trainings/conference. Right now with the legislature everything is on the table. Information on possible state income will come on the 17<sup>th</sup> and then they will begin making decisions. We just need to wait and see and then determine the needs at that point.

A short background on the grants was given. It was noted that the money was put into UAACCE for specific purposes and that the Board felt that we had to honor these purposes within reason. So the grants were designed to target the two areas and that any funds not expended by the end of the grant period would revert to UAACCE general funds.

Tom suggested that we focus on goals for the year at the next meeting in view of the current climate, maybe later today if time permits.

Vacant Board position: Judy had asked for consideration from a few areas and has talked to a few people about it. Nate was looking at someone from the ESOL community. Judy said that she had talked with Marilyn Nunez and Kate Diggins but they were unable to serve because of program obligations. Katie Jensen from Logan was also unable to serve. Kaye suggested that we talk with Doug from someone from the Salt Lake Community College Skills Center ESOL program. She will check with Doug and see if he can send a representative from his office. It was also suggested that we contact Cindy Krueger or Elizabeth Vargas at Jordan, Catherine Barnhart from the English Skills Learning Center, or David Chavez from Salt Lake School District. It was mentioned that James Andersen will not allow his people to attend UAACCEE because of a conflict with the Board a few years ago. Janet O'Neil from Granite was also suggested.

Once the people have agreed to serve on the Board, we can approve them by email to the members. These are elected positions and a vote is necessary. Hopefully we will have someone by the next meeting.

Legislative Updates: Adult education funds are proposed to be cut 20-30 percent right now. It was suggested that a letter be drafted from the Board to the members of the appropriations committee with facts about adult education. There is a fact sheet on the website that we can use of information, noting in the letter that those affected by the cuts are those that need the education most. Include information on the deep impact for refugees/immigrants who have been in refugee camps for 5 – 20 years. Look at the cost

of education vs. the cost of sustaining the people on assistance because they are unable to get jobs that produce a living wage for themselves and their families.

Buttars and Stephenson are on the Board. Pamela Atkinson is talking to Stephenson and he has visited adult education program. Pamela is one of education's best supporters on the hill. Lory has left messages with his legislators but has not heard from all of them. Lory has agreed to draft the letter and Judy and Tom will assist. The letter will state the impact of what these budget cuts will have on the public. Lory will use the economic impact on programs and community as the main focus of the letter. The letter will go to the appropriations' committee on UAACCE letterhead and under Tom's signature. Nate will make sure that we have the email contacts for all members of the appropriations' committee. The letter needs to go out as soon as possible. Sandi reminded the Board that the letter must come from a personal email and not a business email. If you have information that should be included please sent it to Lory at: [lcurtis@utah.gov](mailto:lcurtis@utah.gov) or [drldc@comcast.net](mailto:drldc@comcast.net) .

Wimmer is supporting House Bill 100 that will give the higher education corrections education money to corrections to manage. The corrections office has good police officers but no educators.

If the budget cuts happen it may affect Board positions, with layoffs or no funds for duties outside of the program responsibilities. UEN is currently scheduled for a large cut. The composition of the Board may change because of budget concerns.

Newsletter: Articles need to be to Nate next week:

NAALS – Sandi; GED/Adult Education Rules – Marty (or something about the Refugee State Committee); Gayle/Tom – state of continuing education; Laura –save the date for conference; What's happening – Lory on corrections; merger with House Bill 15; information about new board members; Janet on membership; new election.

Kaye noted that she needs an MPAEA basket from Utah. She will be collecting items and would appreciate any contributions the board can make. She needs all items by the last Friday of February. She suggested that these items be Utah items or National Parks, etc. Items can be delivered/Mailed to Kaye White; MS-SCC10; 1575 So. State Street; SLC, UT 84115. If you call Kaye she will arrange to pick items up if possible. Sandi moved that if Kaye needed funds to purchase items for the bid basket those funds up to \$100 to be taken from the Community Education Forum budget. Judy seconded. Motion passed.

Day on the Hill: the Board agreed not to send anyone to NCEA's program but to modify and design our own day on the hill. Who, where, when and what do we want for this training. State level training—what do we want it to look like? We need to get ready for the next session. It was suggested that we hold it in the fall or January. Should be include visits to the state's national legislators? We could visit their state offices here in Utah and speak with their staffers about the areas we want to impact. We need to create a workshop

and how we will travel to the offices. The NCEA training includes: how to approach, what language to use; amount of time to be spent; what do you need to take; etc. The workshop would include these issues and must precede going to the offices. We may want to find out what the staffers are working on and how we impact them. It would be good for them to have an organization to call on for information as needed. They are the people we need to educate on our issues. We need to establish a relationship with the staffers and be a good contact for them to use. At the state level: state interns; chairs of committees, etc. are the contact to the state issues/needs. Interim committees, standing committees do some work throughout the year and we should meet with them on an on-going basis to educate them on issues that impact our membership. We need to look at a number of different committees that impact our members and their programs.

There are lobbying groups that can help as we see the issues. We can make connections to see what is happening. Who can work on the committee? Suggestions include: Public Affairs committee, Ted and his group, Nikki, etc. We need to know what we can and cannot do; how to contact; how to prepare packets for the legislators. The training is very valuable. Once we have the training we can then look at how we want to proceed in the future. We need to set up the training, everyone needs to help. See if Nikki and/or Ted will help and then setup the training and meetings with staffers; then talk with state groups.

Another option is to have Troy Justesen (*Someone help me with the spelling of Troy's last name!!!*) be part of the training and give us information on how to work with the legislature. Kaye will contact his office; Todd, Connie, Sandi, and Kaye will begin working on the state level workshop as the starting point and then develop our own assignments for the year. Troy's keynote should be on something like "How to work with Congress" and then have sessions on how to work with both state and federal level legislative members. Connie will ask for Ted's help; Sandi will contact Nikki for help. Who should come? Leaders of no-profit agencies, school people, higher education people, not everyone has their hands tied. It could be scheduled as a Spring training with a follow-up at the fall conference. We need to make this a goal with action. Judy said that she can arrange for a Park City location for the workshop.

Archive: Russ proposed: he will put together a history and achivable materials. Russ proposed a stipend of \$200 with an additional up to \$50 for copies to be submitted to Special Collections by March 5<sup>th</sup>. Nate moved that we accept Russ's proposal and move forward with the project. Judy seconded. Discussion: Tom suggested that the \$250 come from the President's fund. The motion passed.

Judy will contact Russ and payment will be made upon receipt of an invoice from Russ.

Community Awards/Presentations: The hosting Board member will identify a person or organization to receive a community award from UAACCE and/or do a short presentation to the Board

about their organization and what it does for the community. Janet will work on something for the March meeting in St. George.

Kaye suggested that we put action items at the beginning of the minutes to remind people of their responsibilities.

Janet wanted to get a count of the number of people coming to St. George in March – Sandi,, Judy, Kaye?, Tom, Nate Connie?, Steve, and Janet. Janet said that the best place to stay is at the 7 Wives Inn at 435-628-3737. Gayle asked to be excused and Lory and Todd said that they would WIMBA. No others commented.

Review of assignments:

Community Ed. Forum: Sandi and Nikki- co-chairs. Forum reported that they would not be hosting a training this year, but will be working on other items during the year.

Adult Ed. Forum: “Directors’ Meeting”

Corrections Forum: Todd and Lory co-chairs – Doug L. announced his retirement at the end of this year.

Continuing Ed. Forum: Tom, Connie, Gayle, Kaye (they will decide who is chair). They were not sure how continuing education viewed UAACCE. They are proposing to send out an electronic survey to ask them about UAACCE. One action item for the year is workshops on interactive video or WIMBA – cost effectiveness/ peak interest in the workshop. Previously, any information sent to the Deans, for the most part, was not passed on to staff. They are thinking that many SHORT surveys (5 minutes or less to complete) may begin to peak their interest in what UAACCE might be able to offer them, and show them what is currently offered. Heather will help work on an email list. A spring survey, probably April, will then be followed by a 2-3 hour small group sharing activity. They will be looking at issues, etc. to help build interest in the continuing education community. The Legislative workshop is a possibility, but they won’t know for sure until after the survey. The committee will report findings are they are gathered.

Committees:

Public Affairs: Sandi, Ted, Nikki, Doug

Membership: Janet, Heather, Gayle

Professional Development: Connie, Todd, Kaye

Scholarship: Executive Committee

Audit: Russ/Burton, Todd, Laura

Conference: Laura, etc. – Themes: “Making Change n the 21<sup>st</sup> Century”; “Courage”; “Paradigm Shift”; “Change for the Good”; “Becoming Resilient with Change” Continue to think of conference themes.

Just a reminder that Lory will draft a letter and Judy and Tom will help edit. [J\\_t\\_123@xmission.com](mailto:J_t_123@xmission.com)

Nate moved to adjourn. Todd seconded. Motion Passed

Meeting adjourned at 12:50 pm

Next Meeting: St. George, Dixie College, Place to be announced.